

**MINUTES
BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
Monday, March 2, 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 6:30 PM.

2. CITIZEN COMMENT

None

3. MEETINGS

Onsite Drug Testing of New England Presentation

Kimberly Reid, Owner, and Dane Reid gave a detailed presentation on the Onsite Drug Testing program they provide including options available and costs. Mr. Reid pointed out that Pembroke's policy should be updated, which is another service they provide, to include the most current requirements from DOT. He also indicated that should Pembroke use their service, they will waive the start up fee (\$170) for the first year and after 12 months the annual fee would be \$130.00 which includes on-call service 24 hours per day, 7 days per week. Additionally, they will offer a decreased rate of \$80 versus \$102 for onsite visits due to their close proximity to Pembroke and will provide quarterly reports. Should Pembroke use their services for updating the drug testing policy, they will assist with addendums to the policy. Onsite Drug Testing of New England will provide an educational booklet costing \$3.00 each which is required to be given to each DOT driver.

The selectmen thanked Ms. Reid and Mr. Reid for attending the meeting and for the information provided. Mr. Jodoin will add this item to a future meeting agenda for further discussion.

Fire Chief Harold Paulsen – Snow Removal Policy, Ambulance Committee

Chief Paulsen is requesting a change to the Public Works Department, Snow and Ice Control Policy. Snow removal around fire hydrants was discussed at length. There is concern that proper equipment is not being used and they are not being cleared in a timely enough manner. The current Snow and Ice Control Policy have the clearing of fire hydrants listed as the last priority. This practice not only presents issues of safety and liability to the Town but also makes it more difficult to clear the hydrants as the snow packs down and becomes icy. Chief Paulsen prepared a detailed list outlining what the fire hydrant snow removal priorities should be in the future. Selectman Lewis inquired as to why the hydrants were not being cleared in conjunction with the sidewalks as had been the practice in prior years.

Correspondence from Chris Culberson, Pembroke Water Works, dated February 23, 2009, proposes that snow removal duties be taken over by them and the yearly hydrant maintenance fees be adjusted accordingly. The current annual rental cost for 170 hydrants is \$156 per hydrant, per year which would increase to \$280 per hydrant, per year (total annual increase of \$21,000). Their staff can remove snow from hydrants within 5 days after every significant storm based on a regular work week (Monday-Friday). Should the Town elect to have Pembroke Water Works take over fire hydrant snow removal, they would start next season.

Several options for snow removal around the hydrants were discussed including the Prison Release Program. This issue will be discussed further as well as the policy itself and any 2009 budgetary constraints. Mr. Jodoin will follow up and will add this item to a future meeting agenda.

A summary of actions and the recommendations of the joint ambulance study committee prepared by Chief Paulsen were discussed. He asked if the recommendations that were previously made are still valid, i.e. inter-municipal agreement. If so, updated cost figures need to be obtained from Tri-Town Ambulance based on two communities. He has received preliminary updated numbers from Tri-Town that appear reasonable however solid numbers and further information are needed. Specifics of a new agreement were discussed. Chief Paulsen will follow up with Allentown and Tri-Town Ambulance.

Jim Bruss – JBI Helicopter – Water Line Discussion

Jim Bruss and Kurt West were present to request consideration to allow JBI Helicopter to utilize the town's water and sewer capital reserve fund to extend their water line. Pembroke Water Works is willing to waive the \$750 permit fee only. He indicated that should anyone tie on to the additional water line, the first funds received from that would re-pay the town. Other factors pertaining to the water line extension were discussed including the possible use of the capital reserve fund as well as sewer lines. It was agreed that the selectmen will invite Pembroke Water Works and Mr. Bruss to their next meeting scheduled for March 16th to discuss this issue further and attempt a resolution. Mr. Jodoin will follow up.

4. OLD BUSINESS

Safety Center Roof – Updated Snow Rail Quote

Mr. Jodoin is in receipt of an updated quote from Academy Roofing Corp. for Snow Rails. Academy Roofing will cut existing roof and install wood blocking to equal height of existing insulation, patch existing roof and make watertight, furnish and install snow rails, and clean up for a total of \$2,100.00.

Action: Selectman Preston moved to approve the repair of the safety center roof by Academy Roofing for a total cost of \$2,100.00. Selectman Lewis seconded. Motion passed 5-0.

5. NEW BUSINESS

Award Sewer Manhole Rehab Contract/Execute Engineer Contract RE: Manhole Project

Mr. Jodoin received a call from vendor that will supply the castings for Smith Pipeline indicating that he could not supply the castings because they were made in Canada and the grant requires they be made in the U.S.

