

**MINUTES
BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
April 20, 2015 at 6:30 PM**

Present: Chairman Justine Courtemanche; Vice Chairman Fred Kline; Selectman David Sheldon; Selectman Vincent Greco; Selectman Michael Crockwell

Staff: David Jodoin, Town Administrator

1. CALL TO ORDER

Chairman Courtemanche called the meeting to order at 6:30 PM.

2. CITIZENS COMMENT

None

3. SCHEDULED MEETINGS

Tabitha Call – Tax Issue

Chad and Dennis Call were present to speak on behalf of Tabitha Call. Mr. Jodoin outlined the issue with the tax card for the property stating that there was an error after a lot line adjustment was completed in 2009 which added 7.4 acres to the 6.2 acre lot causing the tax amount to be calculated on 13.6 acres. The property tax increase began in 2010 and has continued through 2014 for a total of five years. The Assessor will correct the error for the 2015 tax year. Mr. Jodoin explained that with the recent changes, the Selectmen can abate for prior years for cause due to accident, mistake, or misfortune, it is entirely up to them. Ms. Call will need to complete an abatement form to be approved by the Assessor. The form would then come before the Board of Selectmen for approval and if accepted, the Town will prepare a rebate check. It should be noted on the form what exactly she is seeking the abatement for.

Selectmen Sheldon inquired as to the maximum amount of years that can be abated per the law. Mr. Jodoin replied that the law is vague with no clear amount of time and that it's at the discretion of the Board of Selectmen.

Mr. Jodoin provided Mr. Call with the abatement form and explained that Ms. Call will also receive notification that any rebate she receives must be reported on her income tax return.

Chief Gilman – Detail Rates

Chief Gilman was present to request an adjustment to the police detail rates. He explained that Pembroke is below the average detail pay rate. He stressed the importance of the Pembroke Police Department remaining competitive with the detail rates of other agencies. There will be no impact on taxes as the host pays the fees. An officer is not paid overtime if a detail shift causes the officer to work over 40 hours. NH Retirement and other costs are covered under the fee.

Action: Selectman Sheldon moved to approve the new detail rates as follows: Officers Hourly Earning Rate from \$36 to \$45; Detail Rate from \$45 to \$60; and Detail Rate Officer with Cruiser from \$55 to \$70. Selectman Greco seconded. Motion passed 5-0.

Chief Gilman – Recording System Safety Center

Chief Gilman stated that the hard drive for the camera system crashed causing several of the cameras to be inoperable. Due to the age of the system and the fact that it is no longer supported by Microsoft, no parts are available to repair it. They are currently operating with a loaner system from Monadnock Security Systems. He reviewed options for purchasing a new system that were provided from Monadnock Security Systems. The first option would allow them to remain at their current level of operation for \$2,902. This system has a 3 year warranty and is expected to last 5-6 years. The second option is to upgrade to a higher quality system at a cost of \$5,988. This system would allow additional cameras for a total of 32. The Police Department uses 25-26 so the increase would allow the Fire Department and Tri-Town camera coverage. This system has a two year warranty and is expected to last 10-12 years or longer. Both options include installation.

Funding for either new system was discussed. Mr. Jodoin indicated that monies could be withdrawn from the Town Building Capital Reserve fund for the purchase.

Selectman Sheldon asked if the system can be expanded further at some point if needed. Chief Gilman stated that he does not feel they will ever need more than 32 cameras.

Action: Selectman Kline moved to approve the purchase of a new camera system (option 2) from Monadnock Security Systems for the Safety Center in an amount not to exceed \$6,000 and to withdraw the funds from the Town Building Capital Reserve Fund for the purchase. Selectman Sheldon seconded. Motion passed 5-0.

Road Paving Bids

Jim Boisvert, Director, Department of Public Works stated that the Roads Committee is recommending awarding the road paving bid to Advanced Excavation and Paving in the amount of \$182,920.26 and to contract with KV Partners to engineer Eastview/East Meadow and Upper Beacon Hill Road from Fourth Range Road to Third Range Road, including Third Range for a total of 3,995 feet. Bids for Engineering have not yet gone out. Roads to be paved include Donald Avenue, Rosedale Lane, Terrie Drive, Tina Drive, and Noyes Street. Mr. Jodoin indicated that there is \$272,654 remaining in the budget for roads. Selectman Kline asked if the Department of Public Works is doing any of the work on the above roads. Mr. Boisvert stated that the DPW will be responsible to haul materials if and when necessary. All other work will be completed by Advanced Excavation and Paving including flagging.

