

**MINUTES
BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
September 7, 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

Recycling Program - Peter Warburton, Superintendent of Schools; Jonathan Burnham, Facilities and Maintenance Director

Chairman Lewis began the meeting by explaining that the Town of Pembroke has instituted a mandatory recycling program and the schools are required to follow the policy. She briefly reviewed the town's procedures for recycling and stated there is concern that not all schools are recycling and that some recyclables are being mixed into the regular trash.

Jonathan Burnham indicated that the schools began recycling at Pembroke Academy approximately two years ago and all other schools in the district last year. They do not incur a fee for the dumpster or for pick up and are paid for each pick up which is typically once per month although it was picked up three times in August. When asked what these funds are applied to, Mr. Burnham stated that the annual revenue totals approximately \$600 - \$1,000, depending on market conditions, and is placed into miscellaneous revenue which ultimately goes back to the district. In answer to one of the Board's concerns, plastic bottles are no longer being mixed into regular trash however milk bottles are an on-going issue. Mr. Burnham further indicated that all aluminum cans have been removed from school vending machines. He assured the Board that all schools are recycling to the best of their ability and all recyclables are picked up approximately once every two weeks by the custodial staff.

The availability of recycling dumpsters and containers at the schools was discussed as well as illegal dumping in school dumpsters. Selectman Sheldon suggested adding signage to dumpsters "NO ILLEGAL DUMPING" as well as educating staff at the schools on the recycling program and clearly marking recycle and trash containers within each school.

The school district's cost for trash pick up versus town cost was discussed.

Mr. Warburton agreed to research further and possibly send out to bid if necessary. He also agreed to forward to the Selectmen, recycling protocol and procedures followed by each individual school.

Mr. Warburton provided a brief update on the wood burning plant being installed at Pembroke Academy. When complete, there will be a ribbon cutting ceremony which the Selectmen will be invited to attend.

DPW – Winter Sand Bid

The Selectmen reviewed the bids. Public Works is recommending that the sand be purchased from both Continental Paving and F.L. Merrill Construction.

Action: Selectman Sheldon moved to award the winter sand bid to F.L. Merrill Construction at \$5.80 per ton delivered and Continental Paving at \$3.95 per ton picked up, as recommended by the Department of Public Works. Selectman Courtemanche seconded. Motion passed 5-0.

Salt Shed

Bids have been received from Iron Horse Structures and Rubb, Inc. The Department of Public Works is recommending the bid be awarded to Iron Horse Structures for an amount of \$42,492.54. Various exterior colors are available however the bid states white only. Chairman Lewis stated that the two bids are not comparable as they are two completely different structures.

Action: Selectman Sheldon moved to award the bid for the salt shed to Iron Horse Structures in the amount of \$42,492.54. Selectman Preston seconded. Motion passed 4-1. Chairman Lewis voted no.

Mr. Boisvert indicated that it will take approximately 10 weeks to receive the salt shed after the order is placed.

Transfer Station Paving/Fence Relocation

Chairman Lewis stated for the record that she is not in favor of any discussions or work on the landfill closure as a complete plan has not been finalized.

The Selectmen discussed issues pertaining to the solid waste plan prepared by KV Partners at length and reviewed a quote for fencing from Blue Ribbon Property Improvements for \$4,450. The Selectmen agreed that before proceeding with any paving or fencing, the overall plan is reviewed and revised.

Mr. Boisvert indicated that the Solid Waste Committee will be meeting in two weeks and suggested that the Board of Selectmen attend the meeting to finalize the plan.

Mr. Boisvert agreed to follow up with Brox Industries on holding the paving bid, which is due to expire on September 30th, until the plan is finalized. Chairman Lewis requested more definitive information on the overall project including concrete pads that will be installed but are not included in the plan.

Action: Selectman Sheldon moved to table this discussion until further notice. Selectman Courtemanche seconded. Motion passed 5-0.

Mr. Boisvert agreed to prepare a revised/marked up plan and e-mail to Mr. Jodoin and the Selectman for review.

There was a brief discussion regarding the general purpose and role of the Solid Waste Committee and if the Committee should become an Ad-Hoc Committee as it had been in the past. Mr. Boisvert feels that all issues pertaining to recycling are not yet complete. He then provided a brief update on the recycling program. The Selectmen requested more specific numbers on the amount of recyclables being picked up. Mr. Boisvert will follow up.

Roads Committee – Broadway Project

Present for this discussion were: Mike Vignale, KV Partners, Jim Boisvert, Chris Culberson, Paulette Malo, Henry Malo, Brian Seaworth, Burton Curley, and Oscar Plourde. The plans were reviewed and discussed in great detail including granite curbing, parking, drainage, water, sidewalks, and other various details. It was agreed that the Prospect Street sidewalk, between Pleasant and Pine, will be moved from the west side to the east side, the 60 degree parking may be adjusted to 45 degrees at the south end of Broadway, and granite curbing will be re-used when possible. Possible revisions to Town Ordinance was briefly discussed.

