

**MINUTES
BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
December 7, 2009 at 6:30 PM**

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

Staff: David Jodoin, Town Administrator

1. CALL TO ORDER

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

2. CITIZEN COMMENT

Lauren Wright was present on behalf of Suncook Little League/Suncook Youth Baseball and Softball to discuss trash pick up at Memorial Field during peak times once the recycling program begins. She questioned the Selectmen about the process in which recycling will be handled at the field, if all trash will continue to be picked up by the town, and if there will be any additional costs. She explained that their current trash procedures will not be possible once the mandatory recycling begins. Selectman Lewis stated that this issue has not yet been discussed by the Solid Waste Committee. Chairman Kline added that the issue of municipal trash pick up has not yet been addressed and it is unknown if there will be any additional fees. Mr. Jodoin will follow up with Recreation, Public Works, and Solid Waste, and will then contact Ms. Wright.

3. SCHEDULED MEETINGS

Joe Lessard – Municipal Resources Inc. (MRI)

Mr. Lessard described MRI's appraisal process, explaining that there are two aspects to valuation; physical data and placing value on the property. The valuation portion is figured using tables which calculate market value at which time a model is built. He outlined different options for the appraisal process including cyclical inspections and random selection and reviewed MRI's costs for two days per week/eight hours per day, with and without the 5th year revaluation. Additionally, their pricing of \$69,600 per year with cyclical inspections or \$46,500 without cyclical inspections, includes abatement work at the local level but does not include appeals. He explained that it is now a requirement that values be taken new at least once every five years meaning that each fifth year, values must be taken to market value. In the interim years, nothing other than new construction needs to be done based on the values during the revaluation. There is no statutory court requirement to do a physical inspection; the requirements are on the results of the values. Mr. Lessard also gave a brief summary of the Department of Revenue's procedures pertaining to the process.

He feels quarterly inspections should be performed and that if the town chooses not to go with quarterly inspections, he recommends that in the 4th year a random selection is performed, similar to DRA, to review the selected data for changes. There was discussion regarding different models used by different appraisal firms. Mr. Lessard indicated that although there is no State mandate on models, all firms should come to approximately the same valuations (market value).

Jeff Earls – Cross Country Appraisal

Mr. Earls reviewed changes made to Cross Country Appraisal's proposal which now includes pricing for two days per week/eight hours per day, although Mr. Earls does not feel 16 hours per week is necessary for this process. The hourly rate will be \$45 per hour/\$37,440 per year which includes cycled inspections and abatement work on a local level but does not include appeals, for a total of \$289,000 with cyclical inspections and the fifth year recertification; \$185,000 is the cost without cyclical inspections. Should they handle appeals, it would cost the town an additional \$45 per hour. (The hourly rate for one day per week is \$50 per hour.) Their process includes hearings, revisiting properties, defense of values, and notices to taxpayers if and when changes occur. He further explained Cross Country's process for appraisals and outlined options the town has for complying with State requirements. He indicated that there is no timeframe requirement for measuring and listing; it can be flexible over a five year period however, Mr. Earls does not recommend waiting until the fifth year to do a complete appraisal and that portions of the town are done within the four years leading up to a fifth year statistical revaluation.

Bonding and the MS-1 were briefly discussed. Mr. Earls gave a brief review of towns he is currently working with stating that Cross Country Appraisal has met all deadlines with the exception of one where an extension was filed.

4. OLD BUSINESS

Safety Center Heating System

Jim Boisvert, Director of Public Works, and Dana Carlucci were present to discuss options for the Safety Center heating system. Selectman Preston provided an update based on information obtained by Dana Carlucci. Option 1 includes replacing the boiler, insulating truck bay pipes, and miscellaneous boiler upgrades for a cost of approximately \$35,000. Option 2 includes replacing the entire hot water system with a complete HVAC system for a cost of approximately \$65,000. The Building Committee recommends Option 1 using the existing infrastructure throughout the building. This issue was discussed at length including efficiency rates and service costs. Although repairs to the system in 2009 have been minimal, it was Selectman Preston's opinion that a decision be made soon as the longevity of the current system is unknown considering the amount and cost of repairs in prior years. It was Selectman Lewis' opinion that a high efficiency system not be used and A/C is not installed. She also suggested insulating only half of the piping in the bays at first and re-evaluate before insulating the remaining pipes.

