

**MINUTES  
BOARD OF SELECTMEN  
TOWN OF PEMBROKE, NH  
November 16, 2009 at 6:30 PM**

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

**Staff:** David Jodoin, Town Administrator

**1. CALL TO ORDER**

Chairman Kline called the meeting to order at 6:30 PM.

**2. CITIZEN COMMENT**

None

**3. SCHEDULED MEETINGS**

**Jim Boisvert, Director of Public Works – Request to spend additional funds for packer refurb.**

Mr. Boisvert was present to request additional funds for the Peterbilt refurb. in the amount of \$4,400 (\$3,000 tires/\$1,400 tachometer/speedometer). Currently, of the \$100,000 appropriated at Town Meeting, \$92,872.70 has been spent. If the additional funds are approved, it will bring the total to \$97,272.70.

**Action:** Selectman Lewis moved to approve a total price of \$97,272.70 for the Packer refurb. Selectman Sheldon seconded. Motion passed 5-0.

Mr. Boisvert stated that the at the last Board of Selectmen meeting, the Selectmen questioned why the repairs to the rear end of the Packer were being done by Milton CAT instead of Peterbilt. Mr. Boisvert informed the Board that Milton CAT did the repairs because it was less expensive than Peterbilt.

Roof repairs needed on the fire department's side of the Safety Center was discussed. A quote was received from Academy Roofing in the amount of \$1,660. There was some question as to whether this is a warrantee issue with Academy Roofing. Selectman Lewis requested an update of other issues with the roof including loose screws and patches. Mr. Boisvert will follow up on both issues and report back to the Board and Mr. Jodoin.

A quote from Brite Magic for carpet cleaning at Town Hall has been received in the amount of \$850 for the entire building. To clean the first level only, including the stairs and landing, will cost \$540 and the Perry Eaton building will cost \$125.

The Selectmen discussed replacing the carpet in some areas versus cleaning it. No decision was made. Mr. Boisvert will request that Brite Magic come in to inspect the carpets and provide input. Mr. Jodoin will add this item to the agenda for the next Board of Selectmen meeting.

Mr. Boisvert informed the Board that the term for Pembroke's members of the Concord Regional Solid Waste Resource Recovery Cooperative "The Cooperative" will expire November 30, 2009. He stated that he and Sally Hyland, current members, will accept re-election to these positions.

**Action:** Selectman Preston moved to elect Mr. Boisvert as Representative and Ms. Hyland as Alternate Representative to the Concord Regional Solid Waste Resource Recovery Cooperative. Selectman Courtemanche seconded. Motion passed 5-0.

The recycling project was briefly discussed as well as holiday trash pick up.

#### **Bert Russo – DPW Contract**

This item will be discussed in non-public session.

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

None

#### **5. NEW BUSINESS**

##### **Assessing RFP's 2010-2015**

Mr. Jodoin indicated that of the ten RFP's sent out to certified appraisal firms on the State's list for assessing services for the period April 1, 2010 through March 31, 2015, he has received back four proposals and one letter of denial. Currently, the Town utilizes MRI for an estimated 80 hours per month which usually breaks down to two days per week. After discussing the proposals, the Selectmen decided to meet with two of the firms to discuss their bids in more detail.

**Action:** Selectman Preston moved to invite Cross Country Appraisal and Municipal Resources, Inc. to the next Selectmen meeting to discuss their proposals for assessing services in more detail. Selectman Courtemanche seconded. Motion passed 5-0.

#### **Manifest/Abatements**

The check for the Health Officer was pulled and will be held until more information is received on mileage reimbursement.

**Action:** Selectman Courtemanche moved to approve the Manifest as amended and the Abatements as recommended by the Assessor. Selectman Sheldon seconded. Motion passed 5-0.

It was agreed that the check for Milton CAT in the amount of \$3,100.16 for repair work done on the Peterbilt will be released.

