

**MINUTES  
BOARD OF SELECTMEN  
TOWN OF PEMBROKE, NH  
March 15, 2010 at 6:30 PM**

---

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

**Staff:** David Jodoin, Town Administrator

**1. CALL TO ORDER**

Selectman Sheldon called the meeting to order at 6:30 PM.

**2. CITIZEN COMMENT**

None

**3. SCHEDULED MEETINGS**

**Election of Board of Selectmen Officers**

**Action:** Selectman Courtemanche moved to appoint Selectman Larry Preston as Chairman. Selectman Duggan seconded. Motion passed 4-0.

**Action:** Chairman Preston moved to appoint Selectman David Sheldon as Vice Chairman. Selectman Courtemanche seconded. Motion passed 4-0.

**Philip Wight and Keith Richard – Proposed Recycling Business**

Philip Wight and Keith Richard, Big Green Recycling, Bow, NH, were present to discuss their recycling business. This business would allow residents to have their A/C and refrigerator units picked up from their residence for a fee of \$5. Mr. Wight indicated that his company would also pick up a minimum of 10 units per pick up from the transfer station free of charge. Mr. Wight reviewed Big Green's process of picking up and discharging the units. The Board was in favor of this program however there was some concern with liability to the town. Proof of insurance must be provided to the town as well as a written agreement which will be reviewed and approved by legal counsel. Mr. Jodoin will follow up and will bring information regarding this program to the next SVRTA meeting to possibly combine Pembroke and surrounding towns in this effort.

**DPW – Truck Purchase**

The Board discussed DPW's request for a new six wheeler as well as the required equipment and warranty. Of the three RFP's sent out, there was only one returned which was the State bid.

Mr. Jodoin has requested that Mr. Boisvert obtain letters from the other two companies outlining their reasons for not bidding. It was determined that although three bids are preferable, it may not be possible to obtain additional bids for this truck purchase. After a lengthy discussion, the selectmen agreed to approve the State bid primarily due to timing issues. The bidding process was reviewed and it was agreed that in the future, any RFP's being sent out must go through Mr. Jodoin for review in an effort to maximize savings to the Town.

**Action:** Selectman Sheldon moved to accept the State bid from Liberty International Truck Sales for the purchase of a new six wheeler which includes a 12 month warrantee, and the equipment purchase from HP Fairfield, for a total amount not to exceed \$137,289 which includes the trade-in value of a current vehicle. Selectman Courtemanche seconded. Motion passed 4-0.

There was a brief discussion regarding the replacement of the outdated radio in the truck.

**Action:** Selectman Sheldon moved to approve the purchase of new Kenwood radio from Wright Communications for an amount not to exceed \$1,030.55 which includes installation. Selectman Courtemanche seconded. Motion passed 4-0.

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

##### **Waiver of Fee Request from NE Flower Farms**

Mr. Jodoin indicated that NE Flower Farms has paid 100% of their building permit fee and 25% of their planning application fee. They are requesting that a portion of these fees be waived. After a detailed review of this and similar instances, it was agreed to deny the request as there is no basis in which to waive the fees.

**Action:** Selectman Courtemanche moved to deny the request from NE Flower Farms to waive any portion of their building permit fee or planning application fee. Selectman Duggan seconded. Motion passed 4-0.

##### **Update on Recycling/Trash Cart Order**

Mr. Jodoin informed the selectmen that on March 4<sup>th</sup>, a total of 3,518 recycling/trash carts were ordered and that revenue is still being collected. The final order is due on March 19<sup>th</sup>, and delivery/set up is expected in late April. Extra carts have been ordered and will be sold on a first come, first served basis. Any residents who have not ordered their carts may have to wait 3-6 months for the next order which would result in those residents having to use the transfer station.

Additionally, the price per cart may increase for subsequent orders. Mr. Boisvert indicated that 93% of the town has ordered their carts. Mr. Jodoin stated that parking issues on trash pick up days still need to be resolved.

## **5. NEW BUSINESS**

### **Selectman Appointment**

The selectmen discussed the position vacated by Fred Kline's resignation and agreed to appoint Cindy Lewis to the Board for a one year term.

**Action:** Selectman Sheldon moved to appoint Cindy Lewis to the Board of Selectmen for a one year term. Selectman Duggan seconded. Motion passed 4-0.

Cindy Lewis accepted the appointment as well as the assignment to continue as the Selectmen Rep. to the Planning Board. Selectman Courtemanche asked to be brought up to speed on Planning.

### **Board Appointments/Assignments**

Mr. Jodoin distributed a tentative CIP and Budget schedule for 2010/2011.

The following committee assignments were made:

Chairman Preston – Facilities and Grounds, Energy, TIF District, DPW Contract  
Selectman Sheldon – Roads, Alternate for CIP and Budget  
Selectman Courtemanche – CIP, Budget  
Selectman Duggan – Recreation

Cindy Lewis was appointed by the Board to the Solid Waste Committee.

Jeffrey Gaeta, Town Planner, was given the task of attending Transportation Advisory, I-93 Widening, and CTAP.

Mr. Jodoin agreed to Rivers Task Force, SVRTA, DPW Contract, and Facilities and Grounds.

Mr. Boisvert, Department of Public Works, will continue NRRA.

There was no appointment to the EDC, Cable TV or the Conservation Commission at this time.

There was some discussion regarding the Semi-Q Committee. Selectman Sheldon agreed to follow up on the closure of this committee and the funds in capital reserve. Shirts and mugs are still available at Town Hall.

