

**MINUTES
BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
January 5, 2015 at 6:30 PM**

Present: Chairman Justine Courtemanche; Vice Chairman Fred Kline; Selectman Vincent Greco

Staff: David Jodoin, Town Administrator

Excused: Selectman David Sheldon; Selectman Michael Crockwell

1. CALL TO ORDER

Chairman Courtemanche called the meeting to order at 6:30 PM.

2. CITIZENS COMMENT

Mr. Ron Klemarczyk, Consultant Forester, was present to request permission to cross, with a skidder trail, a town owned six acre parcel of property located off Seventh Range Road. He indicated that there are no wetlands or streams that will be impacted on the Town's land and the logger will follow Best Management Practices for timber harvesting. He further stated that he will hold a standard performance bond to insure that the logger complies with the State laws and timber sale contract requirement. Mr. Klemarczyk has been in touch with and has received permission from two private property owners to cross their property.

Action: Selectman Greco moved to grant permission to Mr. Klemarczyk to cross the Town owned property stated above with a skidder trail. Selectman Kline seconded. Motion passed 3-0.

3. SCHEDULED MEETINGS

Mike Poulin, Trail Dawgs – Request to Use Town Rights of Way

Mike Poulin, Kevin Gagne, and Ed Kinney of NH Trail Dawgs were present to request approval from the Town to access the Town right of way off Church Road from Fourth Range Road to 338 Church Road. Their intent is to use the area for a trail which will be marked with signage. They have been in contact with the DPW who have no issues. They have also spoken to Chief Gilman who has no issues however he stated that if the snowmobiles are in the road they will be ticketed.

After discussion, the Selectmen agreed to authorize access to the right for this season only. It will be discussed again for next season.

Action: Selectman Kline moved to authorize the use of the Town right of way located near the intersection of Church Road and Fourth Range Road to 338 Church Road for the remainder of this snow season. Selectman Greco seconded. Motion passed 3-0.

Chairman Courtemanche read a statement from Selectman Crockwell who reminded Trail Dawgs that at a prior meeting they agreed to build-back/re-slope their entrances from RT 28 to Thompson Road as it is too steep and the cleats on the tracks are damaging the pavement from the trail to RT 28. Mr. Poulin explained that stone was put down however there is no way to change the hill without major excavation work and making switchbacks. He indicated that more gravel could be put down to build it up more.

Arthoen Wolf – Continuation of Noise Discussion

Ms. Wolf did not attend this meeting as she has opted to wait until the noise study is completed by Clean Energy. It is anticipated that the study will be complete by the next Board of Selectmen meeting scheduled for January 20th.

Noise Ordinance – Continued Discussion

Mr. Bob Bourque, Planning Board, was present to continue discussion on the noise ordinance. He explained that at the most recent Planning Board meeting it was suggested that a subcommittee be formed to study the ordinance and review and research options. The Selectmen were in favor but agreed to wait for a full board for further discussion. The Board of Selectmen will inform the Planning Board when a decision is made. Mr. Jodoin will add this item to the next regularly scheduled Board of Selectmen's meeting.

Public Works – Review Solid Waste Information Prior to Public Hearing

Mr. Boisvert indicated that he has received complaints regarding charges for items that cost little for the DPW to dispose of. He stated that some costs offset others and solid waste is running at a loss of approximately \$6,000. Further, Casella will not accept tires. He has obtained estimates for tire disposal however the Selectmen requested clearer information before a decision will be made. Mr. Boisvert will obtain further information and report back to the Board. Options for leaves and brush disposal were also discussed.

Chairman Courtemanche reopened the public hearing at 7:34 PM.

The Board discussed the proposal to adjust fees at the landfill. They reviewed the proposed list and spreadsheet and felt that it was being made too complex. It was suggested to simplify the list and also to look at other communities for other possible options/solutions. The Selectmen also reviewed revenue from metal.

Bob Bourque suggested all no-charge items be removed from the list.

Chairman Courtemanche read a statement from Selectmen Sheldon in which he stated his opinion that he does not believe the Town should not be operating with a positive revenue stream. He does not feel the Town should be adding into the spreadsheet the cost for labor and equipment for things like moving brush and leaves. Further, video displays and microwaves should be a flat rate of \$10 each; construction demo should be \$15 minimum load and \$30 maximum load; mattresses and sleeper sofa a flat rate of \$10; computer, printer, fax, and miscellaneous electronic equipment a \$5 flat rate. He is unsure about smoke detectors however he feels that if the cost were lower i.e. \$5, people would be more apt to dispose of them properly. Lastly, he feels that these changes would stabilize the fee schedule making it reasonable for most people. He believes the Town would continue to operate on the positive side.

Bob Bourque asked if the Town has considered purchasing portable scales. Mr. Boisvert replied that the estimated cost for scales is approximately \$50,000.

Action: Selectman Kline moved to continue the public hearing to January 20th. Selectman Greco seconded. Motion passed 3-0.

4. OLD BUSINESS

None

5. NEW BUSINESS

Manifest/Abatements

Action: Selectman Kline moved to approve the Manifest and Abatements as presented. Selectman Greco seconded. Motion passed 3-0.

