

**MINUTES
BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
Monday, March 16, 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

Sewer Department – Award Bid for CDBG Grant

Mr. Jodoin has been in contact with the Grant Writer, Donna Lane, to ensure compliance with the Grant's specifications. Ms. Lane replied via e-mail stating that the Town can proceed and enter into a construction contract. The engineers will set up a preconstruction conference.

Action: Selectman Preston moved to enter into agreement with Tata & Howard for the Manhole Repairs and Rehabilitation Project and to award the bid to Smith Pipeline Services in the amount of \$222,125.00. Selectman Sheldon seconded. Motion passed 5-0.

The Selectmen signed the contracts.

Action: Selectman Preston moved to authorize Mr. Jodoin to sign the CDBG payment request for reimbursement. Selectman Sheldon seconded. Motion passed 5-0.

Bruss Construction – JBI Helicopter Water Line Extension

In attendance: Jim Bruss, Bruss Construction; Ray Newcomb, Owner, JBI Helicopter; Chris Culberson, Water Commissioner; Kevin Brasley, Water Commissioner; Norm Provencher, Pembroke Water Works Business Manager

Mr. Bruss gave an overview of their request for the water line extension. Mr. Culberson read a portion from the Pembroke Water Works' General Statement and stated that they have never allowed easements especially when the site can be serviced via town roads and town right-of-ways.

The reimbursement from future tie-ins to the water line was discussed as well as whether adding both water and sewer would be more beneficial to the town. Other options for JBI to accomplish their objective were discussed and after review, the Selectmen agreed that this project was not beneficial to the Town of Pembroke at this time because of the lack of future water hookups and therefore denied their request for monetary assistance from the Capital Reserve Fund.

Chief Lane – Officer Retirement

Chief Lane was present to request approval of the highway safety grant in the amount of \$4,531.20. This grant is for sobriety checkpoints and will include 14 locations.

Action: Selectman Sheldon moved to authorize the Chair to sign the Highway Safety Project Grant in the amount of \$4,531.20. Selectman Lewis seconded. Motion passed 5-0.

Chief Lane announced that Sergeant Glenn S. Northrup will be retiring at the end of March after 20 years of service to the Town of Pembroke. It has been tradition within the police department that the officer's firearm is awarded to them upon retirement. Chief Lane prepared a Bill of Sale for the Selectmen to approve/sign.

Action: Selectman Lewis moved to award Sergeant Glenn S. Northrup, for consideration given, one (1) Sig-Sauer P229 Serial Number AL63479 duty weapon, for his 20 years of service to the Town of Pembroke. Selectman Sheldon seconded. Motion passed 5-0.

The Pembroke Water Works Department returned for a brief follow up discussion.

4. OLD BUSINESS

Town Website Update

Mr. Jodoin is in receipt of an e-mail from Kevin Foss with suggestions for the website and is willing to do what he can within his abilities as did former Town Administrator, Geoff Ruggles. Mr. Jodoin has also been in contact with a resident, Tina Newberry regarding updating the website. Mr. Jodoin supplied the selectmen with Ms. Newberry's web address for review of her portfolio. Ms. Newberry is in the process of reviewing information and will contact Mr. Jodoin with a plan and cost.

Mr. Jodoin will get further information regarding updating the website and report back to the Board.

5. NEW BUSINESS

MS-2 Acceptance – Town Meeting March 14, 2009

Action: Selectman Sheldon moved to accept the MS-2. Selectman Courtemanche seconded. Motion passed 5-0.

The Selectmen signed the MS-2.

Acceptance of Easement from Dolcha Investments

The Selectmen briefly discussed the Easement.

Action: Selectman Preston moved to ratify the vote on the phone discussion of March 5, 2009 which accepted the Easement Deed from Dolcha Investments. Selectman Sheldon seconded. Motion passed 5-0.

Election of Officers – Board of Selectmen Chairman, Vice Chairman

A nomination was made to re-elect Selectman Fred Kline as Chairman.
A nomination was made to elect Selectman Cindy Lewis as Chairman.

The nominations were discussed and votes were taken.
Selectman Kline – 3 votes
Selectman Lewis – 1 vote (Selectman Lewis abstained from the vote.)

