

Board of Selectmen  
Minutes of 04/26/04  
DRAFT

*\*Due to the resignation of Selectman Sullivan (4/29/04), a majority vote needed to approve these minutes is unattainable. These minutes will remain in draft form.*

I. Call to Order.

Chairman Lloyd Sullivan called the meeting to order at 7:03 p.m. There were present Don Gould, Selectman and Michael Pardue, Town Administrator. Selectman Jon Rineman was attending a prior commitment related to professional development and was excused from this meeting. Mr. Pardue served as the Recording Secretary for this session.

II. Selectmen Items

A. Bid Opening – Medical Transport Vehicle

The following reflects the bids received for a medical transport vehicle. The order shown below merely indicates the order in which the bids were opened.

- I. New England Fire Equipment
  - \$113,891
- II. Specialty Vehicles
  - \$123,764 Customized Configuration
  - \$117,995 In-Stock Vehicle
- III. EMS Direct
  - \$101,678 Customized Configuration
  - \$96,990 In-Stock Vehicle
- IV. P.L. Custom
  - \$146,557

The Board requested Chief Lambert and Deputy Chief Landry review the submitted bids to determine those that meet the specifications outlined in the RFP. This matter will be included as an agenda item on the May 10<sup>th</sup> agenda of the Board of Selectmen.

B. Appointments to Heritage Commission

The Board discussed the nomination of Ms. Jenifer Landman to serve as a member of the Heritage Commission. Ms. Landman, who was in attendance, provided the Board with a brief overview of her years of service to the Heritage Commission including

having served as its Chairperson. The Board acknowledged Ms. Landman's qualifications and service as related to the Heritage Commission.

**MOTION/VOTE: Mr. Gould made a motion to appoint Jenifer Landman to the Heritage Commission. Mr. Sullivan seconded the motion. The vote was unanimous and so moved. 2-0.**

#### C. Cable Franchise Agreement Amendment

The Board reviewed the proposed cable franchise agreement amendment as offered by Comcast of Maine/New Hampshire. The Board cited the numerous months of negotiation that had occurred between parties in an effort to reach the agreement as presented. Board members cited that they had read the agreement in its entirety. The Board further referenced the fact that the Town attorney, Robert Ciandella, made the recommendation that the Town accept this agreement as presented. Mr. Sullivan inquired if the Town had heard back from the School Board as to their desire to construct an origination point at the North Hampton School. Mr. Pardue stated that he and Ms. Kisner had exchanged telephone calls and that the School Board had some questions on this matter. Mr. Pardue further referenced that Ms. Kisner had been in contact with Attorney Ciandella in an effort to gather the information sought by the School Board.

**MOTION/VOTE: Mr. Sullivan made a motion to accept the cable franchise agreement amendment as presented by Comcast of Maine/New Hampshire and as recommended by Attorney Ciandella. Mr. Gould seconded the motion. The vote was unanimous and so moved. 2-0.**

#### D. Ms. Delores Chase – Request for Enrollment in New Hampshire Retirement System

Mr. Sullivan presented a letter from Ms. Chase to the Board of Selectmen in which she requests enrollment in to the New Hampshire Retirement System with an effective date of 7/1/04. Ms. Chase's letter cited that it was her desire to personally purchase "back credits". The Board asked Mr. Pardue if there would be any financial impact to the Town. Mr. Pardue stated that he envisioned an impact related to future contributions the Town may be required to make and that these funds had not been budgeted for FY '04-'05. Discussion related to future FY '04-'05 contributions needing to come from the Treasurer's budget evolved. Mr. Gould inquired if other employees were enrolled in said system. Mr. Pardue stated in the affirmative. Mr. Gould asked if Ms. Neves (Tax Collector) was in the NH Retirement System. Mr. Sullivan stated that she was not but that she did receive other medical related benefits.

**MOTION / VOTE: Mr. Gould made a motion to authorize Ms. Chase's enrollment in to the NH Retirement System with the understanding that there be no financial impact to the Town as related to her purchase of "back credits". Mr. Sullivan seconded the motion. The vote was unanimous and so moved. 2-0.**

#### E. Discussion of Board of Selectmen Chairman Position

Mr. Sullivan expressed his desire to “step down” as Chairman of the Board. Mr. Sullivan cited that he is currently spending added time at his second home resulting in his being out of town more often than he initially envisioned when he accepted the Chairman position. Mr. Sullivan further stated that he felt the Chairman should be “generally available” to the Town. Mr. Sullivan cited that at this time he felt Mr. Gould was the “most available” of the Board members. Mr. Pardue advised the Board that he had been in telephone contact with Selectman Jon Rineman (who was out of town for a prior commitment related to professional development). Mr. Pardue advised that Mr. Rineman had expressed his desire to be present when the Board discussed the appointment of a new Chairperson. Mr. Pardue further advised the Board that Mr. Rineman expected his availability to the Board / Town to increase dramatically following the completion of his professional development session and elevated seniority within his organization.

