## PRESENT: R. P. McDermott, Chairman; M. Kasprzak, Vice Chairwoman; C. P. Graham, Selectmen; E. N. Small, Town Administrator; L. A. Ruest, Administrative Assistant

**REVIEW OF PAST POLICIES OF THE BOARD OF SELECTMEN 1998 TO 2006:** R. P. McDermott indicated that the Board would begin its review of past policy listings to determine whether policies remain current. C. P. Graham recommended that the Board create a policy outlining a formal procedure for adopting policies.

A review of a number of listings took place with the Board marking up each item with a category of Policy, History or Practice/Procedure or need to revisit for further discussion. Most items deleted from the listings were determined to not be policy but rather practice or procedure at the time the then Board of Selectmen acted on a matter.

A number of items identified for revisiting included:

1. Signs at the Town Lines with Hampton and Seabrook.
2. Safe Deposit box.
3. Tax Collector holding night hours before the tax bill due date.
4. Check to see if driveway requirements are part of the zoning ordinance and whether it is included that the Road Agent is to sign off on the Driveway Permit Application Form.
5. Revisit those items designated with a question mark (?) to determine if they are current.
6. Check to see if the Building Inspector/Health Officer/Fire Chief continue to inspect the barracks at Applecrest Farm Orchards annually.
7. Practice of ICMA 457(b) plan.
8. Appoint rather than elect Selectmen Member to Library Trustees.
9. Verify there is a Contract with Rockingham County Conservation District in place.
10. Address need for technology and communication policies.
11. Revisit the Board’s position with regard to the Cable TV Scholarship award.
12. Find a policy with regard to confidentiality.
13. Locate the document “Expectations for All Department Heads.”
14. Update letter for reverse side of Selectmen’s agenda regarding conduct at Selectmen’s meetings.
15. Policy to require payment of taxes before issuance of building permit; check to verify is allowed by law and whether it is posted in the Building Inspector’s office.
16. Request copy of complaint form used by Fire Department.

The Board agreed to continue its review of policies with the years 2007/2008 through 2011 at another meeting (two more packets).

**OTHER:**

**Listing of Town Administrator Tasks and Attendance at Meetings for the month of September** was provided to the Board.

**Winter Road Maintenance Draft Agreement:** R. P. McDermott inquired as to whether the comments received from counsel’s review of the draft agreement have been incorporated into the final document for signature. E. N. Small will verify and provide a copy of the updated agreement to the Board. E. N. Small added that walkways have been added to the addendum for service areas to include the emergency exit at the rear of the Library building.

**Town Counsel Policy:** C. P. Graham is to draft a proposed policy for review of the Board.

**MOTION:** To go into nonpublic session in accordance with RSA 91-a 3, IIa, personnel at 8:41 p.m.

**MOTION: C. P. GRAHAM**

**SECOND: M. KASPRZAK**

**UNANIMOUS**

**MOTION:** To go out of nonpublic session and adjourn the meeting at 10:01 p.m.

**MOTION: C. P. GRAHAM**

**SECOND: M. KASPRZAK**

**UNANIMOUS**