

**MINUTES
BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
Monday, December 8, 2008 at 7:00 PM
WORK SESSION**

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

Staff: David Jodoin, Town Administrator

Excused: Selectman Tina Courtemanche

1. CALL TO ORDER

Vice Chairman Lewis called the meeting to order at 7:00 PM.

2. FINALIZE BUDGET AND REVENUE FORECASTS

There was some discussion regarding fuel charges. Fuel is currently budgeted at \$3.25 which may decrease.

Recreation

The concrete pad for around the pavilion at Memorial Field was discussed as well as the equipment shed for Emergency Management.

Action: Selectman Preston motioned to remove \$3,500 from the Recreation budget for the concrete around the pavilion at Memorial Field and \$6,000 from Emergency Management's budget for the equipment shed. Selectman Sheldon seconded. Motion passed 3-0.

Library

The Computer/Software Maintenance for the Library was reviewed. The \$11,054 for computer/software conversion was voted high by CIP due to the existing software company being sold however further information is needed regarding the \$5,000 for public computer expansion. Chairman Kline will address this issue at the budget committee meeting on December 11th. It was agreed to remove the \$5,000 from the Library budget and possibly replace it once further information is obtained.

Action: Selectman Preston motioned to remove the \$5,000 from the Library budget for public computer expansion. Selectman Sheldon seconded. Motion passed 4-0.

General Government

The Selectman discussed the decrease in health insurance and the three-year contract with LGC. No updated quotes have been obtained.

Action: Selectman Preston moved to authorize the Chair to sign, on behalf of the Board of Selectmen, the medical and dental coverage through LGC. Selectman Sheldon seconded. Motion passed 4-0.

Tri-Town Ambulance

Tri-Town Ambulance is budgeted for \$60,000 however their request is for \$51,294.51. The Selectmen reviewed and agreed to lower the budget.

Action: Selectman Preston moved to reduce the appropriation to Tri Town Ambulance to agree with their request of \$51,295. Selectman Lewis seconded. Motion passed 4-0.

Revenue

The Selectmen briefly discussed the updated Revenue Report. Mr. Jodoin stated that the Budget Committee expressed concern that the revenue forecast may be estimated too high. They would like the Selectmen to look at this year's budget over a two year period.

The Selectmen reviewed the State Highway Block Grant.

Action: Selectman Sheldon moved to increase the Highway Block Grant revenue from \$142,000 to \$148,568 to agree with the State's documentation. Selectman Lewis seconded. Motion passed 4-0.

Options for decreasing or removing recycling proceeds were discussed due to the town now paying to dispose of recyclables.

Action: Selectman Preston moved to reduce the recycling revenue from \$15,000 to \$0. Selectman Lewis seconded. Motion passed 4-0.

Selectman Lewis indicated that the revenue from Planning Board Fees is estimated high. The Selectmen discussed and agreed to reduce the revenue.

Action: Selectman Lewis moved to reduce the Planning Board Fees from \$17,000 to \$10,000. Selectman Preston seconded. Motion passed 4-0.

The proposed increase in revenue for Building Permits was discussed and the Selectmen agreed that, based on the economy, it is estimated high.

Action: Selectman Lewis moved to reduce the Building Permit fees from \$40,000 to \$35,000. Selectman Sheldon seconded. Motion passed 4-0.

Mr. Jodoin explained that the estimated \$300,000 for 2008 State Room and Meals Tax will probably be received sometime in January. A discussion took place about the 2009 Room and Meals revenue and it was decided to estimate them at \$275,000.

Action: Selectman Sheldon moved to reduce the State Room and Meals Tax from \$300,000 to \$275,000. Selectman Lewis seconded. Motion passed 4-0.

Revenue and expense from the FEMA funds were reviewed as they pertain to the grant for North Pembroke Road and the match from the Public Works budget.

Action: Selectman Lewis moved to reduce the FEMA revenue from \$200,000 to \$150,000. Selectman Sheldon seconded. Motion passed 4-0.

Chairman Kline stated that a line item should be added in expenses to show where the FEMA funds will be used.

Action: Selectman Sheldon moved to create a line item in expenses called FEMA - North Pembroke Road in the amount of \$150,000. This item should appear on page 2 of 4 under Roads and Sidewalks. Selectman Lewis seconded. Motion passed 4-0.

There was discussion regarding the garbage/recycling carts and whether or not the town will charge residents for them. The carts are shown in both expense and revenue. The proposed new trash vehicle was also discussed.

Debt and Capital Outlay

Chairman Kline noted a clerical error in Minor Capital Equipment for the Police Department. The note "To install Mobile Data Terminal Software in 4 Police cruisers" should be removed. The proposed total remains at \$8,000 as the amount for the installation had previously been removed.

Public Works

The Selectmen discussed the utilities and the proposed 3.22% increase in street lighting.

Action: Selectman Preston moved that Mr. Jodoin review all town utility costs. Selectman Preston seconded. Motion passed 4-0.

Chairman Kline will assist Mr. Jodoin in this effort.

Mr. Jodoin will update the portions of the budget that have been changed. The updates will be presented to the Budget Committee on December 11th. Additionally, Mr. Jodoin has begun preparing the MS7 which he will also present to the Budget Committee on December 11th.

3. OTHER/CITIZENS COMMENT

Representative Diana Schuett, 533 Pembroke St., was present to inform the Board that she has not been getting the correspondence that other State Reps are receiving. She stated that she has had continual problems with getting her mail. Ms. Schuett was looking for information regarding the proposed National Guard facility. Mr. Jodoin will make up a packet with all correspondence and leave with the Towns Administrative Assistant so that Ms. Schuett can pick it up.

At Chief Lane's request, the Selectmen signed the documentation pertaining to the hiring of Police Officer Angela Bergeron.

4. ADJOURNMENT

Action: Chairman Sheldon moved to adjourn the meeting at 8:55 PM. Selectman Preston seconded. Motion passed 5-0.

Accepted by the Board of Selectmen

Fred Kline, Chair