

**MINUTES
BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
Tuesday, January 20, 2009 at 6:30 PM**

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

Staff: David Jodoin, Town Administrator

1. CALL TO ORDER

Chairman Kline called the meeting to order at 6:40 PM.

2. CITIZEN COMMENT

None

3. MEETINGS

Sally Hyland – Proposed Solid Waste Ordinance

Sally Hyland presented proposed changes/updates to the Solid Waste Ordinance. The proposed Ordinance will now include automated collection, make recycling mandatory and require residents to purchase trash/recycling carts. This will be on the Town Warrant this year as well as other items relative to the recycling program. After a lengthy discussion and further updates made, the Board decided they would hold Public Hearings on the proposed Ordinance on February 2nd, February 17th, and possibly February 7th following the Budget Public Hearing. Mr. Jodoin is making the final revisions to the Ordinance and will have copies available soon.

4. OLD BUSINESS

Update on Warrant Articles Proposed for 2009

A question was raised on whether or not the Board is still required to recommend or not recommend warrant articles. The Selectmen agreed that they would prefer to make their recommendations. The proposed warrant articles including those that the Board of Selectmen have updated and voted unanimously to recommend are attached. Mr. Jodoin stated that these articles have been reviewed by the State of NH Department of Revenue however, the numbers have not been finalized and approved by the Budget Committee and are subject to change at anytime.

Finalize Auditors Questionnaire

The Selectmen completed the questionnaire by listing their primary occupations. Mr. Jodoin will forward it to the auditors.

Execute Slope Easement AG Holdings

Action: Selectman Lewis moved to finalize and execute the Slope Easement for AG Holdings. Selectman Courtemanche seconded. Motion passed 5-0.

The Selectmen signed the easement.

5. NEW BUSINESS

NH Fish and Game Request

NH Fish and Game has requested information about town-owned water access facilities to be included on the new boating and fishing map scheduled for production later this year. The Selectman agreed to include the Exchange Street Site, adding hours of operation, but not to include White Sands. It is believed that the Soucook River Access is owned by the State.

Manifest

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

Minutes – December 29, 2008 and January 5, 2009

Action: Selectman Preston moved to approve the minutes of December 29, 2008 as presented. Selectman Courtemanche seconded. Motion passed 5-0.

Action: Selectman Preston moved to approve the minutes of January 5, 2009 as presented. Selectman Courtemanche seconded. Motion passed 4-0. Selectman Sheldon abstained as he was not present at the meeting.

6. TOWN ADMINISTRATOR REPORT

Engineering billing rates will stay the same for 2009 as they were in 2008.

Gasoline costs and the option of locking in at a particular rate for calendar year 2009 were discussed. The Selectmen agreed to lock in at the current rate of \$1.90 per gallon.

Action: Selectman Sheldon moved to authorize Mr. Jodoin to lock-in at the current gasoline rate of \$1.90 per gallon for the year 2009. Selectman Courtemanche seconded. Motion passed 5-0.

Mr. Jodoin stated that each budget will be revised to reflect the decrease from the proposed \$3.25 per gallon.

The Town will receive \$7,697.96 from FEMA for the September, 2008 flood.

The groundwater monitoring permit was issued in May, 2006 and will remain in effect for five years at which time DEAS will re-evaluate the site and revise permit conditions accordingly. KV Partners will continue to review and evaluate the reports. Mr. Jodoin believes that engineering fees have been encumbered to cover the costs of monitoring. Selectman Preston inquired as to whether or not the reports must be reviewed by KV Partners. Chairman Kline stated that should the levels be baseline, the reports could be reviewed by Public Works however, if there are several variations, engineering services would be needed. Mr. Jodoin will follow up.

Mr. Jodoin has entered the Discretionary Easement for Plausawa Valley Country Club and has had it reviewed by Legal. He will add finalizing the Easement to the agenda for the next Board of Selectmen meeting scheduled for February 2nd.

The following action was taken with regard to state aid payments as they pertain to sewage disposal facilities in the Town of Pembroke.

Action: Selectman Preston moved to authorize Mr. Jodoin to act on behalf of the Town of Pembroke in negotiating for and accepting any and all state aid payments in connection with the sewage disposal facilities in the Town of Pembroke. Selectman Sheldon seconded. Motion passed 5-0.

