

**MINUTES  
BOARD OF SELECTMEN  
TOWN OF PEMBROKE, NH  
June 7, 2010 at 6:30 PM**

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**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 6:30 PM.

**2. CITIZEN COMMENT**

Mr. John McDonnell was in attendance to meet the Board of Selectmen. He will be running for State Representative for Merrimack County in September.

**3. SCHEDULED MEETINGS**

**Public Hearing – Approve Revisions to Town Code**

Mr. Jodoin distributed of list of all revisions to the Town Code. The Selectmen briefly reviewed the updates.

Chairman Lewis opened the public hearing at 6:34 PM and asked for comments from the Board and the public. There being none, she closed the public hearing at 6:35 PM.

**Action:** Selectman Courtemanche moved to approve the revisions to the Town Code as presented. Selectman Sheldon seconded. Motion passed 4-0. Selectman Preston abstained.

**Jim Boisvert – Bid Award Culverts, Headers and Ditching**

Jim Boisvert, Paulette Malo, and Brian Seaworth were in attendance to present the bids for 2010 culvert replacements, headers, and ditching. The Roads Committee is recommending Advanced Excavating and Paving be awarded the bid. The Roads Committee is also recommending that Advanced Paving continue the ditching to include the dirt section of Cross Country Road. The total amount including ditching for Cross Country Road is \$44,526.60.

**Action:** Selectman Sheldon moved to award the bid for culvert replacements, headers, and ditching to Advanced Excavating and Paving in the amount of \$44,526.60. Selectman Courtemanche seconded. Motion passed 5-0.

The cost for blasting and additional pipe work is not included in the bid and is unknown at this time. Mr. Boisvert will follow up.

There was a brief discussion regarding a resident who has done some landscaping on Town Property which may be compromised due to the above work. Mr. Boisvert will follow up with the resident.

#### **4. OLD BUSINESS**

##### **Town Hall Roof Bids**

The Selectmen discussed required repairs for the Town Hall roof and the bids that have been received.

**Action:** Selectman Preston moved to award the bid for Town Hall roof repair to Kelso in the amount of \$20,347. Selectman Courtemanche seconded. Motion failed 1-4.

Further discussion included the replacement of the cupola as well as some rotting fascia boards. It was agreed that the optimum time for these additional repairs will be while the roof repairs are being completed and that the additional funds will be taken out of the Municipal Facilities Capital Reserve Fund.

**Action:** Selectman Sheldon moved to award the bid for Town Hall roof repairs to Yeaton Carpentry Unlimited in the amount of \$22,000. Funds for additional work to the fascia boards and the cupola are to be confirmed with Yeaton Carpentry and these funds, all or in part, will be withdrawn from the Municipal Facilities Capital Reserve Fund. Selectman Courtemanche seconded. Motion passed 5-0.

Chairman Lewis will contact Mike Yeaton to supply information on pricing being requested and ask that he follow up with Mr. Boisvert.

The color of shingles to be used was discussed. No decision was made but the Board requested that Mr. Boisvert obtain samples. Mr. Boisvert will bring the samples to Town Hall for review.

##### **Solid Waste**

The Selectmen reviewed the updated Solid Waste Management Ordinance and current violations and violation procedures for the trash/recycling program. Also discussed at length was trash pick up at Pembroke Academy. Mr. Boisvert indicated that some recyclables are being mixed with trash. This causes concern for two of the selectmen who feel that the school should follow the same policies and procedures as residents.

**Action:** Selectman Duggan moved to enforce the recycling policy at Pembroke Schools; each school to obtain two dumpsters; one for trash and the other for recyclables. If this policy is not followed, the school will be responsible to secure their own trash pick up. Selectman Courtemanche seconded. Motion failed 2-3.

The Board requested that Mr. Boisvert supply a tonnage breakdown for further discussion.

**Action:** Chairman Lewis moved to discuss the recycling/trash pick up issues with the school department before any decision is made. Selectman Sheldon seconded. Motion passed 3-1. Selectman Duggan voted no, Selectman Preston abstained.

Mr. Jodoin will follow up with Peter Warburton, Superintendent of Schools.

The current breakdown issues on the new automated truck were discussed. It was agreed that the check to CN Wood in the amount of \$114,500 will be held until repairs are complete. These issues will be reviewed in detail by Howard Fairfield.

Dianne Schuett was present and indicated that after speaking with a friend in Los Angeles, issues have occurred with the split body automated truck they had purchased. They have since reverted back to two separate trucks at a cost of \$80,000 each. She suggested that this may possibly be an option for Pembroke in the future.

Mr. Jodoin indicated that there has been a savings to the town of approximately \$900 per week due to recycling.

## 5. NEW BUSINESS

### **Execute Certificate of Authorization/Household Hazardous Waste Day**

**Action:** Selectman Sheldon moved to accept the Household Hazardous Waste Grant and to enter into a contract with the State of NHDES; and to authorize the Public Works Director to execute the necessary documents; and to authorize Chairman Lewis and the Town Clerk to sign the Certificate of Authorization. Selectman Courtemanche seconded. Motion passed 5-0.

