

**MINUTES**  
**BOARD OF SELECTMEN**  
**TOWN OF PEMBROKE, NH**  
**Monday, December 15, 2008 at 6:30 PM**

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**Present:** Chairman Fred Kline; Selectman Cindy Lewis; Selectman Larry Preston; Selectman David Sheldon; Selectman Tina Courtemanche

**Staff:** David Jodoin, Town Administrator

**1. CALL TO ORDER**

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

**2. MEETINGS**

**Bill Bonney – Plausawa Discretionary Easement**

Mr. Bonney, Director, Plausawa Valley Country Club (PVCC), was present to discuss his concerns regarding PVCC's 20 year Discretionary Easement which is due to expire on February 15, 2008 as well as the Assessment which will expire in April, 2009. Pat Serafin, Ted Natti, Tom Cassidy and Paul Dallaire were also present. Mr. Bonney gave an overview of the current Discretionary Easement and is requesting that the Town of Pembroke grant another 20 year easement. He feels that it is in the Town's best interest to grant the easement and indicated that not having one puts them at a competitive disadvantage. He stated that, according to the Conservation Commission, "PVCC is a great benefit to our town for many reasons. It provides open space and attractive scenery as well as great recreational enjoyment. It contributes to the rural character that Pembroke is working to preserve". PVCC has 227.81 acres, 46.8 which are in current use. The Discretionary Easement would cover the remaining 164 acres. Mr. Bonney stated that there is a provision in the law that he would also like the Selectmen to consider; which is the ability to define and write into a 10 or 20 year Easement, how the Assessment would be set up for that period of time. Mr. Bonney assured the Selectmen that PVCC will be in the "black" from now on. Additionally, he requested that the Opinion of Value for PVCC be used instead of paying \$5,000 for a new appraisal.

Ted Natti spoke about the history of PVCC stating that he is in favor of the Discretionary Easement and feels that PVCC is one of the most outstanding environmental features of the Town of Pembroke.

Chairman Kline stated that the Board of Selectmen have waived the appraisal on PVCC and agreed to use the Opinion of Value however, no decision has been made regarding the Discretionary Easement. Selectman Lewis suggested that this issue be brought the Town Counsel for review. The option of PVCC being accountable for providing financial statements was discussed and it was agreed that it will not be necessary. After a more detailed discussion, the Selectmen agreed to the following:

**Action:** Selectman Lewis moved to send the existing Discretionary Easement Deed for PVCC to Legal Counsel for review and revisions for a ten year easement with a possible 10 renewal clause. The cost of any legal fees associated shall be incurred by PVCC. Selectman Courtemanche seconded. Motion passed 5-0.

## 2. CITIZEN'S COMMENT

Sally Hyland, Chair, Solid Waste Committee, was present to discuss a question that was raised at the most recent Solid Waste meeting regarding what the Town will do if all the funds in the reserve account are depleted for the purchase/refurbishing of vehicles for solid waste and recycling. Refurbishing the existing trash vehicles as well as purchasing a new vehicle was discussed at length as it pertains to the costs associated and where the funds will come from. A back-up vehicle was discussed as well as trash carts. Chairman Kline stated that funding of the new trash vehicle is currently in the budget to come out of Capital Reserve and the Selectmen agreed to leave it in the budget as is.

Selectman Lewis left the meeting at 7:25 PM.

Tom Petit was present and provided a brief overview on the state of Pembroke after the ice storm. He reported that as of today, no injuries have been reported and no roads are closed. North Pembroke Road still has no power and progress is being made on Cross Country Road. He indicated that a State of Emergency was declared for the Town of Pembroke on Saturday. Mr. Petit also informed the Selectmen that volunteers went door to door checking on residents who lost power informing them that help is available. Flyers were also distributed.

Mr. Petit opened a discussion regarding the need for a back up generator at the Highway Garage. He is under the impression that there is an old generator located at 4 Union Street that could be made serviceable. He requested that \$7,500 be added to Emergency Management's budget to move the generator and have it installed at the garage. Mr. Petit stated that it was the consensus of the Fire Chief, Police Chief and himself that this generator be moved. Mr. Petit offered to come to the next budget meeting to discuss this issue. Selectman Preston is concerned that this generator may be too old to function properly.

**Action:** Selectman Preston moved to add \$7,500 to the Emergency Management budget for the purpose of a generator/back up system at the Public Works Highway Garage. Selectman Sheldon seconded. Motion passed 4-0.