Action: Selectman Kline moved to award the road paving bid to Advanced Excavation and Paving in the amount of \$182,920.26 for the road paving list dated 4/9/15 submitted to the Board of Selectmen by the Roads Committee. Selectman Sheldon seconded. Motion passed 5-0.

The Selectmen requested that Mr. Boisvert come back with actual engineering numbers from KV Partners. Each of the two roads to be engineered should be bid out separately.

4. OLD BUSINESS

Parking Union Street

This issue continues to be under review.

Safety Center Phone System

Mr. Jodoin reviewed the issue with the phone system at the Safety Center. In November, 2014, a power surge caused the system to crash and it could not be repaired. They are currently operating with a loaner system until such time as a new system can be purchased. Mr. Jodoin submitted a claim to the insurance company who covered the loss in the amount of \$12,345. To remain permanently with the loaner system they are using will cost \$12,600. This system was brand new when it was loaned to the Town. There is room for expansion on the system and must be purchased in units of 8. Chief Gilman and Chief Paulsen both indicated that no additional phone lines are needed at this time.

Action: Selectman Sheldon moved to approve the purchase of the Samsung 7400 Series phone system from TeleTechniques for the Safety Center in the amount of \$12,600 plus possible additional costs for installation/set-up, and to waive the bid process. Selectman Kline seconded. Motion passed 5-0.

5. NEW BUSINESS

Execute Contract with CAI for Mapping Services

Action: Selectman Sheldon moved to approve the Tax Map Maintenance Proposal with CAI Technologies in the amount of \$6,300, and to approve the GPS data collection contract in the amount of \$595 with the per building fee of \$12.75 per building, and to authorize the Chair to sign the contracts. Selectman Kline seconded. Motion passed 5-0.

Execute Lease Agreement Hillman Property

Action: Selectman Sheldon moved to approve the 2015 Lease Agreement with Lee Grimes for the Hillman property. Selectman Kline seconded. Motion passed 5-0.

The Selectmen signed the agreement and their signatures were notarized by the Recording Secretary.

Appointments

Action: Selectman Kline moved to appoint Michelle Carvalho to the Recreation Commission, and Brian Mrazik and David Baril, Jr. to the Conservation Commission. Selectman Greco seconded. Motion passed 5-0.

Manifest/Abatements

Action: Selectman Sheldon moved to approve the Manifest and Abatements as presented. Selectman Greco seconded. Motion passed 5-0.

Minutes 4/6/2015

Action: Selectman Kline moved to approve the minutes of 4/6/2015 as presented. Selectman Crockwell seconded. Motion passed 4-0. Selectman Greco abstained as he was not present at the meeting.

Non-Public Minutes 3/16/2015; 4/6/2015

Action: Selectman Kline moved to approve the non-public minutes of 3/16/2015 as presented. Selectman Sheldon seconded. Motion passed 5-0.

Action: Selectman Kline moved to approve the non-public minutes of 4/6/2015 as presented. Selectman Sheldon seconded. Motion passed 4-0. Selectman Greco abstained as he was not present at the meeting.

6. TOWN ADMINISTRATOR REPORT

Mr. Jodoin informed the Board that clean-up day at Memorial Field has been scheduled for the upcoming weekend. He asked the Selectmen if they will authorize one-day Transfer Station permits for participating volunteers.

Action: Selectman Kline moved to approve one-day permits at the Transfer Station for volunteers participating in the Memorial Field clean-up day. Selectman Greco seconded. Motion passed 5-0.

Mr. Jodoin informed the Board that he has received a Pole License Agreement for a pole that has already been installed. The agreement requires Board approval.

Action: Selectman Kline moved to approve Pole License Agreement #11-1483. Selectman Sheldon seconded. Motion passed 5-0.

The contract with F.L. Merrill Construction for the Pembroke Hill Road project is complete and requires approval.

Action: Selectman Kline moved to authorize the Town Administrator to approve and sign the contract with F.L. Merrill Construction for the Pembroke Hill Road project. Selectman Sheldon seconded. Motion passed 5-0.

