

**MINUTES
BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
Monday, December 29, 2008 at 6:30 PM**

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

Chief Lane – Dispatch Services

Chief Lane gave a detailed update on dispatch services and fees. He stated that he has received an updated invoice that shows a decrease of approximately \$4,000. Chief Lane also discussed the option of regionalization and requested that the Board of Selectmen write to the Board of Commissioners supporting the concept of hiring a consultant to perform a feasibility study to determine whether or not regionalization for dispatch services is a viable option. This letter of support was requested by the Commission and should be addressed to JD Colcord, Chairman, and copied to all representatives.

Action: Selectman Preston moved that a letter be drafted to the Board of Commissioners in support of hiring a consultant for the purpose of a feasibility study pertaining to regionalization of dispatch services. Selectman Lewis seconded. Motion passed 5-0.

Mr. Jodoin will follow up.

3. CITIZEN'S COMMENT

None

4. OLD BUSINESS

The Solid Waste project was discussed at length as well as the draft of Warrant Article #8 which pertains to the purchase of a new split body automated collection vehicle, the rebuild of an existing packer (to be used as a back-up vehicle) and the purchase of trash/recycling carts. The lease payment option was discussed as well as capital reserve funding. Sally Hyland, Solid Waste Committee Chair, was present to answer any questions the Selectmen had regarding the recycling project. It was decided to split this warrant article into three separate articles: 1. to purchase a new split body automated collection vehicle in the amount of \$257,631; 2. to raise and appropriate funds (\$251,900) for collection carts which will be offset by user fees; 3. for the rebuild of an existing packer in the amount of \$99,053. Mr. Jodoin will follow up. It was suggested that a new truck be brought to either Town Meeting or the School District meeting for public viewing.

Mr. Jean Auger, Citizen, 12 Kimball Street, was present and asked for an overview on the recycling project specifically, Pembroke's gain should they choose to go ahead with the program. Ms. Hyland gave him a brief overview.

5. NEW BUSINESS

Acceptance of Donation to the Recreation Dept. from the Amoskeag Rowing Club per RSA 31:95 B

Action: Selectman Lewis moved to accept the donation of \$1,000 from the Amoskeag Rowing Club. Selectman Sheldon seconded. Motion passed 5-0.

Approval of Engineer Contract RE: Manhole Repairs and Rehabilitation

Action: Selectman Preston moved to approve and sign the amended agreement from Tata and Howard for engineering services for manhole repairs and rehabilitation. Selectman Lewis seconded. Motion passed 5-0.

Year End Encumbrances

Mr. Jodoin reviewed requests for year end encumbrances. Town Clerk - Dog Tags \$290; Binding \$250. Fire Department - \$2,185.50. Public Works - \$50,000 North Pembroke Road (FEMA match); \$50,000 Broadway Reconstruction Project Engineering Services; \$50,000 Highway Garage Improvements/Salt Shed; \$39,520.81 Solid Waste Facility (fencing/engineering).

Action: Selectman Lewis moved to approve encumbering funds for Town Clerk - Dog Tags \$290, Binding \$250, and Fire Department - \$2,185.50. Selectman Preston seconded. Motion passed 5-0.

Action: Selectman Lewis moved to approve encumbering \$50,000 for Public Works for the North Pembroke Road FEMA match. Selectman Preston seconded. Motion passed 5-0.

The Selectmen discussed the remaining encumbrances requested from Public Works in detail with the following actions taken:

Action: Selectman Courtemanche moved to approve encumbering \$50,000 for Public Works for engineering services on the Broadway Reconstruction Project. Selectman Sheldon seconded. Motion failed 0-5.

Action: Selectman Sheldon moved to approve encumbering \$50,000 for Public Works for Highway Garage Improvements/Salt Shed. Selectman Courtemanche seconded. Motion failed 1-4.

Action: Selectman Sheldon moved to approve encumbering \$39,520.81 for Public Works for the Solid Waste Facility. Selectman Lewis seconded. Motion failed 0-5.

Review/Discuss 2009 Proposed Warrant Articles

Article 3 – Community Tax Revitalization Tax Relief Incentive – The Selectmen agreed to remove this article.

Article 7 – Community Development Block Grant program – The Selectmen agreed to change the language from “replacement of 180 manhole covers” to “replacement of up to 180 manhole covers”.

Article 8 – See comments under “Old Business” above.

Mr. Jodoin will make the appropriate updates and add this item to the agenda for the next meeting.

Auditor’s Request

The Selectmen reviewed the Auditor’s request for information regarding the Board’s knowledge of the Town’s financial procedures, discussing each question in detail. Mr. Jodoin will complete the request and have available for signature at the next Board of Selectmen meeting.

Town Administrator’s Report

Candace White-Bouchard will attend the Board of Selectmen meeting scheduled for January 5th to discuss the Army National Guard’s proposed land purchase. Mr. Jodoin has left messages with John Shea and has sent e-mails to Water, Sewer, Police, Fire, DPW, Planning, Zoning, Conservation, and the State Reps inviting them to this meeting.

