

**MINUTES
BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
October 25, 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 6:30 PM.

2. CITIZEN COMMENT

None

3. SCHEDULED MEETINGS

Richard Kruger – 2003 Land Agreement

Mr. Jodoin indicated that Mr. Kruger has decided to meet with the Planning Board prior to meeting with the Board of Selectmen regarding his property located at RT 106 and the agreement he has with the Town of Pembroke. The selectmen briefly discussed the current situation on the property.

Bill Clark – Rotary

Mr. Clark, 10 Bow Lane, was present to discuss the roundabout at the intersection of Pembroke Street and Pembroke Hill Road. He stated that he does not understand why this has not been approved. After his extensive research, studies and statistics show that there is nothing unfavorable about a roundabout and it is proven to be safer. He indicated that he attended the public hearing held at Pembroke Academy in 2007 at which time the police and fire chiefs spoke favorably on the roundabout but the Board of Selectmen have not supported it.

Chairman Lewis explained that there were two subsequent public hearings regarding the roundabout. It was determined by the State that the project would not help a large enough population to make it a viable option. Additionally, she indicated that the State would not agree to any other solution i.e., traffic light, turn lanes. Selectman Preston indicated he has been in favor of the roundabout however, after several public hearings it was apparent that the roundabout was unfavorable to residents after substantial negative public input.

Mr. Clark feels that if the selectmen spoke in favor of the roundabout and if there was more public awareness of the safety benefits, the residents may feel differently. He also agreed that a learning curve would be required and that signage would help.

At this time, there was a general discussion between the selectmen and Mr. Clark including funding for the roundabout. Chairman Lewis requested that Mr. Jodoin contact Mr. Don Lyford, NH DOT, to inquire as to whether or not the funds for this project expire and to request he come back before the board to discuss the project in more detail. Mr. Jodoin will follow up.

4. OLD BUSINESS

Tree Work

Mr. Jodoin indicated that an e-mail received from the residents located at 8 Union Street states that they are not in a position to contribute funds toward removing the trees in question. Mr. Jodoin received a quote from R.E. Clarke Tree Service in the amount of \$2,000 which includes taking down the tree and clean up.

After discussion including possible town liability and obtaining additional quotes the selectmen agreed to the following action:

Action: Selectman Sheldon moved to authorize Mr. Jodoin to obtain additional quotes for the tree work and prepare a liability waiver. Selectman Courtemanche seconded. Motion passed 5-0.

Mr. Jodoin will follow up.

Safety Center Insulation

The cost to install the insulation at the safety center has increased. The original estimate approved by the Board was an amount not to exceed \$4,000. The new estimate shows the total to be approximately \$4,563.31 which includes the insulation, the lift, and employee time. Mr. Jodoin indicated that Bow Plumbing will hold their original quote of \$7,608 and G&O at \$6,347. The selectmen discussed the project and the quotes at length. Some concerns were energy efficiency/return on investment, thermostats, benefit of warranty by going through a company versus town employees performing the work, and if all insulation being requested is necessary.

Action: Selectman Preston moved to approve an amount not to exceed \$3,000 for as much insulation as possible to be installed at the safety center by G&O. No second.

Action: Selectmen Sheldon moved to authorize G&O to install safety center insulation for the quoted amount of \$6,347. Selectman Courtemanche seconded. Motion failed 2-1-2. Selectmen Sheldon and Courtemanche voted yes, Selectman Preston voted no, Chairman Lewis and Selectman Duggan abstained.

Chairman Lewis and Selectman Duggan agreed to visit the safety center for project review/evaluation and report back to the Board. Mr. Jodoin will attempt to arrange for G&O to be present at the time of the review. This was tentatively set for Thursday, October 28th at 3 PM.

Transfer Station Update

There was a general discussion regarding various aspects of work to be done at the transfer station including, but not limited to, required site surveys for staked locations, paving, engineering, funding, and the location of dumpsters and the salt shed. Correspondence from KV Partners regarding Task Order for the DPW Facility was also discussed including their fee schedule for engineering services. It was agreed that a site visit be arranged to review/evaluate the project in its entirety. Further discussion will be scheduled for a future Board of Selectmen meeting subsequent to the review. Mr. Jodoin will follow up.

Finalize Parking Notices

Action: Selectman Preston moved to approve the parking sticker notice as amended effective November 29, 2010, and authorize it to be printed and distributed. Selectman Duggan seconded. Motion passed 5-0.

Mr. Jodoin will forward corrections to the police department and will place on the town website.

There was a brief discussion regarding the winter parking ban.

5. NEW BUSINESS

Execute Police Safety Grant

This grant is to upgrade the digital camera system at the safety center. The item went before CIP and was given a 5 medium/2 low vote. The estimated cost is \$11,323 and if approved, the grant would cover 50% of the cost. No decision was made.

Soucook Lane Request

Correspondence from John Rhymes, 802 Soucook Lane, was discussed. Mr. Rhymes is requesting that the town road that runs between the two parcels of land he currently owns, 801/802 Soucook Lane, be reverted to his ownership. He stated that this road would essentially become a driveway and he would erect a gate blocking access to the area which would improve security. He feels that this action would work to the town's benefit.

Mr. Jodoin included in the selectmen packets for review, comments from department heads as well as procedural information should the transfer be approved. The selectmen are concerned with various aspects of this request including the fire department not having complete access to the area. This item was tabled until Mr. Jodoin can obtain additional information.

Meet Me in Suncook Request

Ms. Jocelyn Carlucci was present to request approval to install a granite bench with an inscription on Buck Street - Lot #266-171. She indicated that it is their hope to also install a state historical marker in the future. The cost of the project will be paid for by the Meet Me in Suncook committee and private donors. Further, she suggested that the area could be maintained by the same company that maintains the cemeteries. There was no further discussion regarding maintenance. It was suggested that Ms. Carlucci check into having the legs connected to the bench with epoxy and also having a clear protective finish applied to the bench to help prevent damage from weather and vandalism.