The Selectmen agreed with the Building Committee's recommendation to move forward with Option 1 and discussed how it would be funded; either through taxation (capital outlay) or through capital reserve.

Action: Selectman Sheldon moved to fund the new boiler for the Safety Center, in the amount of \$35,000, out of capital reserve with no tax impact. Selectman Courtemanche seconded. Motion failed 2-3.

Action: Selectman Sheldon moved to fund the new boiler for the Safety Center, in the amount of \$35,000, out of the town's operational budget. Selectman Preston seconded. Motion passed 3-2.

Mr. Jodoin will add this item to the operational budget as capital outlay and discuss with the Budget Committee on December 10th.

North Pembroke Road Guardrail

Mr. Boisvert stated that there is 250' of guardrail that is rotted and needs to be replaced on North Pembroke Road near Pembroke Sand and Gravel. A price has been received from CWS Fence and Guardrail in the amount of \$4,500. He is requesting that these funds be taken out of the paving budget.

Action: Selectman Sheldon moved to authorize the replacement of 250' of guardrail on North Pembroke Road for an amount not to exceed \$4,500 which will be taken out of the paving budget. Selectman Courtemanche seconded. Motion passed 5-0.

Safety Center Roof

Mr. Boisvert gave a description of repairs that may be needed and provided photos for the Selectmen's review. A price from Academy Roofing has been received however the Selectmen requested that the roof be inspected and cost estimates obtained from at least two additional vendors. Mr. Boisvert will follow up and report back to Mr. Jodoin.

Town Hall Flooring

Mr. Boisvert has been informed that there is no guarantee if the carpets are cleaned at Town Hall and Union Street that the stains will come out. The Selectmen discussed costs and options for replacing the flooring. No decision was made as there is money budgeted in the 2010 CIP.

Solid Waste Letter

Sally Hyland was present to request authorization to send an informational letter, on behalf of the Board of Selectmen, to town residents regarding the recycling program for a cost of approximately \$1,100.

There was discussion on the logistics of the mailing and what data would be used to form the mailing list. It was the general feeling of the Selectmen that property owners should be the ones to receive the letter. Some minor corrections were also discussed.

Action: Chairman Kline moved to authorize the mailing once the final revisions are made. Selectman Sheldon seconded. Motion passed 5-0.

Overnight Parking Ban

Selectman Preston asked Mr. Boisvert for his opinion and/or objections of not enforcing the parking ban unless there is snow. The Selectmen discussed this issue briefly; Mr. Boisvert was not prepared to comment.

Town 504 Accessibility Plan

Donna Lane, CDBG Grant Monitor, has requested that the Board move forward with the adoption of the 504 Accessibility Plan and Coordinator. A copy must be sent to Ms. Lane to ensure that the Town is in compliance with the Grant Award.

Action: Selectman Preston moved to adopt the Town's 504 Accessibility Plan and Coordinator. Selectman Courtemanche seconded. Motion passed 5-0.

Payment to Health Officer

Action: Selectman Preston moved to approve payment to the Health Officer. Selectman Lewis seconded. Motion passed 4-0. Selectman Sheldon voted no.

The Selectmen requested that Mr. Jodoin prepare a policy to include more detailed information on reimbursable expenses and to discuss with the Health Officer.

5. NEW BUSINESS

Approve Change orders to CDBG Grant

Postponed

Execute Audit Contract

Vachon and Clukay have submitted a letter of engagement and a synopsis of the work to be provided. Mr. Jodoin requested authorization from the Board to sign the documents.

Action: Selectman Sheldon moved to authorize the Town Administrator to sign the documents from Vachon and Clukay. Selectman Courtemanche seconded. Motion passed 5-0.

Approve Updated Drug and Alcohol Policy

Action: Selectman Lewis moved to approve the updated Drug and Alcohol Policy. Selectman Preston seconded. Motion passed 5-0.

Mr. Jodoin will add the updated policy to Pembroke's code book along with other revisions that have not been made from prior years.

Manifest/Abatements

Action: Selectman Sheldon moved to approve the Manifest as presented and the Abatements as recommended by the assessor. Selectman Courtemanche seconded. Motion passed 4-0. Selectman Lewis abstained.