Selectman Lewis has concerns regarding the language in the contracts and if it is correct per CDBG standards. She suggested that the grant coordinator, Donna Lane, review all documentation before approval by the Selectmen. Approval was postponed until the next Board of Selectmen's meeting scheduled for March 16th in order to give Mr. Jodoin an opportunity to have the documentation reviewed and obtain a written statement from Ms. Lane. Paulette Malo requested that this item be put on the agenda for 6:30 PM as the Sewer Commission meets at 7:00 PM the same evening.

Acceptance of FEMA Grant in accordance with RSA 31:95-b

Action: Selectman Preston moved to approve the acceptance of the FEMA Grant in accordance with RSA 31:95-b in the amount of \$4,656.39. Selectman Sheldon seconded. Motion passed 5-0.

Manifest/Abatements

Action: Selectman Lewis moved to approve the Manifest as presented and the abatements as recommended by the Assessor. Selectman Sheldon seconded. Motion passed 5-0.

Minutes 2/7/09 and 2/17/09

Action: Selectman Sheldon moved to approve the minutes of 2/7/09 as presented. Selectman Courtemanche seconded. Motion passed 3-0. Chairman Kline and Selectman Preston abstained as they were not present at the public hearing.

Action: Selectman Courtemanche moved to approve the minutes of 2/17/09 as presented. Selectman Sheldon seconded. Motion passed 4-0. Selectman Preston abstained as he was not present at the meeting.

Non-Public Minutes 12/15/08, 12/29/08, 1/20/09, 2/2/09, 2/17/09

Action: Selectman Sheldon moved to approve the non-public minutes of 12/15/08, 12/29/08, 1/20/09, 2/2/09 and 2/17/09. Selectman Lewis seconded. Motion passed 5-0 with the exception of 2/17/09 which passed 4-0; Selectman Preston abstained as he was not present at that meeting.

Action: Selectman Sheldon moved to release the non-public minutes of 12/15/08, RSA 91-A:3 II (b); 12/29/08, RSA 91-A:3 II (a); 1/20/09, RSA 91-A:3 II (b); 2/17/09, RSA 91-A:3 II (a). Selectman Courtemanche seconded. Motion passed 5-0.

Town Warrant

The selectmen discussed the format for Town Meeting including who would present each article.

It was decided that Mr. Jodoin would begin most articles by giving a brief overview and as questions arise, the selectmen will step in as necessary. Mr. Jodoin will have all budgetary information available as well as the 2009 CIP report. There was also some discussion regarding the Zoning Ordinance Warrant Article. Selectman Lewis will discuss any issues pertaining to this at the next Planning Board meeting.

6. TOWN ADMINISTRATOR REPORT

Correspondence from Casella Waste has been received regarding single stream recycling pricing for recyclables brought to the Allenstown transfer station. Chairman Kline stated that it appears Casella's costs are higher than Wheelabrator. After a brief discussion, the selectmen asked that Mr. Jodoin follow up with Wheelabrator on costs.

Mr. Jodoin reviewed correspondence from Jim Boisvert, Director of Public Works, which states that should the town decide not to refurbish and/or purchase a new trash vehicle, there will be a substantial amount of repairs needed for both existing trash vehicles.

Correspondence received for the selectmen's review included: Newsletter from NRRA; New Hampshire the Beautiful Application; letter from BTLA regarding Emerson Mills Laundry Rooms; letter sent to the State regarding Broadway work; letter sent to DES Commissioner regarding the Allenstown Sewer Plant Upgrade, correspondence from State regarding landfill closure grants being suspended; letter from Congressman Hodes regarding Pembroke's stimulus needs; correspondence to the Board of Selectmen from the State of New Hampshire Board of Tax and Land Appeals.

Mr. Jodoin requested that the selectmen begin addressing goals and objectives that they would like to see worked on in 2009 including updating/implementing some items including employee evaluations and the current website. He has spoken to Kevin Foss regarding the website and was told that he is having difficulty making changes to the current site. It was suggested that Mr. Jodoin contact Geoff Ruggles, on a consultant basis, to complete the work he had started on implementing the new website. Mr. Jodoin will follow up.

There are shelves being built on the second floor of Town Hall for food storage. Chairman Kline is concerned over some personnel files that have been left out on the second floor. Mr. Jodoin will follow up.

The key and alarm systems for Town Hall were briefly discussed.

7. OTHER/CITIZEN COMMENT

None

8. NON-PUBLIC RSA 91-A:3 II (a) – 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 Sheldon to enter into non-public session in accordance with RSA 91-A:3 II (a) at 9:15 PM.

Roll Call Vote:

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

The Selectmen came out of non-public session at 9:21 PM.

9. ADJOURNMENT

Action: Selectman Sheldon moved to adjourn the meeting at 9:21 PM. Selectman Courtemanche seconded. Motion passed 5-0.

Accepted by the Board of Selectmen

Fred Kline, Chair