

**MINUTES
BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
September 21, 2009 at 6:30 PM**

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 6:32 PM.

2. CITIZEN COMMENT

None

3. SCHEDULED MEETINGS

CIP Committee – Presentation of CIP Plan to Selectmen

Chairman Kline stepped down as Chair to present the CIP plan. He indicated that the committee added a review of activity of all capital reserve accounts and that this review is reflected in some of the votes.

Chairman Kline gave a detailed review of each CIP item and as well as how many votes for high, medium or low priority. The following items were discussed in more detail: The committee was unable to reach a decision on the heating/air conditioning system at the safety center (fire side) due to the unavailability of enough information and recommended that the Maintenance Committee, Director of Public Works, and the Fire Chief meet to discuss this further and form a proposal for review by the Budget Committee and Board of Selectmen. There was some question as to funds that have already been appropriated for the town clock window replacement. Mr. Jodoin indicated that \$5,000 was appropriated in 2009 for Union Street window replacement but that the funds could be transferred for this purpose. Mr. Jodoin is in the process of confirming the estimated cost of \$5,600 to restore the windows. The committee agreed that a deposit into a capital reserve account in the amount of \$150,000 for the truck replacement at Public Works should be shifted to their operating budget as capital outlay. The library has withdrawn all CIP requests with the exception of a deposit of \$3,500 for books and an expenditure of \$3,000 for books due to the exterior/siding issues with the building itself.

Chairman Kline resumed chairing the meeting.

Jim Boisvert – Winter Sand Bids

Action: Selectman Lewis moved to approve the bid from Plourde Sand and Gravel for \$6 per ton delivered and to F.L. Merrill Construction for \$3.95 per ton picked up as recommended by Jim Boisvert, Director of Public Works. Selectman Sheldon seconded. Motion passed 5-0.

Jim Boisvert – Whittemore Road/Woodlawn Ridge Signage

Mr. Boisvert gave a brief description of what signage is being requested and indicated that each sign, including post and labor, will cost \$42. Correspondence was received from Chief Lane providing his input on this issue. The Selectmen discussed which signs, if any, should be posted and agreed that only one sign reading “NO OUTLET” will be purchased and installed by the town on Whittemore Road (before reaching PVCC).

Action: Selectman Preston moved to approve the purchase and installation of a “NO Outlet” sign to be installed on Whittemore Road. Selectman Sheldon seconded. Motion passed 5-0.

4. OLD BUSINESS

Assessing Report

The Selectmen discussed the assessing report received from Granite Hill Municipal Services. Also reviewed was a report prepared by Mr. Jodoin listing any properties that have either increased or decreased by 20%. The overall assessed valuation increase for the town is approximately \$25,428,679 (4%).

The Selectmen discussed the assessing process used, abatements, options for proceeding, preparation of the MS-1, and the tax rate.

Chairman Kline asked if there were any public comments. The following residents and/or business owners were present to provide their input, concerns, and suggestions regarding the assessment, and the procedures that were used: Richard Hoeker, Richard Kruger, Jack Lewis, and Constance O’Neil.

The general feeling of the Selectmen was that they are not completely satisfied with the statistical revaluation performed by Granite Hill Municipal Services as there are still some unanswered questions. The Board would like information on a possible revaluation extension and requested that Mr. Jodoin schedule a meeting with Keith Gagnon and/or Steve Hamilton from DRA and Todd Haywood, Granite Hill Municipal Services for either September 28th or October 5th.

Mr. Jodoin will attempt to meet with the local DRA representative on Tuesday, September 22nd to supply all information on the assessments and to schedule the meeting with the Selectmen. *(This meeting was later scheduled for October 6th and the Board of Selectmen meeting was changed from October 5th to October 6th due to schedule conflicts.)*

5. NEW BUSINESS

Recreation Appointment

Action: Selectman Preston moved to approve the appointment of Clifford Benson to the Recreation Committee as recommended by Rose Galligan. Selectman Sheldon seconded. Motion passed 5-0.

MS-5 Approval

The Selectmen signed the MS-5.