The CTAP program and the open space study that the town was working on in conjunction with the Planning Board were discussed. Chairman Kline would like clarification on the study, grants that have been or will be received and if the year one funding will expire in May.

Mr. Jodoin reviewed three pieces of correspondence: Mr. J.D. Colcord, Chairman, Merrimack County Board of Commissioners, RE: Regionalization of Dispatch Services; Mr. David Dickson, Council Chairman, Town of Hooksett, RE: Ambulance Services; and correspondence from Everett Hodge to Mr. Richard Durofchalk, Resident, Bachelder Road, RE: Status of Property.

The Selectmen were provided with a listing of the heat and electric usage and costs at the Safety Center. It was decided to monitor the costs as a slight increase is shown. Mr. Jodoin will discuss this with the Fire Chief and the Tri-Town Board.

There was a brief discussion on Phase 2 of the Honeywell project as it pertains to the heating system.

An appreciation letter from the Friends Program was received regarding Everett Hodge. Mr. Jodoin will copy the letter to Mr. Hodge's employee file.

Mr. Jodoin clarified that any documents he e-mails to the Selectmen will not be re-copied for the meeting however, any documentation received after the packets have gone out will be available at the meeting.

7. COMMITTEE REPORTS

Chairman Kline is in receipt of several items that will soon be on sale in celebration of Pembroke's 250th anniversary. Items that will be available include hooded sweatshirts, polo's, t-shirts, mugs/steins, etc. The location for the sale of these items is still to be determined. After each Selectman purchased a "hoodie" and had a photo taken, they discussed what type of account should be set up for the funds received from the sales. Mr. Jodoin was unsure but will follow up and report back to the Board.

Selectman Preston reported that the Suncook Valley Committee is looking at the possibility of obtaining paving bids. He also determined that this committee does not feel they should get involved in the issue of dispatch fees. The subject of joint assessing was discussed and Mr. Jodoin stated that he still has not received a response from the State DRA referencing correspondence the Selectmen sent in support of the concept. Also discussed was a shortage of building inspectors in nearby towns and the possibility of sharing this position with Chichester. Mr. Jodoin will follow up with a Chichester representative.

Chairman Kline commented that Selectman Preston was instrumental in the significant savings the Town is realizing due to his efforts in the combined health insurance coverage. Chairman Kline then asked for an overview on how this was accomplished so that he may recommend the program to the School Department. Selectman Preston gave an overview of this effort.

Chairman Kline gave a brief overview on the most recent budget committee meeting. Selectman Courtemanche will be present at the Budget Committee's Public Hearing on Saturday, February 7, 2009 at 10:00 AM in place of Chairman Kline as he is unable to attend due to a prior commitment.

Chairman Kline reported that the Roads Committee has expressed their concern regarding communication issues. One option discussed at their last meeting was a request to allow the Committee to become a Commission. Additionally, Chairman Kline would like to schedule a meeting with the Road's Committee in the spring to discuss the Broadway Reconstruction project as well as the structure of the committee.

8. OTHER/CITIZEN COMMENT

None

9. NON-PUBLIC RSA 91-A:3 II (b) – THE HIRING OF ANY PERSON AS A PUBLIC EMPLOYEE

Action: Selectman Preston moved and seconded by Selectman Lewis to enter into non-public session in accordance with RSA 91-A:3 II (b) – The Hiring of any person as a public employee at 9:56 PM.

Roll Call Vote:

Chairman Fred Kline (yes)
Selectman Cindy Lewis (yes)
Selectman Larry Preston (yes)
Selectman David Sheldon (yes)
Selectman Tina Courtemanche (yes)
Vote: Unanimous

The Selectmen came out of non-public session at 10:25 PM.

10. ADJOURNMENT

Action: Selectman Preston moved to adjourn the meeting at 10:26 PM. Selectman Sheldon seconded. Motion passed 5-0.

Accepted by the Board of Selectmen

Fred Kline, Chair

PROPOSED WARRANT ARTICLES

ARTICLE 3 – To see if the Town will vote to raise and appropriate the sum of \$20,000 from the Soucook River Tax Increment District Fund to pay costs and administrative expenses incurred in connection with the Soucook River Tax Increment District Plan and to authorize the withdrawal of \$20,000 from the Soucook River Tax Increment District Fund for that purpose.

