

**MINUTES
BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
September 8, 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 6:30 PM.

2. CITIZEN COMMENT

Dana Carlucci was present to discuss the new assessments specifically, commercial property. He feels that the assessments are excessive as the value of his properties have increased by 78% and 46%. He indicated that this increase will make it difficult to continue putting money into his properties. He feels that overtaxing businesses in the downtown area will cause deterioration and de-valuation. He will be meeting with Granite Hill Municipal Services (GHMS) on September 9th to review his assessments.

In consideration of the number of residents present to discuss their concerns regarding the increase in assessed values, Chairman Kline briefly reviewed the revaluation process. He read into the record a portion of correspondence from Todd Haywood, GHMS which states "As you know these values are preliminary and subject to change depending on what information comes to light as a result of the informal hearings, which are scheduled for 9/9/2009, 9/10/2009, 9/11/2009, 9/14/2009, and 9/15/2009 or any other subsequent source. I expect to review all of the items that present themselves during the hearings and make any necessary adjustments prior to 9/21/2009 when the final values are due". Chairman Kline asked Mr. Jodoin if this statement is accurate and if so, should there even be concern considering the numbers could change.

Mr. Jodoin indicated that when residents meet with the assessor, they should bring their assessment cards to go over any inaccuracies and/or changes that need to be made. The appraisal process will then be reviewed and Mr. Haywood will explain his process and how he came up with the numbers. Should there be any disparities, he will go out to review the property. Mr. Jodoin further explained that that this is a "statistical" update meaning not all properties were visited. MRI has done cyclic inspections, 25% of the town annually, with each property completely appraised (at that time there should have been interior inspections along with exterior measurements). GHMS took the information from the cards already completed by MRI and based their values on a sales analysis. Another portion of the correspondence from GHMS states "I have reviewed roughly 120 residential sale properties from 10/1/2007-8/1/2009 and approximately 15 commercial property sales dating from 10/1/2005-8/1/2009. The commercial building values were based on the Marshall and Swift cost manual and adjusted for Pembroke".

There is concern among the selectmen that the final assessments are due by 9/21/2009. Also of concern are the possible discrepancies in the values that were used. Selectman Preston feels there is a flaw in the methodology and would like further information and a detailed explanation on how GHMS arrived at the new values. Additionally, he feels that there is no more economic vitality in the downtown area now than there was five years ago.

Jacques Despres provided information on some of the buildings in the downtown area. He stated that his business increased 73% in value. Another business located in the downtown area increased 136% and another approximately 90%. He feels there is not enough vitality in the downtown area to maintain these new values.

Barbara Lewis, Bow Lane, feels that her revaluation does not represent the fair market value of her commercial property located at 40 Sheep Davis Road in Pembroke. She stated that her property increased in value approximately 60% within five years when the real estate values have decreased. With the economic downtown, her business is down approximately 40%. She has an appointment with the GHMS on September 11th. She would like to know the procedure after this appointment and what the town plans to do about this issue.

Gerry Fleury, Kimball Street, voiced his concern regarding the increases and urged the selectman to use caution before any final decision is made reviewing all commercial and residential revaluations.

Mike Loso, Appleton Street, stated that his property increased 20% and he is concerned with the process used to formulate the revaluations.

Jack Lewis, Bow Lane, expressed his concern over the increases.

Due to timing issues, Chairman Kline suggested that an additional Board of Selectmen meeting be called for Monday, September 14th with the assessor to obtain an update as to their process and the reasons behind the substantial increases. The selectmen were in agreement with scheduling this meeting.

Action: Chairman Kline moved to hold a Board of Selectmen meeting on September 14, 2009 at 6:30 PM with Granite Hill Municipal Services. Selectman Lewis seconded. Motion passed 5-0.

Chairman Kline clarified that although this will be a public meeting, it is not a public hearing.

Mr. Jodoin will follow up with GHMS.

3. SCHEDULED MEETINGS

Tim Bernier proposed Town Road Silver Hill Business Park

Tim Bernier was present on behalf of Frank Merrill, Silver Hill Development, to discuss their proposed commercial subdivision and request a town-owned road. Mr. Bernier distributed plans for the subdivision and explained that there will be 1200' of road with 24' of travel lane and 4' paved shoulders on both sides totaling 32' of pavement. The road is designed to meet Pembroke's road standards.