Fuel costs were reviewed. Mr. Jodoin stated that the Town may have the opportunity to lock in with the current vendor for 14,000 gallons at approximately \$1.90 per gallon. Mr. Jodoin asked if the Board would like him to move forward with a contract. There was some question as to why the price per gallon to the Town is higher than what is charged at the pump. Mr. Jodoin explained that there are fees included in the price i.e., transportation fees. The Selectmen agreed that prices should continue to be monitored before locking in.

The Selectmen discussed a Skate Park at Memorial Field that has been proposed by Jason Hurley. Mr. Jodoin has been informed that the Recreation Commission is supportive of the Park and that fundraising is currently taking place. Chairman Kline stated that this project came before CIP and was given a low vote. The option for a warrant article was discussed however, it was stated that it is very late to be coming forward with this project. Mr. Jodoin will follow up with Mr. Hurley.

The Selectmen briefly discussed correspondence from CNHRPC regarding their Open Space Planning Program. Chairman Kline will follow up.

Correspondence from NHMA Government Affairs regarding an Economic Stimulus Package was reviewed. Some options were briefly discussed.

Mr. Jodoin presented a response letter he drafted to Rachel and Richard Tether who have been experiencing inaccuracies with their water bill. The response letter informs Mr. & Mrs. Tether that the Pembroke Water Department is separate entity within the Town of Pembroke and that the Board of Selectmen has no authority or control over their operations or finances. He states in the letter that the residents should contact the Water Department’s office and request that they be placed on their next scheduled meeting agenda so that this issue can be discussed and resolved.

Action: Selectman Lewis moved to authorize Chairman Kline to sign the response letter addressed to Rachel and Richard Tether. Selectman Courtemanche seconded. Motion passed 5-0.

Mr. Jodoin is in receipt of a Wetlands Bureau complaint that has been filed with DES regarding 424 North Pembroke Road. He is preparing a packet for the land owner.

Mr. Jodoin asked if the Board had authorized the replacement of a 50 watt high pressure sodium yard light with a 175 watt high pressure sodium flood light for the recreation field. The cost of the upgrade is \$860.51. It was stated that this item had not been approved by the Board and it was agreed that more information is required before a decision is made. Selectman Sheldon will follow up.

Mr. Jodoin informed the Board that according to FEMA, there appears to be some contractors stating that they are "Certified FEMA Contractors". All Town officials and residents should be aware that FEMA does not certify contractors.

As part of GASB 34, Mr. Jodoin will be working on recording all vacation and sick time balances that public employees have on the books in accordance with the Personnel Plan. The current liability is approximately \$81,600 but will fluctuate based on time being used between now and December 31st. Comp time was discussed briefly. Chairman Kline stated that updates had been made to the comp time policy. Mr. Jodoin will research further and report back to the Board.

Encumbering funds for the 250th anniversary was discussed.

Action: Selectman Preston moved to approve encumbering up to \$3,000 based on pending contracts. Selectman Sheldon seconded. Motion passed 4-0. Selectman Courtemanche abstained.

Mr. Jodoin read into the record a letter of intent prepared by the Concord Cooperative Facility stating that Pembroke wishes to become a participating member in the proposed Cooperative Single Stream Facility and shall begin delivering single stream recyclables to the facility when it is available. Mr. Jodoin asked if the Board would approve the letter of intent. The Selectmen requested that language be added to include "providing passage at Town Meeting".

Action: Selectman Preston moved to authorize Mr. Jodoin to sign the letter of intent as amended. Selectman Lewis seconded. Motion passed 5-0.

Further information can be found on the Town Administrator's Report.

Budget Discussion

Chairman Kline updated the Selectmen on the \$5,000 for public computer expansion that the Board removed from the Library's budget. He stated that this line item was approved through CIP for a period of five years and has appeared in their budget since 2006. He asked if the Board if they would like this item added back into the budget.

Action: Selectman Lewis moved to add the \$5,000 back into the Library's budget. Selectman Preston seconded. Motion passed 4-1. Selectman Courtemanche voted no.

Minutes – December 8, 2008/December 15, 2008

Action: Selectman Lewis moved to approve the minutes of December 8, 2008 as amended. Selectman Preston seconded. Motion passed 4-0. Selectman Courtemanche abstained as she was not present at the meeting.

Action: Selectman Sheldon moved to approve the minutes of December 15, 2008 as amended. Selectman Courtemanche seconded. Motion passed 5-0.

Manifest

Action: Selectman Preston moved to approve the manifest as presented. Selectman Lewis seconded. Motion passed 5-0.

Abatements

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

6. OTHER/CITIZEN'S COMMENT

None

7. NON-PUBLIC RSA 91-A:3 II (a) – COMPENSATION FOR PUBLIC EMPLOYEE

Action: Selectman Preston moved and seconded by Selectman Sheldon to enter into non-public session in accordance with RSA 91-A:3 II (a) – Compensation for Public Employee at 10:23 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 10:24 PM.

8. ADJOURNMENT

Action: Chairman Kline moved to adjourn the meeting at 10:25 PM. Selectman Preston seconded. Motion passed 5-0.

Accepted by the Board of Selectmen

Fred Kline, Chair