Mr. Boisvert indicated that the gas, telephone, and power companies have all been notified of the upcoming project.

Mr. Vignale will finalize the plans and prepare the project to be sent out to bid. He indicated that he will need additional construction details.

The Selectmen agreed to meet again in one month for a further review of the project.

Paulette Malo updated the Board on current projects as well as budgetary items. It is the Roads Committee's recommendation to finish the paving projects this year before the Broadway Project begins in order to not incur a price increase. Chairman Lewis has concerns regarding timing issues with Brox Industries as it pertains to costs. Mr. Boisvert recommends encumbering funds and waiting one year.

Action: Selectman Sheldon moved to allow paving to be completed this year, as recommended by the Roads Committee, pending confirmation from Brox Industries that it can be completed by the end of September and that they will hold the price per the contract. And, if it can not be completed by the end of September, the current contracted price will remain intact. Selectman Courtemanche seconded. Motion passed 5-0.

Mr. Boisvert will follow up with Brox Industries.

A 90' guardrail is needed for North Pembroke Road for an approximate cost of \$2,500. This repair is not included in this year's construction budget. Additionally, a bridge connection run is unsafe and will cost approximately \$5,100 to repair. It was agreed to send this out to bid as soon as possible with a completion date of November 30th.

4. OLD BUSINESS

Solid Waste Ordinance

The following revisions were discussed: Section 133.2-1 (C) (1) add line stating ~ landlords may charge their tenants for the carts; (F) (4) change 5 feet to 2 feet; and (F) add paragraph (8) to read ~ No parking between the hours of 9am – 2pm on your selected trash day shall be in effect for the following streets:

Broadway – from Main to Pine
Central Street
Church Street
Front Street
High Street
Kimball Street
Main Street – from Broadway to Turnpike
Maple Street
Millard Street
Pine Street
Pleasant Street
Prospect Street

Additionally, there were various minor grammatical changes.

Action: Selectman Courtemanche moved to hold a public hearing regarding the above listed revisions to the Solid Waste Ordinance to be held September 20, 2010 at 6:30 PM. Selectman Sheldon seconded. Motion passed 5-0.

Solid Waste Operating Plan

Action: Selectman Sheldon moved to table this issue until the next regularly scheduled Board of Selectmen meeting. Selectman Courtemanche seconded. Motion passed 5-0.

Approval of Tax Collector Job Description

Mr. Jodoin updated the Board on the Tax Collector position indicating that there are currently three applicants. The ad has been placed in Concord Monitor, Union Leader, and on the LGC website with a closing date of September 10th. The Board briefly reviewed the job description and there was a brief discussion regarding the part time status of the position versus full time.

Action: Selectman Sheldon moved to approve the Tax Collector Job Description as submitted. Selectman Courtemanche seconded. Motion passed 5-0.

Selectman Duggan clarified that this job description can come before the Board for revision if a decision is made to change it to full time status. Mr. Jodoin stated yes.

5. NEW BUSINESS

Pitney Bowes Contract

The Selectmen discussed the Pitney Bowes Contract. Under the new contract, the cost has decreased from \$383 to \$372 per quarter. Selectman Duggan inquired as to if there was any other vendor that could be utilized.

Action: Selectman Sheldon moved to enter into a lease agreement with Pitney Bowes in the amount of \$372 per quarter for a period of five years and authorize Mr. Jodoin to sign on behalf of the Board. Selectman Courtemanche seconded. Motion passed 5-0.

2010 Tax Bills

Mr. Jodoin reviewed the procedure for sending out tax bills. The town pays approximately \$3,300 annually for the bills to be handled in house twice per year which does not include the cost of printer toner or employee time. Currently, the town buys the paper and envelopes, prints the bills on the laser printer, and then takes the bills to Concord where they are stuffed and mailed. Mr. Jodoin has obtained a quote from Mark Altman & Associates in the amount of \$3,857 annually, not including a one-time \$400 set up fee, for the service which would require only that the town send them a computerized file. They would then print and mail the bills. Further discussion included a possible multi-year contract for savings and/or price retention.

Action: Selectman Preston moved to enter into contract with Mark Altman & Associates for an annual amount of \$3,857 for a trial period of one year at which time the option of a multi-year contract will be addressed. Selectman Sheldon seconded. Motion passed 5-0.

Mr. Jodoin will follow up on available options and pricing at the end of the contract term.