Mr. Jodoin will have the generator evaluated to determine if it is serviceable and will report back to the Board.

## 3. OLD BUSINESS

### **National Guard**

Postponed until the next Board of Selectmen's meeting.

### **Town Administrator Action Items**

Mr. Jodoin requested that the trust funds transfer over to the Town for the reimbursement of the police cruiser as well as the sidewalk monies.

**Action:** Selectman Preston moved to authorize Mr. Jodoin to request from the Trustees of Trust Funds, the sum of \$26,753.55 from the Police Cruiser Capital Reserve Fund in accordance with the March 15<sup>th</sup> Town Meeting Article #3. Selectman Sheldon seconded. Motion passed 4-0.

**Action:** Selectman Sheldon moved to authorize Mr. Jodoin to request withdrawal from the Sidewalk Capital Reserve Fund in the amount of \$15,859.50. Selectman Courtemanche seconded. Motion passed 4-0.

The Town Administrator received an e-mail from a resident thanking Mr. Ranfos for his continued quality of service to Pembroke. A copy of this e-mail should be sent to his supervisor as well as a copy placed in his personnel folder. Selectman Preston also recommended that letters of thank you be sent to the Police, Fire and Public Works Departments for their hard work and dedication over the last few days. Mr. Jodoin will follow up.

**Action:** Selectman Preston moved that the thank you e-mail stated above be sent to Mr. Ranfos. A copy of this e-mail should also be sent to his supervisor as well as a copy placed in his personnel file. Selectman Courtemanche seconded. Motion passed 4-0.

Mr. Jodoin distributed the Board of Selectmen's meeting schedule and the Town Meeting Calendar for review. The next Board of Selectmen meeting will be December 29, 2008. The Board agreed to proceed with the new schedule.

There was a brief discussion regarding Encumbrances. Mr. Jodoin reminded the Selectmen that all encumbrances must be made no later than 12/31/08. All must have a contract specifying the purpose. This discussion brought about a review regarding the salt shed that was in the 2008 operational budget for \$50,000 but has not been completed. The Selectmen are unsure of the issues surrounding this and asked Mr. Jodoin to contact Geoff Ruggles for input.

Mr. Jodoin stated that there appears to be an issue with 28 Pleasant Street where an anonymous letter states that the homeowner is using the Town's land for their own personal use. He has asked Mr. Boisvert, Public Works Director, to follow up.

Selectman Lewis returned to the meeting at 8:30 PM.

The Selectmen agreed that the employee review due in January be postponed until June with any merit increase being retro-active to January 18th.

The Board reviewed a letter from LGC stating that they have paid \$6,626.42 to the resident at 1 Howard Street who sustained water damage to their home. The Selectmen would like Mr. Jodoin to follow up with LGC as to why the Town was not reimbursed for monies they funded to hire Serv-Pro to clean up immediately after the flooding occurred due to mold issues. Selectman Sheldon suggested that a claim be filed with LGC. Mr. Jodoin will follow up and report back to the Board.

The possible change in banking services was discussed. Mr. Jodoin will send out an RFP. Additionally, Mr. Jodoin has asked the Public Works Director to obtain additional quotes for a new furnace at the Safety Center and new carpet at Town Hall.

## **Other**

The issue of safe crossing to schools was addressed due to a child being injured while crossing Pembroke Street en-route to Pembroke Academy. The victim's father, Mr. Mark Winter, 286 Pembroke Street, was present to speak to the Selectmen regarding this issue. He expressed his concern that there is no safe crossing to the school and asked the Selectmen for guidance on how to pursue and begin a process of having crosswalk made nearby. Selectman Lewis suggested that he should concentrate his efforts on a crosswalk at the intersection of Academy Road and Pembroke Street as there is already a traffic light there. She also indicated that some additional right-of-way may be required for more sidewalks. In order to accomplish this, he would need to contact Pam Mitchell and Rich Radwanski at the State of New Hampshire District 5. Another suggestion is that Mr. Winter contacts the DOT in Concord to obtain a plan/drawing of the intersection. Mr. Winter indicated that he is interested in a possible education piece at schools. Selectman Lewis suggested writing an article for the newsletter and contacting the School Board. The grant for Safe Routes to Schools was briefly discussed.

Chairman Kline updated Selectman Lewis on issues discussed while she was away during this meeting. One item discussed in more detail at this time was the trash collection vehicles and whether or not funding should come out of Capital Reserve. Which truck will be refurbished is still under review and the Selectmen agreed that Selectman Lewis follow up on sending someone to evaluate the existing vehicles to determine which would be the best, if any, to refurbish.

