

Selectmen's Meeting  
5 January 1998  
7:00pm

The regularly scheduled Selectmen's meeting was called to order by the Chair, Dick Wollmar, at 7:00pm. Those present included Allen Hines, George Lagassa (Selectmen), and Russell McAllister (Town Administrator).

The Selectmen reviewed the previous meeting minutes and Mr. Lagassa voted to accept the minutes as published. Mr. Hines seconded the motion. The vote was unanimous and so moved.

The selectmen reviewed correspondence and/or signed:

- Payroll
- Manifest
- Ruth Griffin - Executive Newsletter

### **Topics of Discussion**

The Town Administrator briefed the Board concerning a financial reporting procedure regarding payroll. It was explained that the procedure will track weekly payroll amounts by regular and overtime amounts to create a moving weekly average. The weekly average will help correlate trends in over-time expenditures with time of year. When this data is combined with anticipated non-wage weekly expenditures cash flow can be more readily identified therefore allowing the creation of a better cash management program.

The next issue to be addressed by the Board concerned the new contract language found in the Town's agreement with Compensation Funds of New Hampshire. Four years ago the worker's compensation and unemployment compensation programs were combined into a single entity to improve administrative efficiency. The new trust agreement eliminates the 1993 transition language and presents a more streamlined document that reaffirms CFHN's legal status and guarantees certain rights for CFNH members. It was explained that the only necessity required for implementation of this action was a signature which could be supplied by the TA.

The next order of business to come before the Board concerned a request to fly the American flag that recently draped the casket of Cmdr. Vivian Hodges Brown, USNR Ret. on the flagpole at the North Hill Common. The Board agreed to let it fly in honor of the late Cmdr. Brown. Mr. Wollmar asked Mr. Strout (Director of Public Works) what the status was of the flags used by the Town. Mr. Strout explained that he has started flying larger sized flags (6x10) rather than smaller sized flags (5x8) because the smaller sized flags tend to tear more quickly in the wind. Mr. Wollmar suggested that the late Cmdr. Hodges flag fly intermittently from the pole on the North Hill common in order to prolong its useful life.

The Board reviewed an invoice of \$966.20 for streetlights. Mr. Wollmar explained that these were special shoebox type lights that would limit the spillover effects of the light at the intersection of Post Rd. and Atlantic Avenue.

The TA read a letter from Deborah & Bradford Covert formally complaining about the curve at 29 Winnicut Road. The Covert's appraised the Board of the danger and of several accidents that have occurred on their property because of the dangerous curve. The Board agreed that the situation on that curve was dangerous and that they support the installation of signage as a means of slowing traffic. However, it was pointed out that it is a State owned road and that they have authority over the placement of any signage. A brief discussion ensued regarding the situation with the suggestion that the TA draft a response to the Covert's and the State voicing the Board's concerns and support for the Covert's. The TA

Selectmen's Meeting  
5 January 1998  
7:00pm

agreed to draft such a response for the Board's signature. It was further suggested that the Police Chief look into the matter.

The Board next reviewed the renewal/update of the shelter agreement between the Town and the Seacoast Area Chapter of the American Red Cross. It was an agreement that was similar to the previous agreement entered into between the two parties. Some discussion ensued regarding placement of animals at emergency shelters so long as they are caged. During natural disaster emergencies it may be necessary to cage pets to prevent interaction between animals and preventing the spread of rabies. It was explained that a signature by an authorized representative, such as the TA, from the Town was necessary to place the agreement in force. The TA was directed to sign the agreement.

The next discussion concerned the status of legal opinions on several issues. The Town Attorney, John Ryan, sent correspondence outlining the status of the case *Turner Porter v the Town of North Hampton*. Mr. Ryan made the motion to allow late appearance to enlarge time to file answer. The suggested warrant article language pertaining to the long-term lease agreement for the siting of a telecommunications tower under Section 415 (wireless telecommunications facilities) of the North Hampton zoning ordinance was discussed next. A discussion ensued regarding the necessity for including a description of land within the warrant article. Mr. Wollmar suggested that a broad description of the land be included within the language. The next issue concerned the petitioned warrant article for an interim growth ordinance. The discussion centered on the legality of the proposed growth ordinance versus the responsibility of the Board to place petitioned articles on the Warrant. Mr. Lagassa suggested that the Planning Board address the issue first before the Board makes any recommendations. All present agreed.

The TA briefed the Board concerning the Library request for \$11,077.96. Mr. Hines asked if a copy of the manifest and payroll accompanied the request. The TA responded that there was no accompanying documentation. Some discussion ensued regarding internal control procedures the Board had previously asked the Library Trustees to follow in regards to submitting funding requests. Mr. Hines noted that during the previous meeting with the Library Trustees he had asked that proper documentation such as copies of manifests and payroll be submitted with funding requests by the library. Discussion centered on the fiduciary responsibility of the Board in establishing adequate internal control procedures to ensure the safeguarding of Town assets and properties including cash. The Town Administrator mentioned that the internal control procedures ensure accountability that is beneficial to everyone.