Selectman Lewis has concerns about this road becoming a town road due to the gravel operation that will continue to operate. She asked when they would expect the town to take over the road. Mr. Bernier does not feel that the trucks entering/exiting the gravel pit will damage the road. He stated that the road being a town road is important to the quality of the development of the subdivision. He further indicated that the drainage structure will be maintained by an association of the subdivision making the town responsible to maintain only the road itself.

Selectman Lewis is also concerned about the town maintaining a road where none of the lots are sold. Frank Merrill indicated that it is difficult to get bonding/financing for the subdivision without the road being town owned. Selectman Lewis reminded Mr. Bernier that according to Pembroke's regulations, 80% of the subdivision must be sold and developed before the town can take it over. She indicated that another option, rather than bonding, is for Merrill to agree to a maintenance agreement to maintain the road until such time as the town requirements are met. Chairman Kline suggested that this issue be brought to legal council for review. Mr. Jodoin will follow up with legal and research other maintenance agreements that have been accepted in the past. Mr. Bernier will continue working with Mr. Jodoin.

Solid Waste Committee – Recycling Cart recommendation

Sally Hyland, Gerry Fleury, and Jim Boisvert were present to discuss updated information the Solid Waste Committee has received on the recycling carts. Ms. Hyland explained that a request for verification of pricing was sent out to the four companies that had submitted proposals. She stated that the Solid Waste Committee voted to reaffirm their recommendation that the contract be awarded to Toter, Inc. at \$41.37 per 64-gallon cart which includes assembly and delivery. The committee felt that although Toter is not the lowest bidder, the quality and appearance of their carts was deemed the best option of all the sample carts they reviewed.

Ms. Hyland plans to put notice in the upcoming newsletter and send out letters of notification to residents informing them of the cost of \$44 per cart (the extra cost will offset the cost of a direct mailing and possibly a banner to publicize the program) and offering a two-tier payment strategy; make payment by February 1st for the \$44 price and any time after February 1st the carts will cost \$52. Payment to Toter will be required 45 days after the town accepts delivery. Mr. Jodoin suggested that order forms be sent with the newsletter and posted on the town website and that a reminder only is included with the tax bills in an effort to keep tax payments and cart payments separate.

Selectman Sheldon brought up for discussion the pricing for the carts and stated that no revenue should be generated over and above the actual price of the carts and that based on the above scenario, revenue will be generated. He is concerned that this was not voted on by the taxpayers and that charging more for the carts, even though the original anticipated cost was \$52, will cause issues. Mr. Fleury explained that the town will have to run somewhat of a revolving fund for the purchase of carts and that a small amount of operating capital is required in an effort to begin the recycling program. Selectman Sheldon has no issue with the \$44 per cart when the cost is \$41.27; his issue is with the \$52 price. Mr. Fleury suggested that the revenue is acceptable as long it is put toward the carts.

Selectman Sheldon questioned why the Solid Waste Committee is recommending Toter, Inc. Mr. Fleury explained that the carts are better quality in structure and material and they can be stacked more than the other vendor's carts.

Ms. Hyland is requesting authorization from the Board of Selectmen to apply for a grant through New Hampshire the Beautiful, which is a non-profit organization that provides funds to communities for recycling equipment. These funds could be used to help some residents offset the cost of the recycling carts.

Action: Selectman Preston moved to award the contract for the cart purchase to Toter, Inc. and to follow the guidelines for pricing and payment of the carts as outlined by the Solid Waste Committee above. Additionally, to approve the request to apply for a grant through New Hampshire the Beautiful for recycling equipment. Selectman Lewis seconded. Motion passed 5-0.

Jim Boisvert – Striping and Mowing Bids

The Selectman reviewed the bids for striping and mowing.

Action: Selectman Preston moved to accept the striping bid from Seal Tec Asphalt for a total of \$27,822.79 contingent upon submittal of all necessary insurance information. Selectman Courtemanche seconded. Motion passed 5-0.

Action: Selectman Preston moved to accept the mowing bid from Saint's Lawn Care in the amount of \$12,000 pending submittal of all necessary insurance and financial information. Selectman Lewis seconded. Motion passed 5-0.

Street Signs/Speed Limit Signs - Whittemore Road/Woodlawn

Mr. Boisvert has received a request from residents to install signage. Mr. Jodoin will add this item to the next regularly scheduled Board of Selectmen meeting on September 21, 2009.

