

**MINUTES  
BOARD OF SELECTMEN  
TOWN OF PEMBROKE, NH  
October 6, 2009 at 6:30 PM**

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

**Revaluation Update - Steve Hamilton, Keith Gagne, Department of Revenue Administration (DRA) and Todd Haywood, Granite Hill Municipal Services (GHMS)**

The USPAP Manual was distributed prior to this meeting for the selectmen's review as well as Pembroke's 2009 cash flow analysis prepared by Mr. Jodoin.

Mr. Haywood gave an overview of the process and guidelines used to perform the statistical evaluation including residential and commercial. He indicated that approximately 300 residents/business owners appeared for hearings of which GHMS inspected approximately 50-60 properties, based on existing data, and made appropriate adjustments. He further stated, when asked by Selectman Preston, that the shift in residential shows that 40% increased, 40% decreased and 20% remained about the same. Selectman Preston stated the Board's concerns regarding the limited data available from sales of commercial properties. Mr. Haywood indicated that he utilized the existing data available and sent out income and expense reports to approximately 150 property owners; he received only nineteen back. He stated that it is not a perfect system and it is his opinion that the higher priced properties were under-assessed in the past.

Mr. Hamilton gave a brief overview of assessed values versus quarterly updates and how market values and percentage of change affects valuations. He explained that no mass appraisal is a precise or perfect process which is why there is a statute on abatements and appeals and that if a land owner is disadvantaged by a reappraisal, they have a right to file an abatement with the Board of Selectmen. If the Board of Selectmen does not grant the abatement, the property owner can then appeal to the NH Board of Land and Tax Appeals or the Superior Court.

Selectman Lewis feels that any incorrect data should be revised before the process is complete and new assessments sent out. Mr. Hamilton stated that some properties can still be dealt with and the refinement process continued as the MS-1 deadline has been extended to October 30, 2009 and could be extended further if necessary. Mr. Hamilton gave a brief description of the assessment requirement that is stated in the Constitution and the action that will be taken by DRA should the town fail to meet the requirements.

There was discussion regarding the timing of the MS-1, tax bills, consequential cash flow issues should the tax rate not be set due to further extension of the MS-1, and overlay for budgetary purposes. Also discussed were the commercial sales used for formulating the values for commercial assessments and the square foot costs for replacements values.

The abatement process was discussed at length. Mr. Haywood stated that GHMS charges a fee of \$55 per hour for abatements as it is not part of the original contract with the Town of Pembroke. *(The Board of Selectmen meeting minutes from September 14, 2009 shows that Mr. Haywood stated that the hourly rate for GHMS to handle abatements is \$50 per hour.)*

Chairman Kline took public comments from Jacques Despres, Richard Hoeker, Jack Lewis and Dick Kruger who were all concerned about the update and the increase of commercial property values.

It was the general feeling of the Board that they are not completely satisfied with the assessment report prepared by GHMS. The Selectmen discussed options and ramifications for postponing acceptance of the report and the submission of the MS-1.

Mr. Jodoin estimated that based on the MS-1 being completed and submitted by October 30, 2009, and the tax bills sent out by November 20, 2009, the Town will be in the red by 1.2 million dollars as of December 4<sup>th</sup> which will cost the town approximately \$15,000 in tax anticipation note interest.

**Action:** Selectman Sheldon moved to accept the assessment report and move forward as necessary, address possible overlay adjustments, prepare for additional abatements, not burden the town with borrowing additional funds, and to submit the MS-1 on time so that the tax rate can be set and tax bills sent out. Selectman Courtemanche seconded. Motion passed 3-2. Selectman Preston and Selectman Lewis voted no.

Mr. Haywood agreed to review any further information obtained by the Town pertaining to the data within the assessing report.

### **Solid Waste Automated Vehicle Purchase – Sally Hyland**

Mr. Jodoin reported that he has spoken to a representative from Labrie who stated that in 30 days, CN Woods will no longer be the New Hampshire distributor for the automated portion of the new trash vehicle as they did not open their facility in Canterbury.

