

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

---

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

**Staff:** David Jodoin, Town Administrator

**1. CALL TO ORDER**

Chairman Lewis called the meeting to order at 6:34 PM.

**2. CITIZEN COMMENT**

A resident at 42 Donna Drive was present to discuss his frustration with drainage issues he is experiencing at his property. He feels that these issues are directly related to work being done by an abutter to his property and that the easement has been compromised. Chairman Lewis suggested that the original drainage plan be reviewed to determine what action will be taken. The possibility of contacting DES was also discussed. Mr. Jodoin will follow up and report back to the Board.

**3. SCHEDULED MEETINGS**

**Tammy Webb – Vachon and Clukay Town Auditors**

Ms. Webb indicated that it is a new requirement that auditors meet with Boards of Governments prior to audits to inform them about the audit process and gain input on whether there may be certain areas that the town feels need to be reviewed. She then summarized the major aspects of the audit. First, they study the town's internal control policies and procedures to gain an understanding of how things work. Based on this study, they determine risks; audit and fraud. They are required to do a walk through of major financial cycles reviewing cash disbursements, payroll, tax billings, utility billings, etc. They will walk through a transaction from start to finish to be sure the process being followed compares to the written procedure. Also required once in a three year period is a control test which is similar to a walk through but with a larger sample to determine if policies and procedures are consistently being followed. Credit card usage, if any, will also be reviewed. They will determine if the town's financial statements are fairly stated based on a threshold that will be determined. Bank confirmations will be sent out and balance sheets and budget versus actual will be reviewed. A response from legal will be requested regarding any major lawsuits or potential judgments. Once the audit process is complete, they will compile a draft of financial statements for review. A new requirement for the audit is post employment benefits; an actuarial study may have to be done and is required for most small towns. The audit will begin on Monday, July 12<sup>th</sup> at 8 AM.

**Public Hearing in accordance with RSA 31:95-b III (a)**

This public hearing is for the acceptance of FEMA funds in the amount of \$64,594.89.

Chairman Lewis opened the public hearing at 7:05 PM.

Mr. Jodoin gave a brief review of the work done that is being covered with these funds including debris/brush removal.

Chairman Lewis asked what the actual cost was of the completed work. Mr. Jodoin indicated that the FEMA funds received was based on an amount of \$100,351.30.

Selectman Duggan requested a copy of the spreadsheet pertaining to this issue. Mr. Boisvert will follow up.

Chairman Lewis closed the public hearing at 7:10 PM.

**Action:** Selectman Preston moved to accept the FEMA funds in the amount of \$64,594.89 in accordance with RSA 31:95-b III (a). Selectman Sheldon seconded. Motion passed 5-0.

**Public Hearing – Changes to Town Code Chapter 36**

Proposed changes include: To allow the Selectmen Representative to be a voting member (36-3); and all employees working for the Recreation Commission whether paid or volunteer will be required to submit to the Town the necessary documentation for background checks (36-6).

Chairman Lewis opened the public hearing at 7:10 PM and asked for public comments. There being none, she closed the public hearing at 7:11 PM.

**Action:** Selectman Sheldon moved to approve the above stated changes to the Town Code as presented and posted. Selectman Courtemanche seconded. Motion passed 5-0.

**Chief Lane – Generator**

This discussion was postponed until August 2<sup>nd</sup> so that additional electrical quotes can be obtained.

**Mike Vignale KV Partners – Broadway Project**

Mr. Vignale as well as members of the Roads Committee were present to discuss the Broadway Reconstruction Project.

Mr. Vignale stated that he has made the revisions to the plan made by the Selectmen at a previous Board of Selectmen meeting and distributed the updated plan for review. Drainage and parking issues were discussed at length and will be further evaluated. Funding for the project was discussed. Mr. Vignale will prepare information and costs associated with allowing the project to be done in phases (side streets first/Broadway last) and will forward this information to Mr. Jodoin prior to July 19th so it can be discussed at the meeting on July 19<sup>th</sup> in Epsom; the Selectmen will meet ½ hour prior to the start of this meeting to discuss. On Friday July 10<sup>th</sup>, the Selectmen, as well as other interested parties, will meet at 7:00 AM for a site visit to review the project area.

#### 4. OLD BUSINESS

##### **Finalize Recycling Plan**

The Selectmen discussed the recycling program being offered by Big Green Recycling which would allow them to pick up items such as air conditioners and refrigerators that have been dropped off at the Transfer Station. Liability and the option of approving this program on a trial basis were discussed. It is believed that once Big Green signs for and picks up the items, they assume all liability.

**Action:** Selectman Preston moved to approve Big Green's recycling program on a 30-day trial basis and will review the status of the program at the Board of Selectmen meeting scheduled for August 23<sup>rd</sup>. Selectman Courtemanche seconded. Motion passed 4-1. Chairman Lewis voted no.

Other discussion regarding the solid waste recycling program included; violations, placement of carts/lids after they have been emptied into the truck (Mr. Boisvert will address this issue), and residents not breaking down cardboard boxes is causing an issue for the truck; it was decided to postpone this issue for a future meeting.

##### **CN Wood Payment**

Mr. Jodoin indicated that CN Wood has no control over who is responsible for truck repairs since Labrie took them out of the picture and informed Pembroke to take the vehicle to HP Fairfield. Based on an e-mail Mr. Jodoin received, Labrie is standing behind the manufacturers warrantee with HP Fairfield as the repair company.

**Action:** Selectman Sheldon moved to release the check to CN Wood. Selectman Courtemanche seconded. Motion passed 3-2. Chairman Lewis and Selectman Duggan voted no.