**Action:** Selectman Preston moved to authorize Selectman Lewis to solicit opinions on which, if any, of the trash vehicles should be refurbished. Selectman Courtemanche seconded. Motion passed 4-0. Selectman Lewis abstained.

The Selectmen discussed Recreation's budget as it pertains to the \$3,500 for a concrete pad around the pavilion at Memorial Field that was removed by the Selectmen.

The roof repair that was completed at Memorial Field was discussed as well as the revolving fund. Selectman Preston is concerned that the \$4,600 repair was not approved by the Board. It is unclear on the contractor's invoice what work was actually done and it is also unclear who authorized the repair. Mr. Jodoin will follow up and report back to the Board. There is further concern collectively that decisions, policies, and procedures set by the Selectmen are not being followed.

## **4. NEW BUSINESS**

### **Letter of Support for Town of Epsom re: FEMA Grant**

**Action:** Selectman Lewis moved to approve the Letter of Support for the Town of Epsom FEMA Grant and authorize Chairman Kline to sign on behalf of the Board of Selectmen. Selectman Sheldon seconded. Motion passed 5-0.

## **Committee Reports**

Selectman Lewis reported on the most recent Planning Board meeting and stated that work force/affordable housing was discussed. She feels that hiring a full time planner should be reconsidered.

Selectman Preston requested that time is set aside in January to discuss the planner position in more detail. Mr. Jodoin will add it to a future meeting agenda.

**Minutes – November 19, 2008/December 1, 2008**

**Action:** Selectman Preston moved to approve the minutes of November 19, 2008 as presented. Selectman Sheldon seconded. Motion passed 4-0. Selectman Preston abstained.

**Action:** Selectman Preston moved to approve the minutes of December 1, 2008 as presented. Selectman Courtemanche seconded. Motion passed 4-0. Selectman Preston abstained.

**Manifest**

**Action:** Selectman Lewis moved to approve the manifest as presented. Selectman Courtemanche seconded. Motion passed 4-1. Selectman Preston voted no.

**Abatements**

**Action:** Selectman Lewis moved to accept as recommended by the assessor. Selectman Courtemanche seconded. Motion passed 5-0.

**NON-PUBLIC RSA 91-A:3 II (b) – HIRING PUBLIC PERSONNEL**

**Action:** Selectman Preston moved and seconded by Selectman Lewis to enter into non-public session in accordance with RSA 91-A:3 II (b) – Hiring Public Personnel at 9:59 PM.

Roll Call Vote:

Chairman Fred Kline (yes)  
Selectman Cindy Lewis (yes)  
Selectman Larry Preston (yes)  
Selectman David Sheldon (yes)  
Selectman Tina Courtemanche (yes)  
Vote: Unanimous

The Selectmen came out of non-public session at 10:12 PM.

A motion to seal the minutes was made by Selectman Preston and seconded by Selectman Courtemanche.

Roll Call Vote:

Chairman Fred Kline (yes)  
Selectman Cindy Lewis (yes)  
Selectman Larry Preston (yes)  
Selectman David Sheldon (yes)  
Selectman Tina Courtemanche (yes)  
Vote: Unanimous

**NON-PUBLIC RSA 91-A:3 II (a) – DISMISSAL, PROMOTION, COMPENSATION**

**Action:** Selectman Preston moved and seconded by Selectman Lewis to enter into non-public session in accordance with RSA 91-A:3 II (a) – Dismissal, Promotion, Compensation at 10:13 PM.

Roll Call Vote:

Chairman Fred Kline (yes)  
Selectman Cindy Lewis (yes)  
Selectman Larry Preston (yes)  
Selectman David Sheldon (yes)  
Selectman Tina Courtemanche (yes)  
Vote: Unanimous

The Selectmen came out of non-public session at 10:26PM.

A motion to seal the minutes was made by Selectman Preston and seconded by Selectman Courtemanche.

Roll Call Vote:

Chairman Fred Kline (yes)  
Selectman Cindy Lewis (yes)  
Selectman Larry Preston (yes)  
Selectman David Sheldon (yes)  
Selectman Tina Courtemanche (yes)  
Vote: Unanimous

**5. ADJOURNMENT**

**Action:** Selectman Preston moved to adjourn the meeting at 10:27 PM. Selectman Courtemanche seconded. Motion passed 5-0.

Accepted by the Board of Selectmen

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Fred Kline, Chair