They are still a distributor in New England. According to Labrie, the New Hampshire distributor will now be HP Fairfield. The mileage requirement was discussed and the Board requested further clarification as to whether it is 45 or 60 miles in the RFP. Mr. Boisvert will forward the original RFP to Mr. Jodoin for review. Also discussed were the logistics of the purchase. The total cost of the truck including the automated portion will be \$230,705. Delivery is estimated in March providing the truck is ordered soon and the truck body approved by the selectmen by their next regularly scheduled meeting on October 19, 2009. Selectman Lewis requested that Mr. Jodoin request a letter from Labrie stating the current information regarding CN Woods and HP Fairfield. The option of re-bidding the automated portion of the truck was discussed. The Selectmen agreed to approve the purchase of the Peterbilt but to postpone the decision on the truck body until more information is obtained.

**Action:** Selectman Preston moved to award the bid for truck purchase to Peterbilt in the amount of \$115,605. Selectman Sheldon seconded. Motion passed 5-0.

Mr. Jodoin will follow up with Mr. Boisvert on the original RFP and with Labrie on requested correspondence.

#### **No. Pembroke Road FEMA Project/Solid Waste Monitoring Contract - Jim Boisvert**

This project was awarded to Merrill Construction for \$219,769 but was later reduced to \$207,110. Mr. Boisvert is requesting an additional \$8,500 (originally \$10,794) for shoulder work to be done by Merrill Construction that was not included in the original contract. The FEMA grant was briefly discussed.

**Action:** Selectman Sheldon moved to approve \$8,500 to Merrill Construction for shoulder work and authorize Mr. Jodoin to accept and sign on behalf of the Board of Selectmen contingent upon the receipt of a new contract breaking out the \$8,500. Selectman Lewis seconded. Motion passed 5-0.

Sending out RFP's for the landfill monitoring contract was discussed as the contract with KV Partners has expired. No decision was made. Mr. Jodoin will research further and report back to the Board.

#### **4. OLD BUSINESS**

##### **CIP Recommendations**

The selectmen agreed that the following items will be added to the municipal budget based on the CIP Report:

Municipal Facilities CRF Request \$10,000

Salt Shed (\$50,000) *Selectmen reduced from( \$75,000)*  
Town Hall Flooring (\$8,600)  
Safety Center Digital Video Recorder (\$4,500)

Property Revaluation/Update CRF Request \$10,000

Cemetery Survey (\$4,700) *Selectmen reduced from (\$5,000)*

Fire Major Equipment CRF Request \$170,000  
Fire Small Equipment CRF Request \$40,000

Police Cruisers CRF Request \$30,000  
Police Cruiser Replacement (\$35,299)  
Police Small Equipment CRF Request \$13,500  
Police Laptop Upgrade (\$27,910)

Public Works Highway Division Major Equipment CRF Request \$75,000  
Public Works Highway Division 6-Wheel Dump Truck (\$150,000) *Capital Outlay*

Public Works Roads Reconstruction and Repair (\$606,000)

All other items will not be included. Funds for the replacement Town Clock windows will be transferred from the Perry Eaton Building window replacement and encumbered into 2010.

There was a brief discussion regarding Water and Sewer and whether or not they need to be included in the warrant. Mr. Jodoin will research further and report back to the Board.

### **Newsletter**

The solid waste and recycling article and sample order form to be included in the next newsletter was discussed. The board agreed that the article is fine but the sample order form should be a form that can actually be used to order the carts (remove the word "Sample") and to add "Make checks payable to Town of Pembroke Recycling" and "Mail or deliver payment to Town Hall". Mr. Jodoin indicated that Linda Williams will handle collecting payments for the trash carts and the money will be forwarded to Accounting. Ms. Hyland stated that letters with additional order forms are estimated to be sent out in November, separate from tax bills. Educating the public on the recycling program was discussed as well as options for possible parking bans in some areas on trash pickup days.

Chairman Kline requested that the article on the Semi-Q ball which was removed from the newsletter be reinstated. Mr. Jodoin will follow up.

Selectman Lewis would like to add an article to the newsletter reminding residents/business owners not to plow/shovel snow onto sidewalks. She suggested that the RSA be included with this reminder. Mr. Boisvert will forward the RSA information to Mr. Jodoin.

## 5. NEW BUSINESS

### **Planning Board Appointment**

**Action:** Selectman Lewis moved to approve the appointment of Ron Nowe as an alternate member to the Planning Board. Selectman Preston seconded. Motion passed 5-0.

