

**MINUTES
BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
August 2, 2010 at 6:30 PM**

Present: Chairman Cindy Lewis; Selectman David Sheldon (7:05 PM); Selectman Larry Preston;
Selectman Tina Courtemanche; Selectman John Duggan

Staff: David Jodoin, Town Administrator

1. CALL TO ORDER

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

2. CITIZEN COMMENT

Tom Baumeister was present to discuss the Suncook River. He stated that he had no confidence based on the outcome of the meeting held in Epsom and suggested that the selectmen consider suing the State for damages. After a lengthy discussion, the selectmen requested that Mr. Jodoin contact LGC and the Attorney General for feedback on how to proceed with any action and what options are available. Mr. Jodoin will also research DES cases under the Right to Know law.

3. SCHEDULED MEETINGS

Public Hearing – Changes to Town Code Section 160-4.1 Police Department Fees and Section 175-19 Leaves of Absence.

Mr. Jodoin reviewed the changes.

Chairman Lewis opened the public hearing at 7:04 PM and asked for any comments. There being none, she closed the public hearing at 7:05 PM.

Selectman Sheldon entered the meeting.

Action: Selectman Preston moved to accept the changes to Town Code Section 160-4.1 Police Department Fees and Section 175-19 Leaves of Absence as presented and posted. Selectman Duggan seconded. Motion passed 4-0. Selectman Sheldon abstained.

Chief Lane – Generator

Mr. Jodoin gave a brief overview of the generator purchase. After a brief discussion, Chief Lane was granted approval to move forward with purchasing a new transportable generator to be housed at the DPW building. Items discussed were all aspects of the bids including electrical work, placement of the generator with trailer, venting issues and options for what will be done with the current generator at the DPW. Chief Lane had no recommendation for which company the generator should be purchased from but did state that based on his communications with the bidders, he felt that Philips Electric would be best choice. Chief Lane suggested that the old generator be housed at Town Hall.

Action: Selectman Sheldon moved to award the bid to Phillips Electric for a D46S Milton CAT Automatic Transfer Generator for a total cost of \$40,500 and authorize Chief Lane to investigate the cost to vent so it can be placed in a bay. Selectman Courtemanche seconded. Motion passed 5-0.

Chief Lane anticipates possibly applying for more Grant funding which may cover additional expenses related to the generator.

There was a lengthy discussion regarding the winter parking ban.

Action: Selectman Preston moved to withdraw the winter parking ban for a trial period of one year and to follow the same snow emergency plan used in Concord. Selectman Duggan seconded. Motion passed 3-2.

See further action on page 4

Mr. Jodoin will review Concord's current policy.

Emergency shelters were also discussed.

Dale Robinson – Land Use Change Tax

Mr. Robinson was on the agenda to discuss a Current Use tax bill but was not in attendance. Mr. Jodoin updated the selectmen with the specifics on this issue in his memo dated July 26, 2010 Re: 8/2/2010 Meeting Information. A letter will be sent to Mr. Robinson outlining the necessary steps that need to be taken to file the appeal.

4. OLD BUSINESS

Roadway Signage requests – Clough Mill Road; High Street; Skyview Terrace

Chief Lane feels that enforcement can be handled on Clough Mill Road with the current patrol staff should a "No Thru Traffic" sign be installed. The selectmen were in favor of the sign with the understanding that Dave Jodoin will first research the Code for "No Thru Traffic".

It is Chief Lane's opinion that "Children at Play" signage for High Street will be ineffective and should not be installed. He stated that this is the only recent complaint the department has received concerning speed in this area. High Street is well signed for the school zone at the North end of the street. Additional patrols will be scheduled for the area. The selectmen were in agreement.

Chief Lane received a request for stop signs to be installed on the north and south end of the T-intersection on Skyview Terrace. He recommends the signs be installed. Chairman Lewis feels, and the selectmen agree, that only one stop sign is necessary on the east bound side.

Chief Lane suggested that a stop sign be placed near the men's softball field at Memorial Field. This item will go to public hearing along with other signage requests.

