

**MINUTES
BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
October 19, 2009 at 6:30 PM**

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 6:32 PM.

2. CITIZEN COMMENT

None

3. SCHEDULED MEETINGS

Solid Waste Split Body Truck Purchase

Mr. Jodoin indicated that he has placed multiple calls to Mark Kearney at Labrie to obtain further information on the truck as well as who was the recognized distributor for New Hampshire and has not received any return calls. Jim Boisvert, DPW Director, has also placed calls to Mr. Kearney that have not been returned. Mr. Jodoin also stated that he has reviewed the original RFP for the truck that was sent out by the Solid Waste Committee and it states that the vendor must be within a 60 mile radius to comply with the RFP and that CN Woods, located in Woburn, MA, is listed at 54.88 miles from Pembroke.

Jim Boisvert, Sally Hyland, and Gerry Fleury were present to discuss the truck purchase for the recycling project. Options to award the bid to a different vendor were discussed as HP Fairfield adjusted their bid to match the lower bid received by CN Woods. There was a general discussion of the process. Gerry Fleury stated that when the bids were received, HP Fairfield was \$18,000 higher than CN Woods for the same product. After receiving the bids, Labrie offered Fairfield some type of incentive or discount so that they could lower their bid. The Solid Waste Committee did not feel comfortable with that process and recommended that the Selectmen purchase the split body from CN Woods.

Action: Selectman Preston moved to award the bid for the split body truck purchase to CN Woods in Woburn, MA for \$114,500. Selectman Sheldon seconded. Motion passed 3-2. Selectman Lewis and Chairman Kline voted no.

Timing and the logistics for ordering the truck was discussed. Mr. Boisvert stated that the truck must be ordered this evening in order for the roll out of the program to take place on time in March.

The Peterbilt will be available by the end of November at which time it will take approximately 90-120 days for the body to be mounted on the truck.

Mr. Boisvert also stated that HP Fairfield in Pembroke has agreed to do all warrantee work on the truck.

Chairman Kline recognized Jacques Despres who stated his concerns regarding the lack of communication from Labrie.

Jim Boisvert – Mowing Bid

The Board originally awarded this bid to Saints Lawn Care in the amount of \$12,000 however they can not secure the proper paperwork and funding. The next lowest bidder is the current mowing company, BMC General Contractors at \$13,250 which has increased from \$12,300 for 2009.

Action: Selectman Preston moved to award the 2010 mowing bid to BMC General Contractors in the amount \$13,250. Selectman Courtemanche seconded. Motion passed 5-0.

Mr. Boisvert indicated that BMC can take care of the mowing and tree trimming at Memorial Field, when needed, for an estimated \$10,000 for 48-50 hours per week with the work to be performed by two of their employees. The Selectmen discussed this at length as this work is currently being done by town staff (five people) for an amount of approximately \$8,400. It is unclear if the \$8,400 includes all funds that are needed for maintaining Memorial Field. Mr. Boisvert obtained a list of items that are done on a weekly basis at the field which was reviewed by the Board. No decision was made and the Selectmen requested that Mr. Jodoin invite Ms. Galligan, Recreation Committee Chair, to the next Board of Selectmen meeting scheduled for October 26th in order to gain a more thorough understanding of her budget. They requested that Ms. Galligan break down Recreation's budget in more detail including specifically, mowing. Mr. Jodoin will follow up.

KV Partners Contract

Mr. Boisvert indicated that the Solid Waste contract with KV Partners expires at the end of October. He stated that the State requires that groundwater testing be done in November. KV Partners informed Mr. Boisvert that they can prepare a one, two or three year contract. Mr. Boisvert asked the Board if they prefer to have KV prepare a contract or if an RFP should be sent out. Mr. Jodoin suggested the possibility of hiring KV Partners only for the November testing process which would allow time to send out an RFP for future engineering needs. He will follow up on obtaining pricing. The next testing will need to be done in April and November, 2010.

Mr. Jodoin read into the record an e-mail received from KV Partners outlining the most recent contract including groundwater testing.

Decreasing the frequency of testing was discussed. More information will be known in October, 2011.

4. OLD BUSINESS

Assessing/Abatements

Mr. Jodoin has spoken with Don Ingalls, MRI, on prior processes. In 2004, Vision performed the revaluation but once done, it was up to MRI to handle the abatements. If the Board is leaning toward removing the yearly cycled inspections, Mr. Jodoin suggested that the difference in money be sent to the Capital Reserve Fund. He reminded the Board that RFP's were requested for assessing services which are due at the end of the month. MRI's current agreement with Pembroke is due to expire in March 31, 2010.

