

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

Present: Chairman Cindy Lewis; Selectman Larry Preston; Selectman Tina Courtemanche;
Selectman John Duggan; Selectman David Sheldon

Staff: David Jodoin, Town Administrator

1. CALL TO ORDER

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

2. CITIZEN COMMENT

John Beausoleil, 815-831 Ricker Road, was present to discuss a parcel of property adjacent to his. It has been his understanding that he owned the parcel but has recently learned that he does not. His main concern is the activity in this particular area including a constant issue with trash being dumped on the property. He is requesting that this parcel of land be transferred to him so that he can install a fence in an effort to alleviate the problem. Further, he requested that the Department of Public Works clean up the trash that is currently on the property.

The selectmen discussed this issue at length including: the possibility of installing boulders versus a fence to block the entrance; conveying the property to Mr. Beausoleil, which can only be done at town meeting; and costs associated with survey work drafting the deed. More information is required before a decision is made regarding the description and dimensions of the property. Mr. Jodoin indicated that if there will be a warrant article drafted, it will need to be completed and brought to the selectmen for approval no later than January 10, 2011. It was agreed that should this conveyance take place, Mr. Beausoleil will be responsible for all expenses.

Joe Emery, 78 Sheep Davis Road, was present to discuss the back taxes on his property. He requested that he be allowed some additional time to get his taxes current and agreed to pay \$200 on the 10th of each month beginning in January with the possibility of an additional \$100 the middle of each month. This will be paid until the taxes are current. The selectmen agreed to this arrangement and requested that Mr. Jodoin draft an agreement for signature.

There was also some question as to the current assessment of this property. Mr. Emery feels the assessment is too high possibly due to a deck that is no longer there. Mr. Jodoin suggested that Mr. Emery check the tax card to determine its accuracy. Lastly, there was discussion regarding issues surrounding the previous owners of this property. Mr. Emery indicated that he will be unable to obtain the deed for the property until the back taxes are current.

3. SCHEDULED MEETINGS

Public Hearing – Cash Receipts Policy

Chairman Lewis opened the public hearing at 7:00 PM.

The selectmen briefly discussed collecting cash at the transfer station. Mr. Jodoin will follow up.

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

Action: Selectman Sheldon moved to approve the Cash Receipts Policy as presented and posted. Selectmen Duggan seconded. Motion passed 5-0.

This policy will be in effect for all departments beginning January 1, 2011.

Scout Project

Rose Galligan and James Chestnut were present to update the Board on the proposed stage to be built at Memorial Field by the Boy Scouts. Mr. Chestnut stated that the original drawings have been reviewed by Everett Hodge who had two requirements; feet are installed and that all fasteners and hangers are stainless steel. Mr. Chestnut went on to describe issues with the flooring; specifically, what type of decking will be applied over the sub floor. It was suggested that Mr. Chestnut contact the Old Home Day Committee for feedback on flooring options. Other items discussed were steps up to stage area, railings, handicap ramp, and maintenance of the stage once complete.

Ms. Galligan began a discussion regarding the Recreation Commission's request for a concrete pad under the pavilion at Memorial Field. She suggested that the footings for the stage could be poured at the same time at a substantial savings. She reviewed quotes received for the concrete pad and suggested that funds for this project could be taken out of Recreation's capital reserve account which has a balance of approximately \$75,000. No decision was made.

The selectmen agreed that these items will be addressed at the next regularly scheduled Board of Selectmen meeting on January 3, 2011 at which time the Scouts will have a final design available.

4. OLD BUSINESS

Tree Work

Mr. Jodoin is in receipt of an additional quote for tree removal at 8 Union Street as well as a waiver for review. Collins Tree Service has quoted \$2,900 to remove all trees on lot, chip all brush and leave wood on site; deduct \$1,000 from price if town chips debris. There was some confusion as to the true cost and what the town will be responsible for. Mr. Jodoin will contact Collins for clarification and will contact resident, Sonny Larose about removing the wood.