### **Flooring for Meeting Room**

The Selectmen discussed cleaning the carpet in the meeting room as opposed to replacing it and possibly using the funds to replace the carpeting in the stairway. Currently there is almost enough money budgeted to do both the meeting room and the stairway with new carpeting. Mr. Jodoin has spoken to the vendor and they will reduce the cost by the difference. Mr. Jodoin will also look into runners for the areas most frequently travelled. Maintenance will need to be budgeted and performed annually.

**Action:** Selectman Sheldon moved to approve new carpeting for both the meeting room and the stairway. Selectman Courtemanche seconded. Motion passed 5-0.

### **Suggested Town Code Updates**

The next schedule of Town Code revisions will go to public hearing on August 2<sup>nd</sup>; Section 160-4 (Police Fees), and 175-19 (Military Leave). The Selectmen briefly reviewed the changes.

Chapter 133, Solid Waste Management, will also be reviewed on August 2<sup>nd</sup>. Mr. Jodoin would prefer not to re-copy the documentation and requested that the Selectmen bring it to this meeting.

## **5. NEW BUSINESS**

### **Approve Agreement with NH Fish and Game – ATV Patrols**

**Action:** Chairman Lewis moved to approve and authorize Mr. Jodoin to sign the agreement with NH Fish and Game – ATV Patrols. Selectman Courtemanche seconded. Motion passed 5-0.

### **Approve Updated Welfare Guidelines**

**Action:** Selectman Courtemanche moved to adopt the updated Welfare Guidelines. Selectman Sheldon seconded. Motion passed 4-1. Selectman Sheldon voted no.

### **Appointment to Tri Town Board**

**Action:** Chairman Lewis moved to nominate Selectman Courtemanche as the Tri-Town Board Representative for Pembroke. Selectman Duggan seconded. No vote was taken and the nomination and second were withdrawn.

**Action:** Selectman Sheldon moved to appoint Chief Paulsen as the Tri-Town Board Representative for Pembroke, assisted by the Town Administrator. Selectman Courtemanche seconded. Motion failed 2-2-0. Chairman Lewis and Selectman Duggan voted no and Selectman Preston abstained.

**Action:** Selectman Preston moved to nominate Mr. Jodoin as the Tri-Town Board Representative/voting member for Pembroke. Chairman Lewis seconded. Motion passed 3-2. Selectman Courtemanche and Selectman Sheldon voted no.

There was a discussion that Allenstown has received, through a donation of the Fire Fighters Association, an ambulance that they will be using as a re-hab vehicle. Selectman Sheldon expressed his frustration that Allenstown would go in this direction when Pembroke and Allenstown have been working over this last year to transition Tri Town into a two Town system and, by them accepting this, it is contrary to the agreement that is in place and gives the perception that they will be running their own ambulance service.

#### **Police Department Job Descriptions**

Mr. Jodoin indicated that this is the first step of updates along with the Town Code. There were no changes to the pay scale or labor grade sections, only clarifications of duties. In the near future, all other departments will need to be finalized.

**Action:** Selectman Sheldon moved to approve the Police Department Job Descriptions prepared by Chief Lane. Selectman Courtemanche seconded. Motion passed 5-0.

#### **Manifest/Abatements**

**Action:** Selectman Preston moved to approve the Manifest as presented and the Abatements as recommended by the Assessor. Selectman Courtemanche seconded. Motion passed 4-1.

#### **Minutes 6/7/2010, 6/21/2010**

**Action:** Selectman Sheldon moved to approve the minutes of 6/7/2010 and 6/21/2010 as presented. Selectman Courtemanche seconded. Motion passed 5-0.

#### **Non Public Minutes 5/17/2010, 6/7/2010**

**Action:** Selectman Sheldon moved to approve the non public minutes of 5/17/2010 and to release. Selectman Courtemanche seconded. Motion passed 5-0.

**Action:** Selectman Sheldon moved to approve the non public minutes of 6/7/2010 and to keep them sealed. Selectman Courtemanche seconded. Motion passed 5-0.

**6. TOWN ADMINISTRATOR REPORT**

The meeting with the State to discuss the Suncook River flooding has been confirmed for July 19<sup>th</sup> at 6:30 at the Epsom Central School.

Maintenance has informed the Town that the front door will need replacing in the very near future due to problems with the hinges.

Mr. Jodoin will be finalizing the drug and alcohol testing policy for all employees with on site drug testing. A copy of the draft plan will be forwarded to the Board for their review.

The Town Hall roof will be re-shingled as well as some repairs to the trim in October, possibly over the Columbus Day weekend when there should be no cars or people in the parking lot. The Board authorized Mr. Jodoin to sign the document.

The Selectman briefly discussed the CTAP Application for Excavation Regulations.

**Action:** Selectman Sheldon moved to approve the CTAP Application for Excavation Regulations. Selectman Courtemanche seconded. Motion passed 5-0.

Mr. Jodoin is in receipt of several traffic requests for signage which he has forwarded to the Police Department for review.

The Board accepted with regret, the resignation of Gary Allen from the Pembroke Police Department.

The next regularly scheduled Board of Selectmen meeting will be held August 2<sup>nd</sup>.

**7. COMMITTEE REPORTS**

None

**8. OTHER/CITIZEN COMMENT**

There was a general discussion regarding the bidding process as well as town employees working as flaggers. Chairman Lewis feels that contracts should be reviewed to determine if the cost includes flaggers and to ensure that the most cost effective means for flaggers is being utilized.

**10. ADJOURNMENT**

**Action:** Selectman Sheldon moved to adjourn the meeting at 9:44 PM. Selectman Courtemanche seconded. Motion passed 5-0.

Accepted by the Board of Selectmen

---

Cynthia A. Lewis, Chairman