

**MINUTES  
BOARD OF SELECTMEN  
TOWN OF PEMBROKE, NH  
Monday, May 4, 2009 at 6:30 PM**

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

**Excused:** 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. SCHEDULED MEETINGS**

**Kevin Gagne – Annual Fishing Derby**

Mr. Gagne was present to request that the Selectmen approve and sign the Large Gathering Ordinance Application for the Suncook Valley Rod & Gun Club's Annual Fishing Derby to be held May 17<sup>th</sup> and May 25<sup>th</sup>. Mr. Gagne also requested that the license fee of \$100 be waived as they are a non-profit organization. Additionally, Mr. Gagne requested that the Selectmen approve this license to remain on file so that a new application would not be required each year. Insurance for this event was discussed and it was agreed that all insurance information would be provided to the Town. Mr. Gagne assured the Board that they are working on a parking strategy in an effort to keep Academy Road clear.

**Action:** Selectman Preston moved to approve the Application for the Suncook Valley Rod and Gun Club's Annual Fishing Derby contingent upon insurance information being provided and verified and that all department heads are notified and sign off on the application. Additionally, the \$100.00 application fee will be waived but the Suncook Valley Rod and Gun Club must re-apply each year for a new license. Selectman Sheldon seconded. Motion passed 4-0.

Mr. Gagne also requested permission for the Club to use the Range Roads as trails for snowmobiling.

**Action:** Selectman Lewis moved to allow the Club to use the Range Roads as trails for snowmobiling. Selectman Preston seconded. Motion passed 4-0.

### **Review/Award bids for Town Packer Refurbishment**

The Selectmen reviewed and discussed the bids to refurbish the current trash packer. The Solid Waste Committee has recommended that the contract be awarded to Howard P. Fairfield, Inc. of Pembroke for the sum of \$61,491 for the packer body and to Peterbilt for the sum of \$31,719 for the motor and transmission work. Public Works Director, Jim Boisvert and Solid Waste Committee Chair, Sally Hyland, were present for this discussion.

**Action:** Selectman Lewis moved to award the packer refurbishment to Howard P. Fairfield, Inc. for the sum of \$61,491, award the drive-train bid to Peterbilt in the amount of \$31,719 and authorize the Town Administrator to sign. Selectman Preston seconded. Motion passed 4-0.

Any repairs other than the above must come back before the Board of Selectmen for prior authorization.

### **Tom Petit – Acceptance of Emergency Operations Plan**

The Selectmen briefly discussed the approval of the Emergency Operations Plan.

**Action:** Selectman Preston moved to approve acceptance of the Emergency Operations Plan. Selectman Sheldon seconded. Motion passed 4-0.

This plan will be reviewed each year and updated if necessary.

The Selectmen signed the Statement of Promulgation and the Annual Concurrence. Mr. Jodoin will obtain the remaining signatures and forward to the respective departments to be entered into their binders.

There was a short discussion regarding the expected rise in security levels due to the swine flu virus.

## **4. OLD BUSINESS**

### **Uncollected Tax Deeds**

The Selectmen discussed five uncollected tax deeds and agreed to waive them.

**Action:** Selectman Preston moved to waive the following tax deeds; Lot 114-1, Lot 115-1, 266-27 2, VE-34, and 870-20-L49. Selectman Lewis seconded. Motion passed 4-0.

The Selectman signed the tax deed waivers.

### **Tax Warrant**

**Action:** Selectman Preston moved to approve the Tax Warrant in the amount of \$7,673,103. Selectman Sheldon seconded. Motion passed 4-0.

The Selectmen signed the Tax Warrant

## 5. NEW BUSINESS

### Appointments

**Action:** Selectman Sheldon moved to appoint Burton Curley to the Roads Committee. Selectman Preston seconded. Motion passed 4-0.

### EOC Request

The Selectmen briefly discussed a request from Police Chief Scott Lane for a Counter Shutter at the Safety Center. It was agreed to table the issue at this time until a determination can be made as to what repairs are needed for the boiler at the Safety Center.

### Manifest/Abatements

There was some discussion pertaining to grass seed and lime as well as a business mailbox/post that was damaged. Mr. Jodoin will contact the Public Works Director for an explanation.

**Action:** Selectman Preston moved to approve the Manifest as presented and the abatements as recommended by the Assessor. Selectman Sheldon seconded. Motion passed 4-0.

### Minutes 4/20/2009

**Action:** Selectman Sheldon moved to approve the Minutes of 4/20/2009 as amended. Selectman Lewis seconded. Motion passed 4-0.

## 6. TOWN ADMINISTRATOR REPORT

The bank RFP's have been received from TD BankNorth, Citizen's Bank and Centrix Bank. Laconia Savings did not submit their proposal on time and Merrimack Savings elected not to bid due to a computer conversion. Mr. Jodoin will be setting up a group to review the bids.