The TA briefed the Board regarding the status of the supplemental property tax billing. A question was raised in regards to the number of bills likely to be mailed. The TA replied that he didn't have the exact number of bills to be mailed, but that there were refunds as well. The TA reported that Howard Promer, the contract Town Assessor, having corrected the assessment errors also turned up an additional eight million in assessed valuation. The increase in the assessed valuation will have a positive impact on the tax rate this year. The Board reviewed a sample of the letter that will accompany the supplemental billing. The TA requested that the Board members sign their names on a piece of paper that would later be scanned. A copy of their scanned signatures will then be inserted into the letters.

A very brief review of the numbers and types of warrant articles took place with a reminder of the upcoming deadlines for posting of the hearing on the budget, posting of the warrant and notice of the first deliberative session.

Selectmen's Meeting  
5 January 1998  
7:00pm

### Selectmen's Concerns

Mr. Lagassa availed himself of the opportunity to remind and encourage everyone present to attend the Planning Board hearing on the proposed interim growth ordinance the following evening at 7:00pm in the Town Hall.

Mr. Hines discussed the issue of the Hampton Water Works with other Board members expressing his confidence in their ability to review the situation and recommend policy initiatives on the issue. For his part, Mr. Hines indicated that he would participate in the labor negotiations and keep the other Board members apprised of the progress. All Board members were satisfied with the division of responsibilities in these two policy arenas.

Mr. Wollmar expressed his belief that the Board could now meet less often as the day to day activities were now being managed by the Town Administrator. He proposed that the Board meet every second and fourth Monday after Town Meeting. Board members would still stop in at the Town Office on the first and third Mondays of the month to review and sign payroll and manifests.

There was some discussion among members concerning upcoming travel plans. Mr. Wollmar mentioned that he had planned some time off and would like to waive the scheduled 1/19/98 meeting. Mr. Hines mentioned that he would be taking time off to visit his mother in Pennsylvania in January, but would postpone his travel arrangements until after the last Monday meeting of 1/26/98. All agreed to the arrangements.

Mr. Hines commented that the lights near 21 Woodland Road, after review of a citizen request, would not be taken down.

The language changes in the two warrant articles proposed by the Recreation Department were reviewed.

“To see if the Town will vote to raise and appropriate the sum of \$18,000 for the Town's Recreation Department for a Capital Reserve Fund to be used for repairs and refurbishing of the Town's tennis courts, and to authorize the Selectmen to withdraw \$3,000 from that Capital Reserve Fund for an engineering analysis of subsurface soils at Dearborn Park.”

“To see if the Town will vote to raise and appropriate the sum of \$15,000 for an open-air, covered pavilion at Dearborn Park, measuring approximately 20' X 28', projected construction in the summer of 1998. Any community grants and/or donations received will be used to offset the total project cost, and that amount will be returned to the Town.”

Jill Brandt provided a brief synopsis of the tennis courts explaining that they were first built in 1976. Last year the tennis courts were hot patched and colored with the same work being performed nine years ago. In March of 1995 the Town had begun to set money aside in a capital reserve fund to cover the costs of rebuilding the courts. There was currently \$22,500 plus interest in the capital reserve fund. By placing \$15,000 aside in the capital reserve account instead of \$7,500 per year, the courts could be rebuilt within a 3 to 4 year period rather than 6 to 8 years out. The TA asked about the boring estimates she had received. Ms. Brandt indicated that the quotes she had received were similarly price. The major difference between the quotes was the depth of the borings that would be performed—5' versus 30'. Ms. Brandt went on to explain that the site upon which the courts are now located was the previous location of a not only a state highway garage, but the site was also a staging area for construction of Interstate 95. Therefore, Ms. Brandt thought it best to bore 30 feet to see if indeed the site characteristics indicated by the borings indicate less

Selectmen's Meeting  
5 January 1998  
7:00pm

than desirable soil conditions on which to build a new tennis court. Brief discussion ensued regarding the issue ending with Mr. Hines making the motion to approve the language and recreation warrant articles. Mr. Lagassa seconded the motion. The vote was unanimous and was so moved.

#### **Questions & Comments**

A question was asked about the increase in the Library's request for funding. Mr. Hines explained that the majority of the increase involved increases in benefits for the employees. Present health benefits were not extended to spouses or children of the employees. The funding increase would go towards extending benefit coverage to include spouses and children. However, the present situation was making it difficult to both retain and attract employees. The increase was also to change one part-time position to full-time. Mr. Hines believed the increased funding request from the Library was justified.

There being no further business to come before the Board the meeting adjourned at 8:27pm.

Respectfully,

Russell McAllister  
Town Administrator.