

**MINUTES
BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
March 1, 2010 at 6:30 PM**

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

Staff: David Jodoin, Town Administrator

1. CALL TO ORDER

Vice Chairman David Sheldon called the meeting to order at 6:30 PM.

2. CITIZEN COMMENT

None

3. SCHEDULED MEETINGS

Frank Merrill – Proposed Agreement Silver Hills Drive

Frank Merrill, Merrill Construction, Inc., and Tim Bernier, TF Bernier Engineering, were present to discuss the roadway at Silver Hills Development. The selectmen reviewed the proposed agreement in detail and suggested the following language changes: Second paragraph/last sentence, “shall construct” versus “will construct”; last paragraph, “conditions of the Planning Board are met” versus “conditions of the Planning Board Approval”. Additionally, five selectmen signature lines should be included in the agreement versus three.

Further discussion included issues with bonding, maintenance agreements, plowing, and drainage. Mr. Merrill will prepare a separate maintenance agreement to require Merrill Construction to maintain the road until the town accepts it and will reference this in the road agreement. Mr. Merrill will begin work in April, 2010 and final paving should be completed in April, 2011. A maintenance letter of credit (10% of the total cost of the project) will be given to the town and a bond will be secured for the roadway. This agreement will be back before the Board in April, which will allow the town to issue building permits as well as a driveway permit for WS Dennison Cabinets. Mr. Merrill will revise the proposed agreement and e-mail it to Mr. Jodoin. Mr. Jodoin will then obtain input from Legal and add this item to the agenda for the Board of Selectmen meeting scheduled for April 5th.

4. OLD BUSINESS

Transfer Station Demolition/Fees

The Board reviewed the 2009 Transfer Station Revenue vs. Expense spreadsheet prepared by Amanda Mate.

After a discussion regarding the fees for air conditioners, freezers, refrigerators, and dehumidifiers, no changes were made to the fees that were approved by the Board of Selectmen on February 15, 2010.

Waiver of Fee Request from NE Flower Farms

New England Flower Farms has submitted their request for the waiver of fees for their planning application fee (\$1,404.90 vs. \$5,619.60) as well as their building permit fee (\$2,179.85 vs. \$8,479.40). The selectmen discussed this request as well as permit fees for Nicole's Greenhouse and requested further information. Mr. Jodoin will research and report back to the Board. The selectmen tabled this item until the next meeting scheduled for March 15th.

5. NEW BUSINESS

Manifest/Abatements

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

Minutes 2/15/2010

Action: Selectman Preston moved to approve the Minutes of 2/15/2010 as presented. Selectman Courtemanche seconded. Motion passed 4-0.

6. TOWN ADMINISTRATOR REPORT

Paperwork has been sent to the County Sheriff regarding the illegal pallet company on RT 106.

Mr. Jodoin received an e-mail from Jim Garvin which states that Ingrid and Regis Lemaire are moving and will be stepping down from Meet Me in Suncook.

Mr. Jodoin is working with SVRTA on a combined shooting range facility and combining police vehicle purchases.

Mr. Jodoin reviewed an e-mail received from Joe Lessard regarding MRI's focus until their contract expires on March 31, 2010 and the transition from MRI to Cross Country Appraisals.

To date, approximately \$152,098 has been received for recycling/trash cart purchases (2170 - 64 gallon carts/1,064 - 96 gallon carts). The order will be placed this week.

After a detailed discussion regarding what should be allowed on the town web site, it was the general opinion of the selectmen that only town entities be included. Mr. Jodoin will review the site in more detail to determine if there are any non-town entities listed.

Documents included in the selectmen packets for review included: Draft Permit from DES for the Wood-Fired Boiler at Pembroke Academy; Comcast letter; SVRTA Police Operations Survey.

7. COMMITTEE REPORTS

None

8. OTHER/CITIZEN COMMENT

None

9. NON PUBLIC SESSION 91-A:3 II (c) Matters of which, if discussed in public, would likely effect the reputation of any person, other than a members 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 (b) at 7:30 PM.

Roll Call Vote

Chairman David Sheldon (yes)

Selectman Tina Courtemanche (yes)

Selectman Cindy Lewis (yes)

Selectman Larry Preston (yes)

Vote: Unanimous

The selectmen came out of non-public session at 8:20 PM and voted not to divulge the minutes.

Non Public Minutes 2/1/2010 and 2/15/2010

Action: Selectman Preston moved to release the Non Public Minutes of February 1st and February 15th. Selectmen Courtemanche seconded. Motion passed 4-0.

The Board discussed in great detail, a building permit that was issued to a resident at 419 Deerpath Lane to convert a single family home into a duplex. The current assessment card shows it listed as a conversion from a duplex to a single family home. Likewise, the Sewer Department shows it as a converted duplex. Mr. Jodoin suggested that since the Code Enforcement Officer erred in issuing the permit before they received approval from the Zoning Board, he felt that the Board should waive the applicant's fees.

The Board discussed the fees and the correct process that should have been taken.

Action: Selectman Lewis motioned that the resident go to the Zoning Board of Adjustment for a variance, that the applicant is responsible for all fees, and that no Certificate of Occupancy shall be issued until Zoning's approval for a duplex. Selectman Preston seconded. Motion passed 4-0.

ADJOURNMENT

Action: Selectman Courtemanche moved to adjourn the meeting at 8:30 PM. Chairman Sheldon seconded. Motion passed 4-0.

Accepted by the Board of Selectmen

David Sheldon, Chairman