Mr. Jodoin will be placing an order for 30 pairs of trash carts for an approximate cost of \$4,000.

The Selectmen reviewed pictures of the wall at 4 Union Street submitted by Larry Preston. It was agreed to forward the information to the Buildings and Facilities Committee.

A driveway issue on Girard Avenue was briefly discussed. Because the Town does not own the property, it is a civil matter. Since this issue may escalate during the Pembroke Hill Road project, the option of the Town obtaining an easement was reviewed. Mr. Jodoin will contact the property owner.

A check was received from Primex in the amount of \$689.35 for damages to the Welcome to Pembroke sign which was damaged during the winter. The Selectmen agreed to replace the sign.

Action: Selectman Kline moved to authorize the purchase of a new Welcome to Pembroke sign using the check from Primex and the balance due to be taken from the Economic Development Committee budget. Selectman Sheldon seconded. Motion passed 5-0.

Mr. Jodoin is in receipt of a memo from Ron Klemarczyk, Foreco, regarding Town owned properties. Mr. Klemarczyk estimates that it will take approximately a day and a half to view all the tracts and provide a report at a cost of \$400 to \$480. The value of the land was briefly discussed as well as the possible decrease in value if the trees are removed. It was agreed not to log the property but to look at putting several of the properties up for sale in June/July.

Mr. Jodoin asked the Board if they wished to enforce the portion of the personnel plan in which 5 vacations days in a row must be taken. The Board agreed.

Chairman Courtemanche asked Mr. Jodoin if the job description for the new fire fighter is complete. Mr. Jodoin will contact Chief Paulsen.

7. COMMITTEE REPORTS

Selectman Crockwell reported that the Conservation Commission performed various GPS boundary mapping and marked with pins, Schuett, Beck, and Butterfield parcels. The Conservation Commission is questioning the rules pertaining to the development of the Range Roads based on a vote at a Town Meeting between 2006 and 2010 in which they were not to be developed. Mr. Jodoin suggested that this information may be found in the appropriate Town Report however he believes that no building permit can be issued without bringing the road up to Class V specifications or without ZBA approval.

Chairman Courtemanche reported that the Budget Committee held their retrospective session last week. There were several issues raised with the manner in which the School presented their budget.

Mr. Jodoin noted that the Noise Committee will meet on May 19th at 6:30 PM.

Selectman Kline reported that the Conservation Commission will present information to the Planning Board regarding natural resource reviews on May 12th. The Planning Board is concerned with the potential length of the presentation.

Mr. Jodoin reported that the TIF assessment is complete and is being finalized by the Assessor.

Selectman Kline updated the Board on the CEDS grant. The document to apply for the grant has been approved however the application must still be completed. The application forms are not yet available.

8. OTHER/CITIZEN COMMENT

Chief Gilman informed the Board that Dr. Albee, DDS, offered to install a receiving receptacle for drug take-back at the Police Department. He stated that this will require holes to be drilled in the floor to bolt it in place. The receptacle would be checked and emptied on a regular basis. All items would be taken to the incinerator in Concord and an officer will remain present until the material is completely destroyed. Chief Gilman stressed that this receptacle cannot be installed until the camera system is in place.

Action: Selectman Sheldon moved to authorize Chief Gilman to work with Dr. Albee to install the receiving receptacle at the Police Department. Proof of insurance from Dr. Albee must be included with all other necessary documentation. Selectman Greco seconded. Motion passed 5-0.

Chief Gilman updated the Board on the current litigation regarding a parking violation on Village Lane. The issue surrounding vehicles blocking the roadway was discussed. It was agreed that should Village Lane be blocked by any vehicle, the trash truck will not attempt to enter the area and will not return until the following week.

A drainage issues on Buck Street was briefly discussed. Chairman Courtemanche informed the Board that the owner of the property would like a pipe removed that was installed by the Town. A drainage issue on Broadway was also reviewed. The owner of this property intends to cap a pipe which could cause flooding on his property as well as others that may be hooked into the same lines.

9. NON PUBLIC

None

10. ADJOURNMENT

Action: Selectman Kline moved to adjourn the meeting at 8:20 PM. Selectman Greco seconded. Motion passed 5-0.

Accepted by the Board of Selectmen

Justine Courtemanche, Chair