

Selectmen's Minutes
04 September 2002
2:00pm

The Chair, Jenifer Landman, called the scheduled public session to order at 2:00pm. Those present included Lloyd Sullivan, Allen Hines (selectmen). The Town Administrator, Mr. Russell McAllister was absent due to illness.

Selectmen's Issues

Preparation for Recruiting TA

Mrs. Landman suggested that the BoS schedule an exit interview with Mr. McAllister prior to his last day of employment, September 20th. It was agreed that this would be prudent.

The NHMA, by mail, submitted a scope of work regarding administering the recruitment process for hiring a Town Administrator. It was noted that the time schedule was an estimate and was flexible. The Board signed the contract for services (\$2000 plus ad fees) and reviewed/amended the proposed advertisement for this position, which would be placed within the New England area. It was noted that the NHMA representative is coming before the BoS at the next regularly scheduled meeting, Monday, September 9th, 2002.

Mrs. Landman shared web site material from govjobs.com and ICMA as possible additional means to get applicants to reply to the opening, should it become necessary.

Calendar Selectmen's Schedules

Mrs. Landman suggested, and it was agreed unanimously, that the selectmen alternate time in the Town Office to:

1. document office work flow with TA (to be completed prior to 9/20)
2. become familiar with various programs and document forms
3. locate computer files as relates to preparing the budget
4. locate and become familiar with security codes, etc.
5. supervise the Town Office personnel after 9/20
6. manage the department head weekly meetings
7. do other tasks and procedures as necessary

It was noted that, should the schedule become too demanding due to unforeseen circumstances, the BoS had the option to hire the services of *Municipal Resources, Inc.* for a temporary TA.

Report of September 3, 2002 Department Head Meeting

Mrs. Landman attended the Dept. Head meeting and reported to the BoS that the Police station generator would be delivered and installed by mid-October, prior to the elevator being installed. The elevator is due in 16 weeks time. A meeting with the contractor and architect was scheduled.

The Fire Department exhaust system was installed successfully.

Safety concerns were, again, expressed regarding the new North Road guardrail obscuring the view of Rte. 1 traffic. Fire Chief Lambert mentioned the new road work caused the fire trucks to scrap the black top in some areas, as well. The Road Agent had several concerns.

The Recreation Director mentioned the need to have a "Dusk to Dawn" ordinance for Dearborn Park and a locked gate to discourage teenage drinking and smoking "pot" on town property and illegal dumping of party debris and large discards, such as mattresses and sofas. It was agreed that the police department would draft the ordinance and present it to the BoS at the upcoming Monday night meeting. The question arose regarding who would be responsible for locking and unlocking the gate. The Road

Agent, Bob Strout, mentioned that the telephone company would also have to key allowing them to get to their equipment whenever necessary.

Develop and Update Procedures and Policies

Postponed - It was decided that the schedule was too overloaded to work on the Employee Manual, Computer/Internet Policy or Elected/Appointed Officials Policy at this time.

Selectmen's Issues - Other

a. "9/11" Issues:

It was agreed unanimously that the flags would be at half-staff all day September 11th. The fire department, police department and highway department would be notified.

It was agreed that the bandstand would hold patriotic services managed by Delores Chase (Bandstand Committee), inviting the VFW as honor guard, the Congregational Church minister for a devotional, the Fire Chief or Firefighter to lead the Pledge of Allegiance, and a selection of patriotic music played by a local band.

Mr. Sullivan volunteered to post the sign in front of the police station announcing the 9/11 memorial service and the 9/10 primary election.

b. Evening with the Candidates:

Mrs. Landman suggested that the Town host a non-partisan meet-and-greet for the regional candidates prior to the general election in November, suggesting that it be held at the school. The BoS agreed that it was a good idea. Mrs. Landman offered to contact the League of Women Voters, the Town Moderator, the Friends of the Library and the school in an effort to make the arrangements and report back to the BoS if such a meeting was possible.

c. Scenic Roads:

Mrs. Landman mentioned that, at the last BoS meeting, there was a concern that the Scenic Roads Ordinance may be invalid due to a flawed procedure used to vote it in years ago. Mrs. Landman asked if she could talk with Henry Mixter, chair of the Conservation Commission, to ask if this was a concern to the commissioners, as they may want to organize petitions to correct the oversight. The BoS did not issue a directive, but told Ms. Landman she could mention it to Mr. Mixter as a citizen.

d. Report of Town Complex Committee:

Mrs. Landman updated the BoS regarding the most recent Town Complex Committee meeting. As parking is a problem, it was mentioned that at some point in time, the school may be an option for the voting station. The school would be closed for the day, so arrangements would have to be made well in advance (school schedules, parents' schedules, public notices, notifying the State, if applicable).

e. Master Plan:

Dr. Judy Day, Planning Board Vice-Chair, requested in writing that all department heads update their sections of the Master Plan. The BoS Chair requested that the selectmen review the Master Plan and bring their suggestions to the next BoS meeting. Ms. Landman mentioned several items, as a town historical museum and new library/community center (to correspond to the plans developed by the town architect), a CIP for road improvements, etc. It was agreed unanimously that the idea of a transfer station should stay part of the Master Plan. Mr. Sullivan, again, requested that 20 copies be made of the Master Plan so it could be reviewed by the Department Heads.

f. Curbside Recycling:

Mr. Sullivan inquired as to the status of the free curbside recycling offered by Waste Management to their customers. He offered to contact Mr. Ganotis for an update of the proposed service.

g. Lights at the Commons:

Considering the recent Inventory Report and comments regarding the poor health of the trees at the Commons, Mrs. Landman was concerned about the trenching being done related to the installation of the decorative electrical lights and the resulting possible trauma to the trees. Mrs. Landman asked the BoS if funds could be made available for fertilizing the trees (root strengthening vitamins?), if deemed appropriate by the Tree Warden or his agents. The BoS agreed unanimously to consider such a request, if necessary.

h. New Engineering Firm for PB:

Due to the receipt of a 6-month notice from Appledore Engineering that they would no longer provide assistance to the Planning Board, Dr. Phil Wilson, Chair of the Planning Board, was asked what course of action he would prefer to fill that vacancy. He offered to contact John Krebs, the RPC Circuit Rider, to draft the ad/RFP (scope of work) and offer it to the BoS for approval.

i. North Road:

Mrs. Landman mentioned that the DOT was investigating the recent "improvements" to the North Road/Rte. 1 intersection due to complaints that the new guardrail obstructed the view of south-bound traffic on Rte. 1. from cars at the North Road intersection. Michael Burlage, of the DOT, agreed (in an e-mail) that the situation was hazardous and should be corrected as soon as possible. The BoS directed Mrs. Landman to write a letter of concern regarding this issue, as well as the need to re-align North Road to correct the status of a "F"ailed intersection and ask that of be "moved up" on the State's priority list.

j. Bike Map:

Mrs. Landman announced the availability of a free (8 copies) Bike Route Map distributed by the RPC.

The selectmen reviewed correspondence and signed: Cemetery Plot - _____

There being no further business to come before the Board, Mr. Sullivan made a motion to adjourn. Mr. Hines seconded the motion. The vote was unanimous and so moved. The public meeting adjourned at approximately 3:30pm. Mr. Sullivan made the motion to enter into non-public session under RSA 91-A:3 II (a) to discuss personnel issues. Mr. Hines seconded the motion. The vote was unanimous and so moved.

Respectfully,

Jenifer Landman
Chair