The Selectmen discussed the cycled inspections as well as the abatement process, the large number of potential abatements due to the revaluation, and who would perform the abatement work. It was the general opinion of the Selectmen to allow MRI handle the abatement work but there was concern that MRI will not defend the numbers prepared by Granite Hill Municipal Services. Mr. Jodoin will send out an amendment to the original RFP to include pricing without quarterly updates. He will speak with Joe Lessard at MRI concerning the defense of the 2009 values.

The Selectman requested an updated assessing report as more changes have been made. Mr. Jodoin will follow up with Don Ingalls.

Chairman Kline recognized Jacques Despres who expressed his concern regarding the work performed by Granite Hill Municipal Services.

5. NEW BUSINESS

Change to Section 175-18 Grievance Procedure to reflect CDBG

Mr. Jodoin informed the Board that a public hearing will be held on November 2nd for the CDBG Project (manhole rehabilitation). Donna Lane, Grant Consultant, CDBG Project, will be in attendance. Ms. Lane is requesting additional paperwork be completed in order to comply with the grant; the Grievance Procedure must have the wording "Grievance Procedure included in 504 Grievances" as well as an employment advertisement stating that the Town is an Equal Opportunity Employer (EOE). Mr. Jodoin has drafted and will include a copy of the employment advertisement for a Town Planner. The Selectmen discussed the 504 grievances and requested that Mr. Jodoin obtain more information. No decision was made and will be discussed with Donna Lane on November 2nd.

Manifest/Abatements

Action: Selectman Sheldon moved to approve the Manifest as presented. Selectman Courtemanche seconded. Motion passed 5-0.

There were no Abatements.

Minutes 10/6/2009

Action: Selectman Preston moved to approve the Minutes of 10/6/2009 as presented. Selectman Courtemanche seconded. Motion passed 5-0.

There has been a request for copies of the tapes from the October 6, 2009 meeting. Mr. Jodoin will ask Linda Williams to follow up and contact the individual.

6. TOWN ADMINISTRATOR REPORT

The MS-1 is available for Selectmen approval and signature.

The Department of Revenue Administration, Property Appraisal Division, Equalization Bureau Sales Ratio Report which also requires Selectmen signature was discussed. The Selectmen would like more information. Mr. Jodoin will follow up with Don Ingalls and ask that he write a brief explanation.

Mr. Jodoin distributed for the Selectmen's review, of list of merit increases to date. He asked the Board how often they would like to receive these updates.

Action: Selectmen Lewis moved to review all merit increases every six months (January and July). Chairman Kline seconded. Motion passed 5-0.

Water and Sewer were briefly discussed as it pertains to budgets.

Expenses for Old Home Day were discussed. The Fire Department does not charge for the services they provide including the foam. In 2008, the Police expended approximately \$1,600. In 2009, the expense increased to over \$2,600 due to anticipated problems. The Board decided to add a line item to the budget for Old Home Day to show the expenses incurred by other departments. There was some question as to coverage from Allenstown. Mr. Jodoin will follow up.

The Regatta was discussed. Mr. Jodoin indicated that Police and Fire will be billing the Amoskeag Rowing Club for their time.

A request has been received for a large gathering permit for the Regatta.

Action: Selectman Sheldon moved to approve the request for a large gathering permit for the Regatta. Selectman Courtemanche seconded. Motion passed 5-0.

Mr. Jodoin informed the Board that Pembroke did not score well on the CNHRPC TAC Transportation Enhancement Grant. It is very competitive and it appears as though Bradford and Concord will receive the grant.

The job description for a Town Planner was discussed and a few revisions were made. Mr. Jodoin will post with a closing date of December 1, 2009.

Overtime and comp. time were briefly discussed.

Bank deposits were discussed and the amount of bank runs that are made. There are currently two scanners (Town Clerk/Tax Collector). Currently when the Clerk or Collector scans the checks, they are for their specific department in order to balance their computer report with the check deposit. Mr. Jodoin explained that to purchase an additional scanner would cost approximately \$600 and would scan all additional checks that come into Town Hall. The only bank runs would then be for cash. Selectman Lewis suggested that Mr. Jodoin research whether or not one of the current scanners could be used for miscellaneous checks. No decision was made and Mr. Jodoin will follow up with George Dow at TD Bank to see if additional users can be setup

Mr. Jodoin informed the Board that Grace Levergood, DES and Deb Loiselle will attend the next regularly scheduled Board of Selectmen meeting on November 2nd to discuss removal of the Buck Street Dam. Mr. Jodoin asked if the Selectmen would like letters sent to the abutters to inform them of this meeting. The Selectmen would like Mr. Jodoin to check into sending postcards for this purpose to save on postage costs.