Mr. Jodoin reviewed another problematic tree located on town property near the residence of Paul Desrosiers, 325 Dearborn Road, which needs to be removed at an estimated cost of \$640. Considering the branches of this tree are growing into the electrical wires, the selectmen discussed contacting PSNH for tree removal. Mr. Jodoin will follow up.

Selectman Sheldon asked that Mr. Jodoin review a seemingly dead tree, which may also require removal, on Main Street near the old Water Works building. Mr. Jodoin will follow up.

DPW Water Heater

Mr. Jodoin indicated that he has requested and received a quote from G&O for a new water heater at the town garage in the amount of \$1,613. Mr. Jodoin stated that Mr. Boisvert feels that this can wait until 2011 therefore the discussion was tabled until a future date. New quotes will be required at that time.

Transfer Station

There was a lengthy discussion regarding the Transfer Station specifically, landfill closure, salt shed, engineering costs (KV Partners), potential use of the extra building referred to as WACO. The selectmen discussed a long range plan that would incorporate the use of the building along with the required landfill closure. There is some confusion as to the most recent approved plans for the transfer station. Mr. Jodoin will obtain the most recent plans and have available at the next regularly scheduled Board of Selectmen meeting on January 3, 2011.

Mr. Jodoin stated that a check in the amount of 1/3 of the purchase price of the salt shed has been cut however is being held. He suggested that the check be voided, the funds encumbered, and that the shed be purchased in 2011. Total cost for the shed is \$42,492.54. The price for the shed is stated to be valid for 15 days. Mr. Jodoin will contact Iron Horse Structures and request that the terms be revised.

5. NEW BUSINESS

Trust Fund Withdrawal Requests

Action: Selectman Sheldon moved to approved the transfer of funds from the following Trust Fund accounts to the Town's General Fund: Cemetery Perpetual Care \$250, Police Cruiser Capital Reserve \$3,040.43, Municipal Facilities Capital Reserve \$27,675 and Cemetery Improvement Capital Reserve Fund \$4,700.as stated. Chairman Lewis seconded. Motion passed 5-0.

Mr. Jodoin will forward these requests to the Trustee of Trust Funds.

Execute Agreements for Property Liability, Workers Compensation and Unemployment Compensation

Mr. Jodoin explained that the agreements with LGC for property liability, workers compensation, and unemployment compensation are due to be signed. Workers compensation and unemployment expire on December 31, 2010 and property liability expires June 30, 2011.

Action: Selectman Preston moved to approve the agreements with LGC for property liability, workers compensation, and unemployment compensation and authorize the Chair to sign. Selectman Courtemanche seconded. Motion passed 5-0.

Chairman Lewis signed the agreements.

Sign Audit Tax Letter

Action: Selectman Sheldon moved to approve and authorize the Chair to sign the tax audit letter from Vachon, Clukay & Co., PC. Selectman Courtemanche seconded. Motion passed 5-0.

Chairman Lewis signed the audit letter.

Review/Approve 2011 Warrant Articles

The selectmen reviewed the preliminary warrant articles for the 2011 Town Meeting. There was discussion on whether or not to combine Articles 4 & 5 which relate to the Conservation Commission property purchase. Mr. Jodoin will follow up with Legal.

Selectman Preston asked who would be speaking to Article 3. Selectman Sheldon suggested that either the Selectmen or Mr. Jodoin should speak on behalf of the Article explaining clearly the financial path being taken and how it will affect the Town.

The concrete pad under the pavilion at Memorial Field was discussed. Should the selectmen approve the project a separate warrant article will be required (#10). Taking into consideration that the specifications on the quotes received by the Recreation Commission are vastly different, the selectmen requested that Mr. Jodoin obtain three quotes for paving (2½" thick under the pavilion). Mr. Jodoin will follow up.

