

Board of Selectmen
Minutes of 05/18/04
Approved 6/14/04

I. Call to Order.

Chairman Don Gould called the meeting to order at 2:00 p.m. There were present Jon Rineman, Selectman and Michael Pardue, Town Administrator. Mr. Pardue served as the Recording Secretary for this session.

II. Selectmen Items

A. Appointment to Board of Selectmen – Oath of Office

Mr. Gould advised the audience that he and Mr. Rineman had reached agreement to appoint Ms. Emily Creighton to the Board of Selectmen. Ms. Creighton's appointment to the Board would serve to fill the vacancy created by the recent resignation of Mr. Lloyd Sullivan. Mr. Gould provided an overview of Ms. Creighton's C.V., outlining her personal and professional background and related contributions / accomplishments.

MOTION/VOTE: Mr. Gould made the motion to nominate and appointment Emily Creighton to the North Hampton Board of Selectmen, filling the vacancy created by the resignation of Mr. Lloyd Sullivan. Mr. Rineman seconded the motion. The vote was unanimous and so moved. 2-0.

Town Clerk Delores Chase administered the Oath of Office to Ms. Creighton. Ms. Creighton, Ms. Chase and the Board of Selectmen signed appropriate documents, allowing for Ms. Creighton to immediately assume her position on the Board of Selectmen.

B. Introduction of Recreation Department Program Coordinator

Recreation Director Brenda McKenna introduced the Town's newly hired Recreation Department Program Coordinator, Ms. Diane Wheeler. Ms. McKenna provided the Board, and those in attendance, a verbal overview of Ms. Wheeler's C.V., citing her professional experience in the field of recreation and youth related activities. The Board enthusiastically welcomed Ms. Wheeler.

C. Appointment of Forest Fire Warden and Deputy Fire Wardens

Mr. Gould read the names of those individuals who had been nominated by the State Fire Marshall to serve in said capacities. They are as follows: Thomas Lambert, Fire Warden; Corey Landry, Deputy Fire Warden; Brad Hutchings, Deputy Fire Warden; Michael Tully, Deputy Fire Warden. Each of those nominated are current full-time

members of the North Hampton Fire Department. At the request of the Board, Fire Chief Lambert provided an overview of the duties and responsibilities associated with said positions. Chief Lambert advised that a significant part of the work associated with the positions included the review and approval of burn permits as are often requested by residents. Chief Lambert further advised that the positions receive no compensation from the State or the Town.

MOTION/VOTE: Mr. Gould made a motion to appoint those individuals whose names appeared before the Board and as recommended by the State of New Hampshire. Mr. Rineman seconded the motion. The vote was unanimous and so moved. 3-0.

D. Bid Award – Medical Transport Vehicle

Fire Chief Lambert and Deputy Fire Chief Landry provided the Board with an update of the mechanical condition of the current ambulance. Further, they discussed their progress in relation to the review of the bids received for the purchase of a new ambulance.

Currently, the existing ambulance is, and has been, out of service due to electrical problems. The vehicle is undergoing extensive analysis by mechanics in an effort to locate and correct an electrical defect. Numerous “man hours” have been spent to date on this effort without success. At this time, the Town is borrowing an ambulance from a surrounding community although this cannot be a long-term solution, as the assisting community will need their vehicle back in the very near future.

Of the bids received in response to the Town’s RFP relative to the purchase of a new ambulance, D/C Landry advised only one company met the specifications prescribed by the Town. However, D/C Landry is in contact with one other bidder in an effort to more clearly define/interpret the specifications submitted by said company. Further, D/C Landry advised that he is negotiating start/completion times and the possibility of a “no cost” loaner ambulance due to the unusual, time is of essence, circumstances the Town is faced with.

The consensus of the Board is that the Fire Department administration, in concert with the Town Administrator, should negotiate with the bidders deemed best suited to meet the medical transport vehicle needs of the Town. This consideration should include the exigent circumstances that surround this matter and as cited by Chief Lambert and D/C Landry. The Board voiced their support to move this process forward in an expeditious manner so as to minimize the Town’s ambulance service being reliant on a “loaner vehicle”.

E. Police Department – Bid Opening (Old Generator Removal)

Chief of Police Brian Page presented the Board with two bids he had received in response to the ad that was run in relation to the removal of the old generator from the

Town's police facility. Chief Page advised the Board that one of the bids was received in accordance with the published "Due By" date; the other bid was received after said date. Mr. Gould asked to be recused from the process, as he personally knew one of the bidders.