Steve Landry is scheduling a meeting with The Suncook River Restoration Task Force for either November 3rd or 4th.

The land purchase by the National Guard has been finalized for \$3 million dollars.

Mr. Jodoin briefly discussed the disability policy. He indicated that the Town can now switch to another company from Davis & Towle for an approximate savings of \$400 per month. He will include more detailed information for discussion at the next regularly scheduled meeting on November 2nd.

Health Insurance has increased 11.4% and dental has increased 5.5%. The Board needs to sign the form with LGC reflecting the new rates.

Action: Selectman Preston moved to approve and authorize the Chair to sign the insurance increases. Selectman Lewis seconded. Motion passed 5-0.

Mr. Jodoin asked the Board if they would like to lock in fuel rates: gasoline - \$2.27 for 20,000 gallons (currently \$1.90); diesel fuel - \$2.31 for 26,000 gallons (currently \$2.34).

Action: Selectman Sheldon moved to lock in the fuel costs as stated above.
Selectman Courtemanche seconded. Motion passed 4-0. Selectman Lewis abstained.

Impact Fees were briefly discussed.

There was a brief discussion regarding a mobile home located on Sheep Davis Road. Everett Hodge has provided information dating back to May, 2008. There is no new deed recorded listing the new owner and there is over \$3,000 owed in back taxes. Mr. Jodoin advised the current occupant that he did not have a correct chain of title to the property and he would need to get the deeds recorded.

Dianne Schuett has contacted Mr. Jodoin requesting a language change to RSA 261:153, Section VI (a), to read "such funds shall not be used to offset any other non transportation appropriations made by the municipality". No decision was made.

Mr. Jodoin included in the Selectmen packets for review: Revised School MS-22; correspondence from Thomas Hartley regarding assessments; DES concerning violations.

7. COMMITTEE REPORTS

Selectman Lewis reported that an equitable variance will be requested for a duplex located on RT 3.

Selectman Lewis informed the Board that the tree line has been completed removed from Nicole's Green House on RT 106. She stated that this does not comply with the original landscape plan.

Chairman Kline reported that the Semi-Q Committee has voted unanimously to acknowledge Hank Monroe, the only member left of Pembroke's Bicentennial Committee, as an honorary member of the Semi-Q Committee and to present him with two Ball tickets for a cost of \$100. The Board agreed.

The headcount for the Ball is now 77 and the Semi-Q committee has reduced the amount of space at the Grappone Center from three rooms to two. Should the count stay at 77, the funds required will be \$3,973.20 but if the count should increase to up to 130 people, the amount required will be \$6,708. Additionally, \$1,500 is required to pay the band. There is a balance in the capital reserve fund of \$2,537.57 and \$228.10 remaining in the 2009 budget line item for Semi-Q. There has been \$4,533.50 received in revenue not including ticket sales.

Action: Selectman Sheldon moved to execute the contract with Grappone Center and to approve an expenditure based on ticket sales and up to \$2,100 for additional expenses. Selectman Courtemanche seconded. Motion passed 5-0.

Any funds remaining after the Ball will be used for the commemorative book and possibly another item for the Town such as park bench to memorialize the 250th anniversary.

8. OTHER/CITIZEN COMMENT

Bill Allaire, 817 Bachelder Road, was present to voice his concern regarding the sale of a property on Bachelder Road. He informed the Selectmen that the property in question was purchased at auction by a family member of the original contractor. He indicated that the homeowner will be requesting a special exception/variance. His concern is that the home is unsafe due to flooding issues and feels that it should be torn down. Mr. Allaire is under the impression that the permits for that piece of property are expired. He is requesting that the Town prevent the special exception/variance.

Selectmen Lewis indicated that there are no guarantees what will happen when the property owner goes before the Zoning Board. The flood plain was briefly discussed.

9. NON PUBLIC SESSION - RSA 91-A:3 II (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

Action: Selectman Lewis moved and seconded by Selectman Courtemanche to enter into non-public session in accordance with RSA 91-A:3 II (c) at 9:42 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

The Selectmen came out of non-public session at 9:56 PM and voted not to divulge the minutes.

10. ADJOURNMENT

Action: Selectman Preston moved to adjourn the meeting at 9:57 PM. Selectman Courtemanche seconded. Motion passed 5-0.

Accepted by the Board of Selectmen

Fred Kline, Chair