

Selectmen's Minutes
15 November 2002
11:00am

The Chair, Jenifer Landman, called the scheduled public session to order at 11:00am. Those present included Lloyd Sullivan, Allen Hines (selectmen) and Michael Pardue, (Town Administrator).

Department of Revenue Administration (DRA) Setting of Tax Rate

The BoS met with Ms. Meg Baker, a representative from the State of New Hampshire's Department of Revenue Administration (DRA). Ms. Baker discussed the compilation of materials she had reviewed relative to setting the Town's tax rate. Following careful analysis, Ms. Baker stated that all materials appeared to be in order and that the figures presented by the Town's auditing firm appeared to be accurate.

Ms. Baker explained that the Town's portion of the overall tax rate would remain stable if the BoS elected to utilize \$64,000 from available fund balance. She emphasized however that the Town would likely experience an overall tax increase as a result of increased spending tied to local and state school efforts.

Ms. Baker stated that if the BoS elected to use \$64,000 from fund balance, the fund balance, following adjustment, would be: \$2,970,470. Ms. Baker complimented the BoS on their fiscal responsibility and repeatedly commented that the Town was sound in their finances.

Mr. Sullivan made a motion to use \$64,000 from fund balance to maintain the Town's (municipal governments) portion of the tax rate. Mr. Hines seconded the motion. The motion was so moved, 3-0.

Ms. Baker stated that the DRA would make every effort to have the Town's tax rate set by Tuesday, November 19th so the Town could expedite the printing and mailing of tax bills.

Discussion then moved to the inquiry of Ms. Baker of how the Town could best move forward in appropriating funds from the current budget year to pay for services related to the Assessment Certification Program as mandated by the State. The BoS explained to Ms. Baker that within the past week, it had been brought to their attention that DRA was expecting North Hampton to successfully complete the Assessment Certification process by March of 2003, a requirement of law.

Ms. Baker explained that RSA 32:11 allowed for an emergency appropriation and urged the BoS to write a letter to the Commissioner, explaining the circumstances related to said request and that in order for the Town to meet the requirements of the State they, the Town, must expend an amount up to \$50,000 as earlier projected by DRA. Ms. Baker further explained that this letter must bear signatures representing a majority of the budget committee. The BoS requested the Town Administrator draft a letter along the guidelines recommended by Ms. Baker.

Ms. Baker also recommended the BoS research the Town's budget to determine if there exist funds within the Revaluation of Property line item of the budget to fund said requirement. Further, she suggested that there might exist a Capital Reserve Fund line item that would allow for funding of this issue.

Selectman Items

After concluding their meeting with Ms. Baker, the BoS met with interim Town Administrator Michael Pardue for the purpose of discussing a long-term direct contract with him for Town Administrator (TA) services. It was agreed by all parties that the current part-time, (approximately twenty-four hour per week arrangement) was very effective and that significant progress was being made in the administering of the Town's services.

Further discussion centered on the fact that currently Mr. Pardue provides his services as a sub-contractor through Municipal Resources, Inc. (MRI). Mr. Pardue and the BoS agreed that it was imperative that all contractual obligations with MRI be fulfilled prior to entering into a direct relationship between the Town and Pardue as maintaining an excellent relationship with MRI is paramount to all. It was agreed that Chairwoman Landman would contact Mr. Donald Jutton of MRI to discuss concluding the current contractual arrangement through MRI as related to Town Administrator services.

It was mutually agreed that immediately upon the termination of contracted TA services through MRI, the Town would contract with Michael Pardue to serve as North Hampton's Town Administrator on a long-term basis. It is anticipated that this relationship will commence on or about 01/01/03. It was understood that the terms and conditions of said contract would, at this time, be considered a work-in-progress.

Based on the aforementioned discussion and verbal commitments by all parties, Mr. Hines made a motion to engage the services of Michael Pardue to serve as North Hampton's Town Administrator on a long-term contractual basis. Mr. Sullivan seconded the motion. The motion carried 3-0.

Recreation Department Programming

The BoS and the Town Administrator then discussed Recreation Department programs. The BoS asked the Town Administrator to meet with the Recreation Director to determine what recreation programs are planned over the next several months and what,

if any, plans are being developed for supervision and management of programs slated to be offered during the upcoming summer.

Adjournment

With no further business to come before the Board, Mr. Hines made a motion to adjourn. Mr. Sullivan seconded the motion. The vote was unanimous and so moved. This meeting adjourned at 1:12pm.

Respectfully Submitted,

Michael W. Pardue
Town Administrator