**Minutes 10/26//2009, 11/2/2009**

Postponed

**6. TOWN ADMINISTRATOR REPORT**

Mr. Jodoin indicated that the Sales Analysis Report, prepared by MRI, based on the recertification numbers, needs to be approved.

**Action:** A motion was made, seconded, and passed by a 3-2 vote to approve and authorize the Chair to sign for electronic filing of the Sales Analysis Report.

The Planner position has been posted on LGC's website, Craigslist, the Union Leader, and the Concord Monitor. There have been three responses.

Copy machines at Town Hall were discussed. When the copiers were installed, the second floor machine was set up to print from computer to copier; the first floor machine was not. By setting up the first floor machine to print from computer to copier, it would mean fewer items going to a stand-alone printer. The extra cost for this lease would be \$35 per month and includes toner.

**Action:** Selectman Sheldon moved to approve a \$35 lease for the first level copy machine at Town Hall. Selectman Courtemanche seconded. Motion passed 5-0.

Mr. Jodoin has received a request from Elaine Wesson, Assessing, for a wireless headset due to the substantial amount of time spent on the telephone and computer talking with residents about their questions. The estimated cost is \$300. Selectman Sheldon agreed to research costs for this item and forward the information he receives to Mr. Jodoin.

Mr. Jodoin is in receipt of an e-mail from the Department of Public Works with a list of acceptable recycling materials. He suggested that the Solid Waste Committee add this to their letter that will be mailed out soon. It should also be posted on the website.

There is a new EEOC poster that must now be posted adding the GINA aspect of discrimination.

Enclosed in the Selectmen's packets for review: Final copy of the tax rate papers, information referencing Wurster property, and correspondence from: DES regarding Robinson Violations, DES regarding Concord Sand Application, Abutter Notice from Bow regarding PSNH, Comcast, and e-mails from DTC lawyers outlining pending issues.

## **7. COMMITTEE REPORTS**

Selectman Courtemanche reported that the Town's budget will be presented at the Budget Committee meeting scheduled for Thursday, November 19<sup>th</sup>.

Selectman Lewis will be meeting with the Solid Waste Committee on Wednesday, November 18<sup>th</sup>.

Selectman Preston will be meeting with the Building and Maintenance Committee at the Safety Center on Tuesday, November 23<sup>rd</sup> at 7:00 PM to discuss the boiler issue. Selectman Preston asked the Board for their position on the heating/AC system at the Safety Center. The Selectmen discussed this issue as well as some possible options. More information is needed from the Building and Maintenance Committee, including pricing, before a decision can be made.

Chairman Kline announced that the Pembroke Academy Key Club is providing a free senior citizen Thanksgiving dinner on November 21<sup>st</sup> from 11:00 AM to 1:00 PM.

Chairman Kline reported that of the \$2,100 requested by the Semi-Q Committee for extra expenses for the Ball, only \$1,691 is needed.

## **8. OTHER/CITIZEN COMMENT**

None

## **9. NON PUBLIC SESSION - RSA 91-A:3 II (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the public body or any subdivision thereof, or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph.**

**Action:** Selectman Preston moved and seconded by Selectman Courtemanche to enter into non-public session in accordance with RSA 91-A:3 II (e) at 8:24 PM.

Roll Call Vote:

Chairman Fred Kline (yes)

Selectman David Sheldon (yes)

Selectman Cindy Lewis (yes)

Selectman Larry Preston (yes)

Selectman Tina Courtemanche (yes)

Vote: Unanimous

**Non Public Minutes of 10/19/2009, 10/26/2009, 11/2/2009**

Tabled

The Selectmen came out of non-public session at 9:35PM and made a statement that they voted not to divulge the Non Public minutes.

**10. ADJOURNMENT**

**Action:** Selectman Preston moved to adjourn the meeting at 9:36 PM. Selectman Courtemanche seconded. Motion passed 5-0.

Accepted by the Board of Selectmen

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Fred Kline, Chair