### **Cemetery Survey Bids**

The Selectmen discussed bids that were received for the cemetery survey work. The lowest bidder, Wright-Pierce, has agreed to hold their bid until Town Meeting in March, 2010.

**Action:** Selectman Sheldon moved to approve the bid from Wright-Pierce of Portsmouth for an amount not to exceed \$4,700 for the cemetery mapping project pending Town Meeting approval in March, 2010. Selectman Courtemanche seconded. Motion passed 5-0.

### **Abatements**

**Action:** Selectman Lewis moved to approve the Abatements as recommended by the Assessor. Selectman Sheldon seconded. Motion passed 5-0.

### **Manifest**

There was some discussion regarding \$1,375 in additional fees being charged by Granite Hill Municipal Services for extra hearing hours which exceed the 80 hours stated in the RFP and the contract.

**Action:** Selectman Sheldon moved to approve the Manifest as presented. Selectman Courtemanche seconded. Motion passed 5-0.

### **Minutes 9/14/2009, 9/21/2009**

**Action:** Selectman Lewis moved to approve the Minutes of 9/14/2009 as presented and indicated that the hourly wage for abatement work quoted by Todd Haywood was \$50 per hour and this evening, Mr. Haywood quoted a charge of \$55 per hour for abatement work. Selectman Courtemanche seconded. Motion passed 5-0.

**Action:** Selectman Lewis moved to approve the Minutes of 9/21/2009 as presented. Selectman Courtemanche seconded. Motion passed 5-0

Selectman Lewis provided an update to a request made at the Board of Selectmen meeting held on September 21<sup>st</sup> for speed limit signs to be posted on Whittemore Road. She informed the Board that there are already speed limit signs posted on Whittemore Road and Woodlawn Road.

**Non-Public Minutes of 8/17/2009, 8/21/2009, 9/8/2009, 9/21/2009**

**Action:** Chairman Kline moved to approve and release the non-public minutes of 8/17/2009, 8/21/2009, 9/8/2009, and 9/21/2009 as presented. Selectman Sheldon seconded. Motion passed 5-0.

**6. TOWN ADMINISTRATOR REPORT**

Mr. Jodoin distributed preliminary budgets for the Selectmen's review. The Selectmen requested that the documentation be put into binders. Mr. Jodoin will follow up. There will be a budget workshop session on October 12<sup>th</sup> at 6:30 PM.

Included in the selectmen's packets for review included correspondence from: Chief Lane regarding responses for medical calls, Comcast regarding price adjustments, Frank Merrill regarding Silver Hill Development; and information regarding the Liberty Tree Program, and NH Statewide High Resolution Aerial Photography

Mr. Jodoin reported on information and a contract he has received for the restoration of the Town Clock windows. The total cost/contract through Winn Mountain Restoration will be \$6,302 which includes safety glass. This contract could be revised to reflect a lower cost of \$4,296 for regular double thickness glass.

The Selectmen agreed that a new contract be drawn up to reflect the \$4,296 price.

**Action:** Selectman Preston moved to award the contract to Winn Mountain Restoration for replacement windows at the Town Clock for a sum of \$4,296. Selectman Lewis seconded. Motion passed 5-0.

COLA numbers will not be available until October 15<sup>th</sup> or later and are not on the current budget worksheets.

Mr. Jodoin requested authorization, which was granted, for a personal day on Friday, October 9, 2009.

**7. COMMITTEE REPORTS**

Selectman Lewis reported briefly on the Silver Hills development.

The full time planner position was briefly discussed. Mr. Jodoin agreed to follow up with the Chair of the Planning Board.

The Boston Post Cane award was discussed Mr. Jodoin will follow up with the next qualified recipient.

Selectman Courtemanche reported that the Recreation Committee is requesting to change the lighting at Memorial Field. The Selectmen were not in agreement with the request.

**8. OTHER/CITIZEN COMMENT**

None

**9. NON PUBLIC SESSION**

None

**10. ADJOURNMENT**

**Action:** Chairman Kline moved to adjourn the meeting at 9:58 PM. Selectman Courtemanche seconded. Motion passed 5-0.

Accepted by the Board of Selectmen

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Fred Kline, Chair