Paving, Sidewalks, and Crack Sealing bids were received and opened on Thursday. The information was sent to DPW so they can prepare the necessary information for the next Roads Committee meeting. The Road's Committee will meet on May 5<sup>th</sup> and make their recommendations to the Board of Selectmen at the next Selectmen's meeting scheduled for May 18<sup>th</sup>. Mr. Jodoin gave the Selectmen information on the best practice for crack sealing as well as correspondence from Pembroke Water Works outlining their repair plans.

There was a question as to the status of a piece of machinery that was sent back to the manufacturer for repair. Mr. Jodoin will follow up.

Mr. Jodoin and the Selectmen congratulate Mr. Everett Hodge on passing is ICC Residential Plumbing Exam.

Mr. Jodoin distributed to the Board, information regarding the proposed Allenstown Bond for sewer plant upgrades.

The abatement case with YYY II LLC (Tower) has been signed off on.

Mr. Jodoin requested that the Selectmen approve the transfer of \$25,855 from the Trustee of Trust Funds to the Town for the Police Department's new cruiser. The bidding process for the purchase of the cruiser was questioned. Mr. Jodoin will follow up.

**Action:** Selectman Sheldon moved to approve the transfer of funds from the Trustee of Trust Funds to the Town of Pembroke in the amount of \$25,855. Selectman Lewis seconded. Motion passed 4-0.

The Selectmen discussed the Transportation Improvement Plan received from Central NH Regional Planning Commission, Transportation Advisory Committee. They are requesting that the Selectmen vote on the plan.

**Action:** Selectman Lewis moved to vote in favor of the Regional Transportation Improvement Program. Selectman Sheldon seconded. Motion passed 3-1. Selectman Preston voted no.

The Sewer Cruiser was disposed of last week for \$125.

Dick Verville is still trying to arrange a meeting with DES and the Town of Pembroke.

The Department of Public Works has gathered the deeds for Melissa Drive. Mr. Jodoin has copies of the tax maps. Mr. Boisvert has asked if the Board would like him to videotape the easement area in question. The Selectmen agreed that this is not necessary. There was some discussion regarding whether or not the Town is responsible for maintaining easements.

Correspondence was received from resident, Rich Yacyshyn regarding the amount of trash/litter left by the roadside on Cross Country Road between 4<sup>th</sup> and 6<sup>th</sup> Range Roads. He is requesting that the community be advised about this problem with continual reminders in the newsletter. Mr. Yacyshyn indicated that he would be willing to head up a task force that would consist of volunteers who engage in helping to keep Pembroke clean. Mr. Jodoin will follow up and prepare an article for the next newsletter.

## 7. COMMITTEE REPORTS

Selectman Lewis is now representing the Board of Selectmen on the Solid Waste Committee as Selectman Preston has stepped down. Mr. Jodoin has volunteered to attend the meetings as well because of the financial issues involved.

Chairman Kline opened a discussion pertaining to the DOT Federal Grant for Pembroke Hill Road Improvements. He stated that the grant expires in December. Mr. Jodoin will follow up.

Chairman Kline stated that \$250 is being donated from PSNH to the Semi Q fund.

Selectman Sheldon reported that the Memorial Field clean-up day was impressive and that over 300 people came to support the event. Since there were so many people, several went over to Allenstown to help clean up their fields.

## 8. OTHER/CITIZEN COMMENT

Sally Hyland was present to discuss some concerns the Solid Waste Committee has regarding the recycling program. Timing of implementing the program and cash flow are the main concerns at this time and she reminded the Board that the cost for tipping fees is anticipated to increase in January from \$46.90 to \$55-\$65 per ton. Ms. Hyland indicated that it may be better to wait until spring to implement the program if it cannot be accomplished before winter. Another issue may be that the Concord Cooperative may not be ready in time and that Casella should be contacted to determine if they would be willing to negotiate costs.

Mr. Jodoin briefly reviewed some financial issues and his concerns with potential cash flow problems. He stated that the RFP for the carts is being prepared as well as the RFP for the new automated truck.

A question was raised pertaining to trash pick up at Littlefield Condominiums and the level of difficulty for curbside pickup once the recycling program begins. Some options were discussed including the use of dumpsters versus carts. The Selectmen requested that the Solid Waste Committee review this issue and come back to the Board with their recommendations. Ms. Hyland will follow up.

## 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) at 8:41 PM.

Roll Call Vote:

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

The Selectmen came out of non-public session at 9:51 PM.

**10. ADJOURNMENT**

**Action:** Selectman Preston moved to adjourn the meeting at 9:52 PM. Selectman Lewis seconded. Motion passed 4-0.

Accepted by the Board of Selectmen

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Fred Kline, Chair