Minutes 12/8/14, 12/15/14

Action: Selectman Kline moved to approve the Minutes of 12/8/2014 and 12/15/2014 as presented. Selectman Greco seconded. Motion passed 3-0.

6. TOWN ADMINISTRATOR REPORT

Mr. Jodoin indicated that he has received a quote for the storm water permitting process in the amount of \$11,000. This, along with the \$30,000 for the Energy Committee, will need to be added to the budget. Mr. Jodoin will contact Mark LePage, Chair, Budget Committee, via email alerting him of these additions.

Mr. Vignale, KV Partners, will be invited to the next Board of Selectmen meeting to begin discussions on the Pembroke Hill Road project.

The bidding process and roads discussion will be on the agenda for the next meeting.

The Police Department is working on updated employee evaluations that will be more consistent with their job responsibilities. They will be included in the Selectmen packets for the next meeting.

Mr. Jodoin discussed with the Selectmen the possibility of paying vendors electronically versus paying by check. This would eliminate problems with checks not getting to the vendors on time and will decrease costs associated with mailing them. A procedure would be set up so that the Selectmen would still review bills and approve the manifest and the Treasurer would do the same before the wire transfers are made. The general feeling of the Board was in favor of this process. Mr. Jodoin will discuss this with the Town Treasurer.

7. COMMITTEE REPORTS

Selectmen Kline reported that the Loop Road project is now estimated at \$3.7 million. The project cost in 2004 was estimated at \$3,081,048. He stated that the Soucook River District TIF plan states that "The Selectmen considered less expensive approaches including eliminating underground electrical service and lighting standards. By utilizing overhead electrical service and pole mounted lighting, the project cost is reduced showing a savings of \$369,000. In order to lessen the project cost, the Board of Selectmen will require the owners of the benefiting properties to enter into and develop an agreement by which they will contribute the incremental cost of underground electrical utilities and lighting standards or \$369,000." He further stated that he believes the TIF Committee will be recommending 35% to be contributed to the TIF. They will be meeting next on January 20th.

8. OTHER/CITIZEN COMMENT

Selectman Kline questioned Mr. Boisvert on the icy sidewalks as far as what can be done. Mr. Boisvert stated that the DPW is currently shoveling by hand and the sidewalks downtown are clear. The weather was such that the sidewalks froze unexpectedly. They are working to sand the areas and he anticipates that the problem will persist throughout the coming week.

A drainage issue at a residence in the downtown area was discussed. There appears to be a drainage pipe and catch basin located at the rear of the property which drains from above the property to Broadway which is failing. Mr. Jodoin was contacted by the homeowner's contractor who stated that Town put the pipe and catch basin in several years ago and it is their responsibility to fix it. He told Mr. Jodoin that if the Town will not take care of the issue, he will cap it as they feel it is a safety concern. The Selectmen discussed this at length as capping it could affect other property owners.

Mr. Jodoin stated that there are no records that the Town installed the pipe and catch basin and it is on personal property which the Town does not maintain. After discussion, the Selectmen agreed that no action would be taken.

Action: Selectman Kline moved to take no action on the drainage issues as existing drains on personal property is the homeowner's responsibility to maintain. Selectman Greco seconded. Motion passed 3-0.

There was a brief discussion regarding a motor vehicle accident involving a plow truck and a police cruiser. Policies and procedures were reviewed including notification and drug testing. As part of this discussion, the subject of the parking ban and towing vehicles was reviewed. The Board reaffirmed that during a parking ban any car on the street should be towed. Chief Gilman will be attending the next Board of Selectmen meeting to discuss further.

The Selectmen discussed the issue of people plowing and dumping snow on other people's property including Town property. Several people who have their driveways plowed are dumping or plowing snow into the road or on sidewalks. The Board agreed that the Police Department should move forward on enforcing this issue as it is illegal. Mr. Jodoin stated that the Chief Gilman is working on this issue.

Chairman Courtemanche stated that Selectman Crockwell asked her to convey his comments regarding the noise on Pembroke Street to the Selectmen. He noted that the ordinance states that if someone complains about noise regarding a business and the Town performs a noise study the business would be responsible to pay for the study if they are not in compliance. However, if this is not the case, the Town would be responsible to pay. Selectman Crockwell feels that if the same person continues to complain several times and the business remains in compliance, the requestor should be responsible to pay for the study. He recalls complaints regarding tractor trailer trucks idling at AG and asked what was done. The Selectmen did not recall this issue.

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

Action: Selectman Kline moved, and seconded by Selectman Greco, to enter into non-public session in accordance with RSA 91-A: 3 II (b) at 8:22 PM.

Roll Call Vote
Chairman Justine Courtemanche (yes)
Vice Chairman Fred Kline (yes)
Selectman Vincent Greco (yes)
Vote: Unanimous

The Selectmen came out of non-public session at 8:30 PM.

10. ADJOURNMENT

Action: Selectman Kline moved to adjourn the meeting at 8:31 PM. Selectman Greco seconded. Motion passed 3-0.

Accepted by the Board of Selectmen

Justine M. Courtemanche, Chair