4. OLD BUSINESS

Cancellation of Alvirine Band for Old Home Day Parade

At the last Board of Selectmen meeting, the selectmen authorized \$1,200 to be transferred from the Semi-Q Capital Reserve to Old Home Day to pay for the Alvirine band. This item has not been paid due to the cancellation of the band. Mr. Jodoin suggested that the selectmen rescind their approval.

Action: Selectman Preston moved to rescind the approval of the transfer of \$1,200 from Semi-Q to Old Home Day to cover the cost of the Alvirine band. Selectman Sheldon seconded. Motion passed 5-0.

5. NEW BUSINESS

Recreation Appointment

Rose Galligan has submitted a request for an appointment to the Recreation Committee. Considering that the selectmen are not familiar with the individual being recommended and there is no volunteer interest form, the selectmen decided to postpone the appointment until more information and a volunteer interest form is received. Mr. Jodoin will contact Ms. Galligan with this information.

2009 Investment Policy

The selectmen reviewed the policy.

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

The selectmen signed the policy.

Revenue/Expense Reports

Mr. Jodoin provided an update of the Revenue and Expense spreadsheets which were reviewed and discussed briefly by the selectmen.

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 8/17/2009

Postponed

6. TOWN ADMINISTRATOR REPORT

Mr. Jodoin is in receipt of the assessing RFP information from DRA on the quarterly updates. Based on this information, Mr. Jodoin will be preparing the RFP's to state that the town is looking for requests from certified appraisers that they perform cycled inspections consisting of 25% of the town each year for a four year period to include all new construction, updates, and abatements. In the fifth year, they will be required to perform the statistical update in order to meet the State's recertification. He will request that RFP's be due by mid-October for budgeting purposes.

The RFP's for audit have been received. Mr. Jodoin will review them and add this issue to the agenda for the Board of Selectmen meeting scheduled for September 21st.

Mr. Jodoin brought up for discussion, the discontinuation of the newsletter mailing. The newsletter can be placed on the town website and have copies available at town hall and the library. Cost savings were discussed as well other options for relaying important information to residents. No decision was made but the selectmen will take this issue into consideration and will be discuss it further at a future meeting.

The Planning Board has applied for a grant through the CNHRPC for an Innovative Land Use Grant.

Mr. Jodoin included in the selectmen's packets for their review correspondences from;

DES regarding Wetlands issues, Community Action Program regarding National Senior Center Week, Comcast Update, and State Department of Safety regarding grant received.

Construction has started on North Pembroke Road. The police department has given Merrill Construction authority to shut down North Pembroke Road from Borough Road to the Concord line from 7:00 AM to 5:00 PM daily. It will be passable for emergency vehicles and awareness signs will be posted. The road closure will begin Tuesday, September 9th. No specific time period for the closure has been determined. Selectman Lewis has concerns about the impact this will have. Chief Lane was present and stated that he does not feel that this is an unreasonable detour but the issue can be revisited if there are any issues.

There was a brief discussion regarding the town clock windows and whether or not they should be restored (\$5,600) or replaced (\$5,000) with vinyl clad which would match the windows that have already been replaced at the building.

7. COMMITTEE REPORTS

Selectman Preston reported on the most recent meeting with the Building Committee. He stated that several issues came before the committee. One item discussed by the committee was that they should only be recommending "how" something should be done versus "if" it should be done. Therefore, the committee did not prioritize some of the items as requested.

Chairman Kline indicated that the Library has withdrawn some of their CIP requests. He will update the selectmen further once more information is received.

There was a discussion regarding potential loan for the soccer field at Memorial Field. The timing and logistics of this were reviewed. As there seems to be some differences of opinion regarding Memorial Field, Mr. Jodoin offered to attempt to facilitate this between Soccer and Recreation. He will contact Rose Galligan.

Parking for Old Home Day was briefly discussed.

Chairman Kline indicated that the CIP public hearing is schedule for Wednesday, September 9th.

8. OTHER/CITIZEN COMMENT

None

9. NON PUBLIC SESSION - RSA 91-A:3 II (b) The hiring of any person as a public employee.

Action: Selectman Lewis moved and seconded by Selectman Sheldon to enter into non-public session in accordance with RSA 91-A:3 II (b) at 8:32 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 8:55 PM.

Non Public Minutes 8/17/2009, 8/21/09

Tabled

10. ADJOURNMENT

Action: Selectman Sheldon moved to adjourn the meeting at 8:56 PM. Selectman Courtemanche seconded. Motion passed 5-0.

Accepted by the Board of Selectmen

Fred Kline, Chair