A memo received from Daniel Crean regarding traffic on Dudley Hill Road was discussed at length. Mr. Crean is requesting that speed limit signs and pedestrian traffic warning signs be posted on Dudley Hill Road. He is also requesting that the selectmen and Chief Lane ask the State to consider lowering the speed limit on Buck Street in the vicinity of the Dudley Hill Road intersection. No decision was made.

Chief Lane indicated that in any instance when a speed limit is in question and should be decreased, a public hearing must be held. Dudley Hill Road has already been accepted as a 30 MPH zone.

Memorial Field Lighting

Chief Lane indicated that the Recreation Commission installed security cameras last summer. Any lighting that protects buildings and helps enhance the quality of video images gained from the security system should be retained. Any lighting that illuminates a structure that is not protected by video should be eliminated.

Selectman Preston requested additional information on the security cameras installed at Memorial Field. Mr. Jodoin will follow up.

Broadway Reconstruction Project/Cross Country Paving

Jim Boisvert, Public Works Director, Paulette Malo and Henry Malo were present for this discussion. Correspondence from Mike Vignale, KV Partners, regarding phasing the project was discussed as well as engineering fees and encumbering those fees. Chairman Lewis suggested that the entire project be sent out to bid for future budgeting and CIP purposes.

Pembroke received funding for a Safe Routes to School Grant. Mr. Jodoin will meet with Regional Planning August 3rd to discuss in more detail.

Action: Selectman Sheldon moved to authorize completion of the design plan for the Broadway Reconstruction Project and move forward with the project. Additionally, the plan will be sent out to bid, funds encumbered this year as necessary, and will be included in the CIP plan and budget. This project will be done in phases and is estimated to take up to four years. Selectman Courtemanche seconded. Motion passed 5-0.

There was a lengthy discussion regarding Cross Country Road as paving has come to a halt due to issues with grinding/reclaiming. The town is currently discussing this situation and contract issues with the paving company.

There was a brief discussion regarding Cross Country Road culverts and drainage issues on upper Beacon Hill Road.

Solid Waste Ordinance Chapter 133

Action: Selectman Preston moved to include language to Section 133-2.1 Automated Collection to the effect that “Landlords shall provide containers for their residential tenants and may require a deposit or fee from tenants or may sell the containers to tenants at their cost.” This motion is based on the International Building Code. Selectman Duggan seconded. After discussion, both the motion and second were withdrawn.

The selectmen agreed that this ordinance will be revisited for additional updates and suggested that the Solid Waste Committee meet to review and discuss any needed changes as well as make final recommendations to the selectmen for parking and accessing carts in the winter months in the downtown area.

After further review, it was determined that the removal of the winter parking ban would require a public hearing as would the erection of the no thru traffic and stop signs.

Action: Selectman Preston moved to schedule a public hearing for the winter parking ban and signage requests. Selectman Duggan seconded. Motion passed 5-0.

5. NEW BUSINESS

Manifest/Abatements

Action: Selectman Preston moved to approve the Manifest as presented and the Abatements as recommended by the Assessor. Selectman Courtemanche seconded. Motion passed 5-0.

Minutes 7/6/2010

Action: Selectman Preston moved to approve the minutes of 7/6/2010 as presented. Selectman Courtemanche seconded. Motion passed 5-0.

6. TOWN ADMINISTRATOR REPORT

The application for the Bible College has been withdrawn. Information can be found in the selectmen packets.

Mr. Jodoin has received a quote from Unifirst for cover mats for the new carpeting. Unifirst, who handles DPW’s uniforms, appear expensive for rentals at \$3.40 each per week. Mr. Jodoin will continue obtaining quotes. Approximate sizes are one 4x6 and two 3x10 mats. Chairman Lewis suggested possibly purchasing two sets of mats and having Public Works maintain them at the public works building when necessary.

Mr. Jodoin is in receipt of another Citizen of the Year nomination and asked the Board how they would like to proceed with these nominations. It was suggested that Mr. Jodoin contact Jim Goff for input.

As a follow up to a prior meeting regarding trash/recycling pick up at Pembroke Schools, Mr. Jodoin has received a request that the school department be added to the agenda for the Board of Selectmen meeting scheduled for August 23rd to discuss their process and answer any other questions the selectmen have. The school department has taken additional steps to ensure recycling but is experiencing problems at Pembroke Academy. Mr. Jodoin will add this to the agenda.