Minutes 10/26/2009

Action: Selectman Sheldon moved to approve the Minutes of 10/26/2009 as presented. Selectman Courtemanche seconded. Motion passed 4-0. Selectman Sheldon abstained as he was not present at the meeting.

Minutes 11/2/2009

Action: Selectman Sheldon moved to approve the Minutes of 11/2/2009 as presented. Selectman Courtemanche seconded. Motion passed 4-0. Selectman Sheldon abstained as he was not present at the meeting.

Minutes 11/16/09

Action: Selectman Sheldon moved to approve the Minutes of 11/16/2009 as presented. Selectman Courtemanche seconded. Motion passed 5-0.

6. TOWN ADMINISTRATOR REPORT

Mr. Jodoin is in receipt of several applications/resumes for the Town Planner position which he is in the process of reviewing to determine the top candidates and will update the Selectmen at the next meeting.

The window replacements on the Clock Tower will begin December 8th. The company will coordinate with Public Works.

There was a sewer backup at 359 Pembroke Street that Sewer responded to. Insurance has been notified.

Grace Capital Church is holding a Christmas Eve reception in their new youth center which the Board of Selectmen are invited to attend.

A letter from a resident regarding signage at the corner of RT 3 and Sherwood Meadows was briefly discussed. Mr. Jodoin will perform a site visit and report back to the Board.

911 mapping was discussed. Mr. Jodoin will research prior decisions and will look into the policies of other town in the areas.

A question was raised regarding the day after Thanksgiving and if it is a paid holiday for employees. Mr. Jodoin stated that it was currently in the Town's code book.

A letter from DES regarding a revolving fund amendment was reviewed and signed.

Correspondence distributed for Selectmen review: LGC Renewal Rates; e-mails from Police and Fire Chiefs regarding 911 Mapping; Thank you letter from Dr. Munroe for the 250th celebration; DES Letter concerning Robinson Violations; e-mail from Chief Lane regarding Taser Training; Request from Grace Capital Church to be listed on website (Board requested that the Town Administrator check with other communities regarding web site policies); Professional Fire Fighters of NH letter concerning right to know request from LGC; Letter from LGC concerning right to know request; DES regarding Silver Hill Development; Resignation from Planning Board, Mark Zydel; 2010 County Budget; Resident letter regarding taxes; Solid Waste Mailer; proposed 2010 Selectmen Schedule.

7. COMMITTEE REPORTS

Selectman Lewis indicated that the Solid Waste Committee needs to address parking issues on trash pick up days when recycling begins.

Selectman Sheldon reported that at the most recent Roads Committee meeting, sidewalk paving and the Safe Routes to School Grant was discussed. They questioned why funds could not be taken from capital reserve to fund sidewalk paving. Selectman Sheldon explained to the committee that any funds available in capital reserve for sidewalks will be used for the grant match (which covers only new sidewalks, not sidewalk maintenance).

Selectman Lewis reported that several street lights are out on RT 3. Mr. Jodoin will follow up with Chief Lane.

8. OTHER/CITIZEN COMMENT

None

9. **NON PUBLIC SESSION - RSA 91-A:3 II (e)** Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the public body or any subdivision thereof, or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled.

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Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph.

Action: Selectman Sheldon moved and seconded by Selectman Courtemanche to enter into non-public session in accordance with RSA 91-A:3 II (e) at 10:07 PM.

Roll Call Vote

Chairman Fred Kline (yes)

Selectman David Sheldon (yes)

Selectman Cindy Lewis (yes)

Selectman Larry Preston (yes)

Selectman Tina Courtemanche (yes)

Vote: Unanimous

The Selectmen came out of non-public session at 10:29 PM.

Non Public Minutes 10/19/2009, 10/26/2009, 11/2/09, 11/16/09

Action: Selectman Preston moved to approve the non-public minutes of 10/19/2009, 10/26/2009, 11/2/09, and 11/16/09 as presented and to seal the minutes as they pertain to personnel and legal issues. Selectman Courtemanche seconded. Motion passed 5-0.

The Board discussed the Cease and Desist orders issued to the property owners at 807 Bachelder Road and 65 Sheep Davis Road.

10. ADJOURNMENT

Action: Selectman Preston moved to adjourn the meeting at 10:31 PM. Selectman Courtemanche seconded. Motion passed 5-0.

Accepted by the Board of Selectmen

Fred Kline, Chair

Minutes prepared by Alane Rapazza