Acceptance of Audit RFP 2009, 2010, 2011

Of the five RFP's sent out for auditing, Mr. Jodoin has received back three; Vachon & Clukay (lowest bidder), Melanson Health (highest bidder), and Roberts, Greene & Drolet. The Selectmen discussed the vendors and agreed to award the contract to Vachon & Clukay.

Action: Selectman Preston moved to award the 2009-2011 audit bid to Vachon & Clukay. Selectman Lewis seconded. Motion passed 4-0. Selectman Courtemanche was absent from the vote.

Manifest

The Manifest cover sheet will be re-run on Tuesday, September 22, 2009.

Action: Selectmen Lewis moved to approve the Manifest contingent upon changing an items letterhead from Library to Town and the addition of payroll.

The Selectmen agreed to appear at Town Hall to approve. Three signatures are required.

Minutes 8/17/2009, 9/8/2009

Action: Chairman Kline moved to approve the Minutes of 8/17/2009 as presented. Selectman Lewis seconded. Motion passed 4-0. Selectman Preston abstained as he was not present at the meeting.

Action: Chairman Kline moved to approve the Minutes of 9/8/2009 as presented. Selectman Lewis seconded. Motion passed 5-0

6. TOWN ADMINISTRATOR REPORT

Mr. Jodoin distributed for the Board's review, correspondence he has written to the Town of Bow regarding dispatch services. He stated that the letter has been reviewed and approved by Chief Lane.

Mr. Jodoin has prepared and distributed for the Board's review, an RFP to send out for Assessing Services. The term of the agreement is from 2010 through 2015. The firm will perform cycled inspections with 25% of the town being reviewed each year and the fifth year the firm will perform an update/recertification.

An article for the newsletter regarding the recycling program, prepared by Sally Hyland, was reviewed. Mr. Jodoin indicated that the newsletter is being held until input from the Board is received on the article. It was decided to postpone this decision until the next meeting and more information is obtained. The newsletter will continue to be on hold.

Mr. Jodoin is in receipt of an agreement between the Town and Donna Lane for the CDBG Project which needs to be approved by the Board.

Action: Selectman Sheldon moved to authorize Mr. Jodoin to sign the CDBG Project Agreement on behalf of the Town. Selectman Courtemanche seconded. Motion passed 5-0.

Correspondence distributed for the Selectmen's review: DOT regarding I-93 Improvement Project and Notice of Public Hearing; Dana and Jocelyn Carlucci to Todd Haywood, Granite Hill Municipal Services; Pembroke Historical Society; Chief Lane regarding Old Home Day.

Marie Ayles is requesting reimbursement for items she purchased for the Old Home Day Semi-Q float in the amount of \$47.03.

Action: Selectman Sheldon moved to approved reimbursement to Marie Ayles in the amount of \$47.03. Selectman Courtemanche seconded. Motion passed 5-0.

The Cemetery survey was briefly discussed. Mr. Jodoin will be obtaining more information and this will be added to the agenda for the next meeting scheduled for October 6, 2009.

7. COMMITTEE REPORTS

Selectman Courtemanche reported that the Budget Committee has set their schedule and appointed Mark Lepage as Chair and Gerry Fleury as Vice Chair. The committee met with the School Department regarding the Honeywell Phase II Project. There was a brief discussion regarding trash pick-up at condominiums.

Mr. Jodoin reported on the meeting he attended with the SVRTA. Items discussed were salt and sand bids and plow blades.

8. OTHER/CITIZEN COMMENT

None

9. NON PUBLIC SESSION - 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 Courtemanche to enter into non-public session in accordance with RSA 91-A:3 II (a) at 9:25 PM.

Roll Call Vote:

Chairman Fred Kline (yes)

Selectman David Sheldon (yes)

Selectman Cindy Lewis (yes)

Selectman Larry Preston (yes)

Selectman Tina Courtemanche (yes)

Vote: Unanimous

The Selectmen came out of non-public session at 9:35 PM and voted not to divulge the non-public minutes.

10. ADJOURNMENT

Action: Selectman Preston moved to adjourn the meeting at 9:36 PM. Selectman Courtemanche seconded. Motion passed 5-0.

Accepted by the Board of Selectmen

Fred Kline, Chair