#### **Manifest/Abatements**

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

#### **Minutes 3/1/2010**

**Action:** Selectman Sheldon moved to approve the Minutes of 3/1/2010 as presented. Selectman Courtemanche seconded. Motion passed 3-0. Selectman Duggan abstained.

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

The Board signed documentation appointing Bill Hamilton to the CIP Committee.

The Board signed the State MS-2 Appropriation Form.

Mr. Jodoin has been informed that the Public Works Director did not receive the grant for the boiler at the safety center but they are working with both National Grid and PSNH to obtain other ideas and cost saving measures. Site visits are scheduled.

Jim Boisvert informed the selectmen of damage caused to Town Hall and the Safety Center due to the most recent wind/rain storm. He is in the process of getting estimates for repair. The FEMA representative has reviewed the issues and took photographs of the damages. Mr. Boisvert indicated that insurance claims have been submitted.

The selectmen requested that a building and maintenance committee meeting be held to address the above two issues. A tentative meeting has been scheduled for April 20<sup>th</sup> at 7:00 PM.

The SVRTA will be meeting with an insurance consultant at their next meeting to discuss health insurance options. Mr. Jodoin continues to work on a combined police vehicle purchase.

There was some discussion regarding some materials at the Perry Eaton Building which include clock gears, cannon balls, and cell doors.

It is necessary to remove these items from their locations therefore, it was decided to give the clock gears to the historical society, put the doors back on the cell, and place the cannon balls inside the cell until such time as a decision is made on what to do with them.

The Board accepted the Affidavit of Execution of Real Estate Tax Lien.

The illegal pallet company on Sheep Davis Road has been served.

There will be a public hearing on March 25<sup>th</sup> at 7:00 PM at Bow Municipal Building to discuss the Clean Air Project. This is a compliance hearing on architecture and aesthetic standards of the site plan.

Mr. Jodoin informed the selectmen of the flooding issues in town from the recent wind/rain storm which are being reviewed by FEMA, as well as a preliminary cost estimate (\$82,115). Also discussed were damages caused to cemeteries (approximately \$15,000). Mr. Boisvert stated that insurance will not pay for the damage however FEMA may cover it. Mr. Jodoin will get additional information from Jim Garvin, Cemetery Commission.

The selectmen discussed the February 2010 State Windstorm Debris Removal Activity. This activity will allow property owners to bring their storm related debris to a public right-of-way for pick up for a period of six months. Mr. Boisvert stated that he anticipates having all debris picked up within two months.

**Action:** Selectman Sheldon moved to approve and sign the February 2010 State Windstorm Debris Removal Activity. Selectman Courtemanche seconded. Motion passed 4-0.

The selectmen signed the documentation.

A status report received from Chief Lane on the recent wind/rain storm indicates that there were no injuries reported and the largest area of reported damage were the homes along the Suncook River on Bachelder Road; damage in this area was limited to homes that traditionally flood during episodes of high water.

A group of fire enthusiasts are requesting to hold an event at Memorial Field. Mr. Jodoin will respond and will include information on Pembroke's large gathering ordinance and permit fees.

There was a brief discussion regarding correspondence from Chief Lane concerning a ballistic vest. The officer who originally was assigned this vest has relocated to Chichester and the Chichester Police Department would like to purchase this vest at a reduced rate for use by the same officer.

Chief Lane has agreed to allow this purchase for a total depreciated cost of \$184.03. The selectmen were in agreement of the sale and asked that Mr. Jodoin work on a policy for the disposition of surplus town property.

The selectmen approved Mr. Jodoin's request for vacation April 26<sup>th</sup> through April 30<sup>th</sup>.

The Rod and Gun Club has submitted their application for a large gathering permit for their annual fishing derby. Mr. Jodoin asked if the selectmen wished to waive the permit fee.

**Action:** Selectman Sheldon moved to waive the \$100 large gathering permit fee for the Rod and Gun Club's annual fishing derby. Selectman Courtemanche seconded. Motion passed 3-0. Selectman Duggan abstained.

Documents included in the selectmen packets for review included: Election results; DES violation letter (Robinson); letter from SAU regarding the library; letter from Pembroke Water Works regarding 55/65 Sheep Davis Road and 68 Sheep Davis Road; News release from Councilor Shea; county budget information; LGC House Bill 1335 regarding interest earned on liens; documentation regarding property on Deerpath Lane.

## 7. COMMITTEE REPORTS

None

## 8. OTHER/CITIZEN COMMENT

The selectmen requested that Mr. Jodoin add the Solid Waste Committee to the agenda for the May 3<sup>rd</sup> Board of Selectmen meeting for the purpose of obtaining an update on the first recycling/trash pick-up.

## 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 Sheldon moved and seconded by Selectman Courtemanche to enter into non-public session in accordance with RSA 91-A:3 II (c) at 8:45 PM.

### Roll Call Vote

Chairman David Sheldon (yes)

Selectman Tina Courtemanche (yes)

Selectman Larry Preston (yes)

Selectman John Duggan (yes)

Vote: Unanimous

The selectmen came out of non-public session at 8:55 PM and voted not to divulge the minutes.

**Non Public Minutes 3/1/2010**

**Action:** Selectman Sheldon moved to approve and not divulge the Non Public Minutes of March 1, 2010. Selectmen Courtemanche seconded. Motion passed 4-0.

**ADJOURNMENT**

**Action:** Selectman Sheldon moved to adjourn the meeting at 8:56 PM. Selectmen Courtemanche seconded. Motion passed 4-0.

Accepted by the Board of Selectmen

---

Larry Preston, Chairman