The selectmen discussed and agreed to move forward with a petition warrant article for a zoning ordinance; Private Sales with Outdoor Display. This warrant article requires 25 signatures from registered voters and must be submitted to the Town Planner by December 8, 2011.

There was a brief discussion regarding a roadway issue on Soucook Lane presented by John Rymes at a prior meeting. Mr. Jodoin indicated that if approved, this would require a separate warrant article. The Selectmen agreed that they do not wish to proceed with turning the road over therefore, no warrant article will be drafted for Town Meeting.

The selectmen discussed limiting usage of the Range Roads to motorized vehicles during mud season. Mr. Jodoin will work on language. The Board decided earlier in the year that even though this required only a public hearing, they wished to have the voters at Town Meeting decide.

Manifest/Abatements

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

Minutes 11/15/2010, 11/29/2010

Action: Selectman Sheldon moved to approve the minutes of 11/15/2010 as presented. Selectman Preston seconded. Motion passed 5-0.

Minutes for 11/29/2010 were tabled.

6. TOWN ADMINISTRATOR REPORT

The next Board of Selectmen meeting is scheduled for December 20th. The Board will be meeting with the Allentown Selectmen in Allentown.

Mr. Jodoin distributed a preliminary Board of Selectmen schedule for 2011.

The RT 3 roundabout discussion with State officials is scheduled for the next regularly scheduled Board of Selectmen meeting on January 3, 2011 at 6:30 PM.

There was a brief discussion regarding conflicting information provided by the Library. In a summary page it is stated that there would be zero increase to their operating budget however their budget is actually increasing by 10%. It was determined that this increase is due to payroll which is not included in their operating budget. Also discussed was the loss of materials at the library.

Mr. Jodoin updated the selectmen on paving projects. There is currently \$91,226.56 remaining in the paving budget of \$538,300.

Chairman Lewis questioned shoulder work being done by the DPW on Cross Country Road. Mr. Jodoin will follow up.

Mr. Jodoin has obtained information from Blackboard Connect on an alert system to use for snow emergencies. The total cost for this service would be \$7,375 annually. After further discussion, the selectmen requested that Mr. Jodoin contact Peter Warburton to inquire if the Town may possibly use their system for snow emergencies. Additionally, Mr. Jodoin will contact Chief Lane for feedback.

Mr. Jodoin is in the process of contacting Paul Shea regarding gas lines as they pertain to the Broadway project.

There has been a request by the First Congregational Church for additional trash carts. After discussion, the selectmen agreed that there will be only two carts allowed.

Mr. Mudge, property owner at the corner of Broadway and Pleasant, has purchased eight 96 gallon trash/recycling carts.

Trash violation issues regarding rental property owned by Mr. Anthony Colman on 3 Howard Street was discussed. Mr. Colman stated to Mr. Jodoin that he is looking to have the property condemned and plans to contact the State Fire Marshall's office. This property was visited by Code Enforcement and the Health Officers and in their report, they state that it is a cute little house and the interior of the building is immaculate. Selectman Preston asked if the property owner has begun the eviction process and if so, would like any obtainable information. Mr. Jodoin will follow up and will also begin the legal process regarding the trash violations.

Included in the selectmen packets for review included: DPW's Recycling Rates by Route spreadsheet; DES letter; Town of Londonderry Public Hearing Notice; letter from Library; Letter from the VNA; Suncook River Community Planning Team Update; Merrimack County Budget.

7. COMMITTEE REPORTS

None

8. OTHER/CITIZEN COMMENT

None

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

Action: Selectman Sheldon moved and seconded by Selectman Courtemanche to enter into non-public session in accordance with RSA 91-A:2 I (a) at 9:30 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 9:40 PM.

Non public Minutes for 11/29/2010 were postponed.

10. ADJOURNMENT

Action: Selectman Sheldon moved to adjourn the meeting at 9:41 PM. Selectman Courtemanche seconded. Motion passed 5-0.

Accepted by the Board of Selectmen

Cynthia A. Lewis, Chairman