### **Execute Agreement with Suncook Rod and Gun Club/Shooting Range**

**Action:** Selectman Sheldon moved to approve the Use and Indemnity Agreement between the Suncook Rod and Gun Club and the Pembroke Police Department for use of the shooting range located in Allenstown and owned by the Suncook Rod and Gun Club; and to authorize Mr. Jodoin to execute the document. Selectman Courtemanche seconded. Motion passed 5-0.

Chairman Lewis stated that the Town of Pembroke must thoroughly clean up the range after each use.

#### **Suggested Updates to Town Code**

The Police Department has submitted information requesting that their fees be increased. There was a question as to when the fees were last increased. Mr. Jodoin will follow up and this item will be added to a future agenda.

Mr. Jodoin suggested that the Selectmen Representative for the Recreation Commission become a voting member (36-3). He has discussed this with Rose Galligan who is in favor of the change. The selectmen agreed.

Revisions to the Recreation Commission's policy for background checks (36-6) was discussed. The selectmen were in agreement with the revisions.

#### **Manifest/Abatements**

**Action:** Selectman Preston moved to approve the Manifest with the exception of the check to CN Wood in the amount of \$114,500 which will be held, and the Abatements as recommended by the Assessor. Selectman Sheldon seconded. Motion passed 5-0.

#### **Minutes 5/17/2010**

**Action:** Selectman Preston moved to approve the minutes of 5/17/2010 as presented. Selectman Courtemanche seconded. Motion passed 5-0.

### **6. TOWN ADMINISTRATOR REPORT**

Mr. Jodoin indicated that the smoke detectors at Town Hall have been going off. Monadnock Security Systems has been in to review and determined that both the smoke and heat detectors need to be replaced as they are over 20 years old. Monadnock Security has provided a cost estimate of \$2,076 to replace 25 smoke detectors and 4 heat detectors.

**Action:** Selectman Preston moved to approve the replacement of 25 smoke detectors and 4 heat detectors for a cost of \$2,076. Selectman Courtemanche seconded. Motion passed 5-0.

C/O monitors were briefly discussed. Mr. Jodoin will follow up with Monadnock Security as to cost and necessity.

SVRTA has been discussing the insurance situation as the agreement with LGC will expire this year. Mr. Jodoin has suggested that a consultant be obtained to shop the insurance and determine the most cost effective plan. The cost to hire a consultant will be \$5,000 to be split between all participating communities. The cost to Pembroke would be approximately \$1200-\$1500 as it currently stands. However, if a community in the group backs out, the cost could be higher.

**Action:** Selectman Preston moved to support the SVRTA plan to hire a consultant in an effort to review options for the town's insurance plans; this support is dependent upon participation from other communities. Selectman Courtemanche seconded. Motion passed 5-0.

Mr. Jodoin will inform the SVRTA of this action.

Repairs are underway to the Town Clock windows however some additional work (sash repair and painting) is required that was not factored into the original quotes. Mr. Jodoin is requesting that the selectmen approve an additional expenditure of \$595 to complete the repairs.

**Action:** Selectman Sheldon moved to authorize \$595 in additional funds to complete repairs on the Town Clock windows. Chairman Lewis seconded. Motion passed 5-0.

Chairman Lewis suggested that the damaged brick also be replaced at this time. Mr. Jodoin will follow up with Winn Mountain Restorations for pricing.

CNHRPC is interested in revising the Town's excavation regulations. The Town Planner will be discussing this with the Planning Board Tuesday, June 8<sup>th</sup>.

The NHDOT Transportation Enhancement Application submitted for improvements to sidewalks was not among those selected for a grant.

Correspondence was received from Everett Hodge regarding 65 Sheep Davis Road and 55 Sheep Davis Road. 65 Sheep Davis Road has been cleaned up and will not be going to the ZBA as no pallet repair work will be done at the property therefore an extension of the Special Exception is not necessary. It is anticipated that the owners of 55 Sheep Davis Road will appear before the ZBA for necessary permits and approvals.

The grant for Pembroke Sobriety Checkpoints through the State of NH Highway Safety Agency has been approved.

Mr. Jodoin is in receipt of a resolution to adopt the Hazard Mitigation Plan as of June 7, 2010 that has been approved by FEMA. This document requires Selectmen authorization/signature.

**Action:** Selectman Sheldon moved to accept the Hazard Mitigation Plan as of June 7, 2010. Selectman Duggan seconded. Motion passed 5-0.

The Board of Selectmen is invited to attend the groundbreaking ceremony for the new Bio-Mass plant at Pembroke Academy scheduled for June 14<sup>th</sup> at 5:45 PM.

Mr. Jodoin has been informed that there are three parcels of land across the street from Pembroke Academy being sold through J.W.F. Real Estate for a total of \$485,000.

Carpeting replacement quotes for Town Hall was discussed at length. Samples boards were provided for review.

**Action:** Selectman Sheldon moved to award the bid to Slark for the 44 oz carpet in the amount of \$4,536. Selectman Courtemanche seconded. Motion failed 1-4.