A nomination was made to elect Selectman Cindy Lewis as Vice Chairman.
A nomination was made to elect Selectman David Sheldon as Vice Chairman.
A nomination was made to elect Selectman Tina Courtemanche as Vice Chairman who respectfully declined the nomination.

The nominations were discussed and votes were taken.
Selectman Lewis – 3 votes
Selectman Sheldon – 2 votes

Selectman Kline will serve a second term as Chairman and Selectman Lewis will serve a second term as Vice Chairman.

Committee Appointments

The Selectmen discussed several committees. Options for discontinuing some committees that are inactive at this time were discussed as well as the possibility of not having a Selectmen Rep. on all committees. The following assignments were made:

Budget Committee	Primary: Selectman Courtemanche, Alt: Selectman Sheldon
CIP	Primary: Selectman Courtemanche, Alt: Selectman Sheldon
Economic Development Comm.	Selectman Courtemanche
Energy Committee	Selectman Preston
Facilities & Grounds Committee	Selectman Preston
Planning Board	Selectman Lewis
Roads Committee	Selectman Sheldon
Solid Waste Committee	Selectman Preston
NE Resource Recovery Comm.	Selectman Preston
TIF Committee	Selectman Preston
250 th Anniversary Celebration	Chairman Kline
State of NH Rivers Task Force	Chairman Kline
DPW Union Representative	Selectman Preston

Mr. Jodoin agreed to represent the Board of Selectman on the Wage and Benefit Study Committee, the Website Committee, and the Suncook Valley Regional Town Association.

The following committees/commissions will be addressed at a future Board of Selectmen meeting; Conservation Commission, CTAP Committee, I-93 Widening Committee, Recreation Commission, Recreational Needs Study Committee, Central NH Regional Planning, Transportation Advisory Committee (TAC), Emergency Operations Committee.

Manifest/Abatements

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

Minutes 3/2/09

Action: Selectman Sheldon moved to approve the minutes of 3/2/09 as presented. Selectman Courtemanche seconded. Motion passed 5-0.

Non-Public Minutes 3/2/09

Postponed

6. TOWN ADMINISTRATOR REPORT

The affidavit of execution of the tax lien was discussed. The Town Administrator will get a detailed listing of the liens for the next meeting.

The Assessing department has budgeted for a new camera in 2009.

Mr. Jodoin will replace the battery first to determine if a new camera is required.

A Table Top Exercise will be held at the Safety Center on Saturday, March 21, 2009 at 8:30 AM to test the Town's ability to effectively utilize the recently updated Emergency Operations Plan and its implementation in the Town's Emergency Operations Center (EOC).

Correspondence for the Selectmen's review included: Comcast Service Changes; NHDES, Commissioner Thomas Burack; PSNH Merrimack River Hydroelectric Project; Federal Energy Regulatory Commission; Senator Sylvia Larsen; Pre-application for the Clean Water State Revolving Fund.

Chairman Kline requested a copy of the State Capital Budget. Mr. Jodoin will follow up.

7. COMMITTEE REPORTS

Chairman Kline reported concern that donations for Old Home Day and Semi Q are kept separate. Donations and upcoming events were further discussed.

The balanced owed to the Pembroke Lunch Program for the breakfast served prior to Town Meeting is \$176.75 which leaves a net profit of \$487.25.

Action: Selectman Courtemanche moved to approve payment to the Pembroke Lunch Program in the amount of \$176.75. Selectman Sheldon seconded. Motion passed 5-0.

8. OTHER/CITIZEN COMMENT

Sally Hyland was present and thanked the Board for their support on the solid waste/recycling proposal. She stated that they are beginning to work on the implementation of the program.

Selectman Courtemanche brought fourth a request from a resident that all residents be responsible for keeping the sidewalks located at their property clear of snow. The Selectmen discussed the logistics of this but no decision was made.

9. NON-PUBLIC RSA 91-A:3 II (a) – RSA 91-A:3 II (a) The dismissal, promotion, or compensation of any public employee.

Action: Selectman Sheldon moved and seconded by Selectman Preston to enter into non-public session in accordance with RSA 91-A:3 II (a) at 8:31 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 8:58 PM.

10. ADJOURNMENT

Action: Selectman Preston moved to adjourn the meeting at 8:58 PM. Selectman Courtemanche seconded. Motion passed 5-0.

Accepted by the Board of Selectmen

Fred Kline, Chair