**MOTION: Mr. Sullivan made a motion to nominate Mr. Gould to serve as Chairman of the Board of Selectmen. The motion was not seconded – Mr. Gould citing his acknowledgement and appreciation of Mr. Rinman’s desire to be present to discuss this matter.**

Mr. Sullivan again reiterated his belief that the Chairman should be generally available to the Town and that he, Sullivan, could no longer make that commitment. Mr. Gould stated his belief that he felt there should be a full board present when making this appointment.

**MOTION/VOTE: Mr. Sullivan made a motion to appoint Mr. Gould as Interim Chairman of the Board of Selectmen. Mr. Gould seconded the motion. The vote was unanimous and so moved. 2-0.**

#### F. Discussion of RSA 72:38a Disabled and Elderly Tax Deferral

Mr. Pardue advised the Board of the provisions afforded under RSA 72:38a. Mr. Gould commented that he felt this was a fair and impartial approach to handling abatements that were filed by individuals citing financial hardship etc.

**MOTION / VOTE: Mr. Gould made a motion to handle hardship abatement requests within the statutory provisions found in RSA 72:38a. Mr. Sullivan seconded the motion. The vote was unanimous and so moved. 2-0.**

### III. Administration/Business

#### A. Town Administrator’s Report

Mr. Pardue provided the Board with a summary report as reflected below:

1. TA – Job descriptions (revisions) for the position(s) of: Recreation Director and Road Agent have been completed. The Recreation Director JD has been implemented. The Road Agent JD will be reviewed with Mr. Strout upon his return from vacation and then implemented.
2. ASSESSING DEPT: The Assessor has completed 76 of 214 abatement applications. Abatement review / action must be completed by 6/30/04.
3. PWD - Bulky Goods Collection Day – 5/15/04 from 8am – 5pm – Cherry Road site.
4. PWD – Household Waste Collection Day – 5/8/04 at Old Town Hall Parking Lot, Winnacunnet Road, Hampton, NH
5. PWD – RFP's have gone out for Roofing, Painting, Mower, Tractor, Guardrail
6. Street Sweeping – 5/3/04 weather permitting
7. FD – conducting 2 pre-employment background screenings for position of F/F.
8. FD – 27 Calls for Service during week of last week.
9. REC – Recreation Coordinator position to be filled this week.
10. Kids Voting USA/New Hampshire program. Request for BOS consideration

#### B. Correspondence

Mr. Pardue advised the Board of a communiqué received from the Town of Rye seeking to establish a mutually agreed upon date to conduct the Perambulation of Town Line effort. The Board agreed that May 11<sup>th</sup> would likely be an acceptable date. Mr. Pardue will discuss this proposed date with Rye officials.

#### C. Approval of Minutes

**March 15,2004 Non-Public Session**

**April 12, 2004 Open Session**

**April 12, 2004 Non-Public Session**

MOTION/VOTE: Mr. Gould made a motion to accept the set(s) minutes for the dates shown above. Mr. Sullivan seconded the motion. The vote was unanimous and so moved.

2-0.

#### D. Payroll

Payroll was reviewed and signed off on.

E. Manifest

The manifest was signed off on.

F. Elderly Exemption

The Board signed off on an elderly exemption.

IV. Temporary Adjournment of Public Session

Being no further business to come before the Board in open session, Mr. Gould made a motion to temporarily adjourn open session at 7:40 pm and move into Non-Public Session RSA 91-A:3 II (a,d,e) for the purpose of:

- Discussion of Personnel Matter
- Acquisition or Sale of Real Estate

Mr. Sullivan seconded the motion. The vote was unanimous and so moved. 2-0.

V. Reconvening of Public Session

The Board reconvened at 8:05 p.m.

**MOTION/VOTE: Mr. Gould made a motion to agree to a Lease/Purchase Agreement between the Town and Richard Robinson for property located at 205 Lafayette Road and to provide Mr. Robinson a letter indicating same and to further require Mr. Robinson to commit to said Lease/Purchase (with the particulars of the lease to be addressed by the Towns and Mr. Robinson's legal representatives) no later than the close of business on April 29, 2004. Mr. Sullivan seconded the motion. The vote was unanimous and so moved.**

**Mr. Gould made a motion to amend the contract of the Town Administrator to more clearly reflect that upon separation from Town service, remuneration of the Town Administrator shall continue at the then current prevailing rate of pay for a period of 45 days. Mr. Sullivan seconded the motion. The vote was unanimous and so moved.**

Mr. Gould made a motion to adjourn the meeting at 8:10 p.m. Mr. Sullivan seconded the motion. The vote was unanimous and so moved. 2-0.

Respectfully submitted,

Michael Pardue  
Town Administrator