Recommended By Board of Selectmen

ARTICLE 4 – To see if the Town will vote to discontinue the following Capital Reserve Funds in accordance with the recommendations made by the State of New Hampshire Department of Revenue Administration. Said Funds no longer carry a balance.

- 1993 Cemetery Improvement Fund
- 1993 Library Building Capital Reserve Fund
- 1995 Retaining Wall Fund (Union Street)
- 2001 Computer System Capital Reserve Fund

ARTICLE 5 – To see if the Town will vote to raise and appropriate the sum of \$3,000 to be placed in the Pembroke 250th Anniversary Expendable Trust Fund.

Recommended By Board of Selectmen

ARTICLE 6 – To see if the Town will vote to raise and appropriate the sums set forth below to be placed in the Capital Reserve Funds previously established.

Town Equipment Capital Reserve Fund	\$150,000
Police Cruiser Capital Reserve Fund	\$ 30,000
Police Small Equipment Capital Reserve Fund	\$ 15,000
Municipal Facilities Capital Reserve Fund	\$100,000
Fire Major Equipment Capital Reserve Fund	\$125,000
Fire Small Equipment Capital Reserve Fund	\$ 15,000
Library Reference Media Capital Reserve Fund	\$ 3,500
Revaluation Update Capital Reserve Fund	\$ 10,000

	\$448,500

Recommended By Board of Selectmen

ARTICLE 7 – (SOLID WASTE ORDINANCE)

ARTICLE 8 – To see if the Town will vote to raise and appropriate a sum not to exceed \$260,000 for the purchase of a split body automated collection vehicle and to authorize the withdrawal of a sum not to exceed \$260,000 from the Town Equipment Capital Reserve Fund.

Recommended By Board of Selectmen

ARTICLE 9 – To see if the Town will vote to raise and appropriate the sum not to exceed \$252,000 for the purchase of the necessary collection carts needed to operate automated collection. The costs of the containers will be funded through the collection of user fees and these fees will be deposited as revenue to the Town and will be returned to fund balance once the containers are sold. This article is necessary in conjunction with article #8.

Recommended By Board of Selectmen

ARTICLE 10 – To see if the Town will vote to raise and appropriate the sum not to exceed \$100,000 to refurbish the 1998 Peterbilt packer (garbage truck) and to authorize the withdrawal of a sum not to exceed \$100,000 from the Town Equipment Capital Reserve Fund. This article is contingent upon the total amount of the appropriation for the Town Equipment Capital Reserve Fund in article #6 passing.

Recommended By Board of Selectmen

ARTICLE 11 – To see if the Town will vote to raise and appropriate the sum of \$289,700, and to further authorize the Selectmen to accept a grant from the Community Development Block Grant program in the amount of \$289,700 for the purpose of rehabilitating up to 100 manholes and the replacement of up to 180 manhole covers with waterproof covers to upgrade the wastewater infrastructure to conform to current Department of Environmental Services standards.

Recommended By Board of Selectmen

ARTICLE 12 – To see if the Town will vote to raise and appropriate the sum of \$150,000 and to further authorize the Board of Selectmen to accept a grant in the amount of \$150,000 from the Federal Emergency Management Agency for the renovations of North Pembroke Road that were incurred during the flood of 2007.

Recommended By Board of Selectmen

ARTICLE 13 – To see if the Town will vote to raise and appropriate the sum not to exceed \$25,855 to purchase and equip one (1) Police vehicle and to authorize the withdrawal of a sum not to exceed \$25,855 from the Police Cruiser Capital Reserve Fund created for this purpose.

Recommended By Board of Selectmen

ARTICLE 14 - To see if the Town will vote to raise and appropriate the amount of \$_____ for the 2009 Municipal operating budget, not including appropriations by special warrant articles and other appropriations voted separately.

ARTICLE 15 - To see if the Town will vote to raise and appropriate the amount of \$834,567 for the 2009 Pembroke Water Works operating budget. This amount is to be funded by user fees and requires no property tax support. Unexpended funds shall remain in the water fund and shall not lapse into the general fund.

Recommended by Water Commissioners

ARTICLE 16 - To see if the Town will vote to raise and appropriate the amount of \$835,689 for the 2009 Pembroke Sewer Commission operating budget. This amount is to be funded by user fees and requires no property tax support. Unexpended funds shall remain in the sewer fund and shall not lapse into the general fund.

Recommended by Sewer Commissioners