Action: Selectman Preston moved to approve Meet Me in Suncook's request for the installation of a Granite Bench on Buck Street - Lot #266-171. Selectman Sheldon seconded. Motion passed 5-0.

Ms. Carlucci agreed to follow up on the epoxy and clear protective finish.

2011 Health Insurance

Mr. Jodoin updated the Board on his most recent meeting with the Suncook Valley Regional Towns Association (SVRTA) regarding the 2011 health insurance study. At the end of 2010, the two year agreement with LGC and the SVRTA will expire. The participating towns hired a consultant to review available policies. The consultant contacted LGC, Primex, MVP, and School Care. School Care and MVP declined to quote saying that they could not be competitive with LGC (Mr. Jodoin has requested this in writing). Final numbers for Primex were not available but their preliminary one year estimate was higher than LGC. When the SVRTA was originally formed, it was the intent of the group to combine towns from small pools to a large pool and in doing so a certain number of employees are required. The consensus of the group was to remain with LGC which is calling for a decrease of -1.14% on their 2011 rates.

The selectmen discussed the insurance issues including eliminating the option for a second choice for coverage. Insurance coverage for water and sewer were also discussed briefly.

Budget Review

The Board agreed to hold a budget workshop session on November 1st. If needed, another session will be held November 8th. Should the selectmen require a meeting with any department after their initial review of the budget on November 1st, Mr. Jodoin will contact the appropriate department to schedule.

Manifest/Abatements

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

Minutes 8/23/10, 10/4/10

Action: Selectman Courtemanche moved to approve the minutes of 10/4/2010 as presented. Selectman Duggan seconded. Motion passed 5-0.

Minutes of 8/23/2010 were postponed.

6. TOWN ADMINISTRATOR REPORT

Mr. Jodoin provided a brief update as well as a spreadsheet on 2010 roads projects. The current balance is \$200,951.13 with a possible balance left to encumber of \$82,578.42. He is concerned with the Cross Country Road dirt section which is estimated to increase over the budgeted \$15,000 by up to \$1,000.

Board members questioned bags of ice-melt being distributed to merchants in the downtown area at the start of each winter. The Board requested that Mr. Jodoin check with these merchants as to whether or not all, if any, of the product is being used.

The final order of recycling/trash carts for 2010 has been placed. Mr. Jodoin has ordered 72 pairs of 96 gallon carts. The cost will be \$80 per cart and this information will be posted on the website. Orders are becoming more difficult as the cost of shipping is increasing with minimum orders. Selectman Sheldon suggested that quotes be obtained from other companies to purchase carts in an attempt to secure a lower price. The selectmen discussed and will consider adding an appropriation in the 2011 budget in the event more carts are needed however residents will still be required to pay for the carts at the current cost.

Action: Selectman Preston moved to approve the fee of \$80 per recycling/trash cart. Selectman Courtemanche seconded. Motion passed 5-0.

The selectman discussed locking in fuel prices for 2011. Diesel will increase from \$2.52 to \$2.77 per gallon at 20,000 gallons and gas will increase from \$2.59 to \$2.62 per gallon at 15,000 gallons.

Action: Selectman Sheldon moved to lock in fuel prices at \$2.77 for diesel and \$2.62 for gas. Selectman Courtemanche seconded. Motion passed 5-0.

Mr. Jodoin will revise departmental budgets to reflect the new fuel costs.

The building maintenance task list for 2010 was briefly discussed. Chairman Lewis questioned why the AC unit at public works would need to be steam cleaned. Mr. Jodoin will follow up.

There was a brief discussion regarding the insurance payment/deductible for the library sign. Mr. Jodoin will contact the library trustees to obtain further information, specifically on the deductible.

Correspondence received by Code Enforcement from an anonymous Pembroke resident regarding 55 Sheep Davis Road was discussed. Additionally, the sale of vehicles on private property was reviewed. The selectmen are concerned with enforcement issues and requested that Mr. Jodoin ask Everett Hodge to contact the State for information. The selectmen also requested that Mr. Jodoin prepare a warrant article pertaining to the number of cars to be allowed for sale on private property. This warrant article will require the appropriate number of signatures. Mr. Jodoin will follow up.

A pre-bid meeting on the Broadway project is being held Friday, October 29th at 9:00 AM.

It was determined that the stop sign at Memorial Field was installed at the incorrect location. The Board requested that Mr. Jodoin follow up on having it moved to the agreed upon location.

The drug and alcohol policy was briefly reviewed and will be finalized in the 2011 budget.

Included in the selectmen packets for review included: e-mail from George Sansoucy regarding Utility error by PSNH; Safety Center Inspection; Letter to Liquor Commission regarding Kimball's; HP Fairfield regarding extended warrantee (waiting for agreement); letter from Fire Chief to firefighter (reimbursement received 10/21/2010); letter from State; information on laser printers; correspondence form KV Partners regarding the Broadway project.

7. COMMITTEE REPORTS

None

8. OTHER/CITIZEN COMMENT

- 9. NON PUBLIC SESSION - RSA 91-A: 3 II (a)** The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

Action: Selectman Preston moved and seconded by Selectman Courtemanche to enter into non-public session in accordance with RSA 91-A: 3 II (a) at 9:47 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 10:08 PM and stated that the non-public minutes of 10/4/2010 had been sealed.

10. ADJOURNMENT

Action: Selectman Sheldon moved to adjourn the meeting at 10:09 PM. Selectman Courtemanche seconded. Motion passed 5-0.

Accepted by the Board of Selectmen

Cynthia A. Lewis, Chairman