LGC has supplied their annual 2011-2012 legislative policies. The Board will need to appoint someone to attend the meetings. No decision was made.

The Building Committee will meet on August 17th to discuss and finalize their recommendation for the boiler at the safety center.

All towns in the SVRTA have decided they will pay for the consultant work through Melcher and Prescott. At a prior meeting, the Board approved the payment providing that Pembroke did not pick up the cost for other towns. Pembroke's cost for this will be \$1,098.48.

Action: Selectman Sheldon moved to authorize Mr. Jodoin to sign the consulting agreement with Melcher and Prescott. Selectman Courtemanche seconded. Motion passed 5-0.

Documentation and correspondence included in the selectmen packets for review included: Letter from DES regarding Asphalt Plant; e-mail from resident concerning trash carts; DRA letter regarding audits; letter of thanks from Community Action; Notice of Decision 65 Sheep Davis Road; Notice of Violation 55 Sheep Davis Road; request from resident for re-sale of burial lot (Cemetery Commission will address at their next meeting); Notice of Violation Pembroke Hill Road; and Municipal Volunteer Award. Received after packets were prepared and available review include: Councilor Shea Newsletter; Emergency Management Correspondence including plan updates; correspondence from NHDOT regarding Bachelder Road Bridge (Mr. Jodoin read this piece of correspondence aloud); and correspondence from Hazard Mitigation regarding the Suncook River Flooding issues and the most recent meeting in Epsom

The next Board of Selectmen meeting is scheduled for August 23rd.

7. COMMITTEE REPORTS

Mr. Jodoin updated the board on the issue at 42 Donna Drive regarding culverts and easements. He explained that further review is needed and he will follow up.

Selectman Duggan reported that the Recreation Commission has agreed that no additional lighting will be installed at Memorial Field however, they would like to pave under the pavilion.

There was a question regarding Christine Robinson and if she has been appointed to the Recreation Commission. Mr. Jodoin will follow up.

Selectman Courtemanche reported that the CIP Committee held their first meeting. Gerry Fleury was appointed Chair and Rosemarie Michaud, Vice Chair.

Selectman Preston gave an overview of the bids received to complete the masonry work at 4 Union Street. Three quotes were been obtained and the Building Committee is recommending Pineault Masonry, Auburn, NH for a cost of \$5,890.

Action: Selectman Courtemanche moved to approve Pineault Masonry to complete the required masonry work at 4 Union Street for a total amount of \$5,890. Selectman Duggan seconded. Motion passed 5-0.

Mr. Jodoin indicated that the Building Committee is reviewing the basement floor and drainage system at Town Hall. This item will be going to CIP. The salt shed was also reviewed and the committee agreed that more information regarding the material that the shed is made of is required before a recommendation can be made.

The Building Committee is recommending that town staff take care of installing the insulated pipes at the safety center as the cost to contract is approximately \$3,100. Chairman Lewis expresses concern as insurance coverage in this instance is unclear. Mr. Jodoin will contact Worker's Compensation for more information.

The Building Committee will meet August 17th at 6:30 PM at Town Hall to discuss the boiler purchase for the safety center and to open the bid process. They will report back to the Board of Selectman for approval on August 23rd.

8. OTHER/CITIZEN COMMENT

None

9. NON PUBLIC SESSION RSA 91-A:2 I (a) Strategy or negotiations with respect to collective bargaining.

Action: Chairman Lewis moved and seconded by Selectman Courtemanche to enter into non-public session in accordance with RSA 91-A:2 I (a) at 10:15 PM.

Roll Call Vote

Chairman Cindy Lewis (yes)

Selectman David Sheldon (yes)

Selectman Tina Courtemanche (yes)

Selectman Larry Preston (yes)

Selectman John Duggan (yes)

Vote: Unanimous

The Board came out of non public session at 10:30 PM.

The Board unanimously approved the hiring of Dan Crean to handle the contract negotiations with DPW.

10. ADJOURNMENT

Action: Selectman Sheldon moved to adjourn the meeting at 10:34 PM. Selectman Courtemanche seconded. Motion passed 5-0.

Accepted by the Board of Selectmen

Cynthia A. Lewis, Chairman