**Action:** Selectman Sheldon moved to award the bid to Slark for the 45 oz carpet in the amount of \$6,156. Selectman Duggan seconded. Motion passed 4-1. Selectman Preston voted no.

Carpeting color was discussed.

**Action:** Selectman Sheldon moved to approve the color "Charcoal" for the new Town Hall carpeting. Selectman Courtemanche seconded. Motion failed 2-3.

**Action:** Selectman Preston moved to approve the color "Silver Gray" for the new Town Hall carpeting. Selectman Sheldon seconded. Motion passed 3-2.

Due to funds that will remain in the budget for carpet replacement, Mr. Jodoin requested further discussion on possibly replacing the stairway carpeting. It was agreed that he will obtain pricing.

Once the carpet is installed, maintenance issues will need to be addressed.

An addendum to the Purchase and Sales Agreement for 553 Buck Street (Hillman property) has been requested for a one year extension.

**Action:** Selectman Sheldon moved to approve a one year extension to the Purchase and Sales Agreement for 553 Buck Street and authorize the Chair to sign. Selectman Courtemanche seconded. Motion passed 3-2. Chairman Lewis and Selectman Duggan voted no.

Chairman Lewis signed the addendum.

Bob Bourque will be taking a leave of absence from the Planning Board for the months of June and July.

The Street Sweeping bids will be sent out this week.

There was a general discussion regarding deed waivers.

**Action:** Selectman Sheldon moved to approve and authorize the Chair to sign the deed waiver for Deerpath Lane, Map 565-191-1. Selectman Courtemanche seconded. Motion passed 5-0.

The Selectmen signed the waiver.

Mr. Jodoin indicated that he is working with the landowner where there is a Well in question. The resident has agreed to make payments on back taxes and Mr. Jodoin agreed to work with the resident on the abatement process as well as the lot merger.

**Action:** Selectman Courtemanche moved to approve and authorize the Chair to sign the deed waiver for Map 561-37. Selectman Sheldon seconded. Motion passed 5-0.

The Selectmen signed the waiver.

Mr. Jodoin has received correspondence from KV Partners regarding the marked up plan for the Broadway Reconstruction Project. KV Partners is recommending completing two new plans, one with angle parking and one with parallel parking. After consideration, the Selectmen agreed that only one plan is required which should include angle parking only. Mr. Jodoin indicated that the cost to prepare the revised plan will be \$1,500.

Mr. Jodoin inquired as to where nominations for Citizen of the Year should be sent. It was agreed that these should be sent to the attention of the Board of Selectmen.

Included in the Selectmen packets for review included: Compliance Hearing notification from the Town of Bow; Two Volunteer Interest Forms; Correspondence from PSNH regarding the Merrimack Clean Air Project; and the 2010 Road Paving and Reclaiming Schedule.

The next Board of Selectmen meeting is scheduled for June 21<sup>st</sup> at 6:30 PM and will be held at the Epsom Town Offices to discuss the Suncook River flooding issues. The first meeting in July will be held on Tuesday, July 6<sup>th</sup> versus Monday, July 5<sup>th</sup> in observance of the 4<sup>th</sup> of July Holiday.

## 7. COMMITTEE REPORTS

Selectman Duggan report that the Recreation Commission is requesting increased lighting at Memorial Field. Mr. Jodoin indicated that he will contact PSNH for review and pricing. Additionally, the Lighting Ordinance will need to be reviewed.

**8. OTHER/CITIZEN COMMENT**

None

**9. NON PUBLIC SESSION – RSA 91-A:3 II (c) Matters which, if discussed in public would likely affect the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting.**

**Action:** Selectman Preston moved and seconded by Selectman Courtemanche to enter into non-public session in accordance with RSA 91-A:3 II (c) at 9:04 PM.

Roll Call Vote

Chairman Cindy Lewis (yes)

Selectman David Sheldon (yes)

Selectman Tina Courtemanche (yes)

Selectman Larry Preston (yes)

Selectman John Duggan (yes)

Vote: Unanimous

The Board came out of non public session at 9:55 PM and stated that they voted to seal the minutes.

A motion was made by Selectman Sheldon and seconded by Selectman Courtemanche to appoint Neda Briggs as an alternate member to the Planning Board. Motion failed 2-2. Chairman Lewis abstained.

A motion was made by Selectman Sheldon and seconded by Selectman Preston to appoint Christine Robinson as a member of the Recreation Commission. Motion passed 4-0. Selectman Preston abstained.

The Board discussed getting proposals from two different Attorneys regarding the upcoming CBA negotiations with Public Works.

Non Public minutes of 5/17/2010 were tabled.

A motion was made by Selectman Sheldon and seconded by Selectman Courtemanche to adjourn the meeting at 10:15 PM and to enter into Non Public session in accordance with RSA 91-A:2- I (a) Strategy or negotiations with respect to collective bargaining. Motion passed 5-0.

Accepted by the Board of Selectmen

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Cynthia A. Lewis, Chairman

Minutes prepared by Alane Rapazza