Pembroke Regatta

The large gathering permit has been received and the fee has been paid by the Amoskeag Rowing Club (ARC) for the annual Regatta. Information has been received from Chief Lane and Chief Paulsen regarding costs associated with special detail. Department heads will be meeting with the ARC in the coming weeks to organize the event.

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

The Selectmen signed the document.

Website – Terms of Use Policy

Action: Selectman Sheldon moved to table the Terms of Use Policy to a future meeting. Selectman Duggan seconded. Motion passed 5-0.

Manifest/Abatements

Action: Selectman Preston moved to approve the Manifest as presented and the Abatements as recommended by the Assessor. Selectman Courtemanche seconded. After discussion regarding completion of work by Advanced Excavating and the fact that they are being paid at 100%, the motion failed 2-3.

In a second discussion including Mr. Boisvert, Public Works Director, and Paulette Malo, Roads Committee, the Advanced Excavating contract and warrantee was discussed in more detail. Ms. Malo indicated that the terms of the contract state 10% for final completion or 5% for substantial completion for 90 days and there is a 90 day warrantee. It was determined that 5% should have been held from the final payment. Mr. Jodoin will void check and reissue withholding 5% as per the contract.

Action: Selectman Sheldon moved to approve the Manifest as presented, voiding and reissuing the check for Advance Excavating withholding 5%, and the Abatements as recommended by the Assessor. Selectman Courtemanche seconded. Motion passed 5-0.

Minutes 8/2/2010; 8/23/2010; 8/30/2010

Action: Selectman Sheldon moved to approve the minutes of 8/2/2010 as presented. Selectman Courtemanche seconded. Motion passed 5-0.

Action: Selectman Sheldon moved to approve the minutes of 8/30/2010 as presented. Selectman Courtemanche seconded. Motion passed 5-0.

Minutes of 8/23/2010 were postponed until the next meeting.

6. TOWN ADMINISTRATOR REPORT

Mr. Jodoin provided a brief update on the Sewer Commission's electrical permits. They are in the process of obtaining letters from the affected residents.

Mr. Jodoin received a postcard from NH Housing regarding workforce housing. He forwarded it to the Town Planner.

The Police Department is cleaning up the old shooting range and has located some items on site that they have no use for and would like to have removed. A local contractor has stated that they will remove the unwanted items at no cost and would keep them.

Action: Selectman Preston moved to approve the removal of the unwanted items at the old shooting range as per the Police Department's request. Selectman Courtemanche seconded. Motion passed 5-0.

The Woman's Club is holding their annual Mum sale at Town Hall on September 18th from 10:00 AM to 1:00 PM.

The 2010 Law Lecture Series is being offered if anyone is interested in attending.

A thank you letter was received from the Old Home Day Committee.

Mr. Jodoin is in receipt of a letter from a resident regarding the asphalt plant. The Zoning Board has scheduled a site visit to the company's Londonderry plant.

On-Site Drug Testing is working on the Town-wide policy. Included in the Selectmen packets for review included proposed pricing. Selectmen Sheldon had some concerns about the cost. This matter will be discussed in more detail at the next meeting.

The Household Hazardous Waste Day will be held on September 18th from 8:00 AM to 12:00 PM at the DPW.

There was a brief discussion regarding what should be done with the remaining Semi-Q shirts and mugs. A suggestion was made to Mr. Jodoin to donate them to Old Home Day for raffle prizes. No decision was made. The Board would like an inventory of what is left.

The Town has been approved through CTAP to revise the Town's excavation regulations.

The State of NH is resurfacing of 106 this month and it is scheduled to be completed by October 1st.

Roof Rakes were briefly discussed and further discussion will be held at a future meeting.

Installation of pipe insulation at the Safety Center by town staff was discussed. Mr. Jodoin clarified that all employees are covered under the town's workers compensation policy.

A quote was received by the Building Committee totaling \$3,100 (\$1,600/materials, \$1,200/manpower, and \$300/lift). This will have to be coordinated with the DPW. Mr. Jodoin will follow up with Mr. Boisvert.

7. COMMITTEE REPORTS

None

8. OTHER/CITIZEN COMMENT

None

9. NON PUBLIC SESSION RSA 91-A:2 I (a) Strategy or negotiations with respect to collective bargaining.

Action: Selectman Sheldon moved and seconded by Chairman Lewis to enter into non-public session in accordance with RSA 91-A:2 I (a) at 10:03 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 10:15 PM.

Action: Selectmen Sheldon moved and seconded by Selectmen Courtemanche to approve the non public minutes of 8/23/10 and 8/30/10 and to have them remain sealed.

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

10. ADJOURNMENT

Action: Selectman Preston moved to adjourn the meeting at 10:20 PM. Selectman Courtemanche seconded. Motion passed 5-0.

Accepted by the Board of Selectmen

Cynthia A. Lewis, Chairman