Mr. Gould asked Mr. Pardue what the Town's past practice was in relation to bids received after the "Due By" date. Mr. Pardue stated that just a few months ago bids had been received on another unrelated project and that a few of those bids were not in compliance with the requirements as published by the Town, again in relation to the "Due Date". At that time, the Board of Selectmen refused acceptance of the non-compliant bids. Mr. Rineman and Ms. Creighton both echoed that they felt the same practice should be followed in this case as there would be little point to having terms and conditions if bidders were not required to adhere to them. Mr. Gould agreed with this position.

MOTION/VOTE: Mr. Rineman made a motion to not accept the bid that had been received after the "Due By" date advertised by the Town. Ms. Creighton seconded the motion. The vote was 2-0-1 with Mr. Gould abstaining.

The bid as submitted by Mr. S. Spooner was opened. The bid was in the amount of \$100.00. The bid appeared to meet the criteria as reflected in the RFP advertised by the Town.

MOTION/VOTE: Mr. Rineman made a motion to request Chief Page review the bid by Mr. Spooner and to accept said bid if, following review, it met the specifications and/or requirements as denoted by the Town. Ms. Creighton seconded the motion. The vote was unanimous and so moved. 3-0.

F. Kids Voting USA / New Hampshire Program

Mr. Pardue advised the Board that Mr. John Anthony Simmons requested this item be placed on the agenda. Mr. Pardue further advised the Board that since the posting of the agenda Mr. Simmons had a professional obligation arise that prevented him from being present at today's meeting of the Board. Mr. Simmons had expressed his apologies for not being able to attend and asked that the item be included on a future agenda of the Board.

G. Municipal Facilities Committee

Mr. Gould provided an overview of the formation, composition and intent of this committee. Discussion ensued amongst the Board and with Mr. Phil Wilson who was in attendance. Mr. Wilson is the Chairman of the North Hampton Planning Board. Mr. Wilson advise the Board of Selectmen that at their meeting on 5/17/04, the Planning Board passed a resolution to appoint a subcommittee to review / plan municipal facilities in the context of the Town's Master Plan. Mr. Wilson stated that it is the belief of the Planning Board that the Town has legislated the establishment of a Planning Board

subcommittee to be charged with reviewing municipal facilities, land, etc. Mr. Wilson expressed that it is his and the Planning Board's feeling that this entity should be established as a subcommittee of the Planning Board.

Mr. Gould presented his viewpoint, citing his belief that the Board of Selectmen should have significant input in this effort.

Mr. Rineman and Ms. Creighton offered that in their opinion, this type of committee, and its related charge, may best fall under the auspices of the Planning Board.

Mr. Gould stated that he simply wanted to ensure that the "job gets done" and that whether the committee performs as a sub-committee of the Board of Selectmen or the Planning Board was not his primary point of concern.

MOTION/VOTE: Mr. Gould made a motion that the Board of Selectmen recognize the Planning Board's legal responsibility to lead this Capital Planning effort and that the Board of Selectmen will participate collaboratively. Mr. Rineman seconded the motion. The vote was unanimous and so moved. 3-0.

MOTION/VOTE: Mr. Gould made a motion recognizing the importance to move this effort forward as efficiently and promptly as possible. Ms. Creighton seconded the motion. The vote was unanimous and so moved. 3-0.

MOTION/VOTE: Mr. Rineman made a motion to appoint Donald Gould to serve as the Board of Selectmen's representative to the Planning Board subcommittee established to develop / review the Town's Master Plan. Ms. Creighton seconded the motion. The vote was unanimous and so moved. 3-0.

H. Community Newsletter – News Contribution by Board

Mr. Gould advised the Board that he had recently contributed a "news update" on behalf of the Board to the Town's newsletter. The Board discussed the importance of providing Town news for each publication. Ms. Creighton agreed to coordinate the Board's news for each publication.

I. North Hampton Forever – Historical Overview / Formation Configuration

Mr. Gould referenced a written document that had been forwarded to the Board by Mr. C. Gordon, Vice-Chairman of the Conservation Commission. Mr. Gordon had prepared this document at the request of the Board of Selectmen. This document served to provide a historical overview of North Hampton Forever.

Mr. Phil Wilson, who was in attendance provided a historical overview of the North Hampton Forever committee from his perspective as a long time member of said committee. Mr. Wilson explained the duties and responsibilities of the committee, citing that the committee currently struggles with having enough active members.

Mr. Gould asked whether a subcommittee can be formed by the Conservation Commission but be “staffed” by members from both the Conservation Commission and “outside” of the Conservation Commission.

Mr. Gould offered that it is his opinion that when a Board Chairperson makes a recommendation for an individual to be appointed to the respective entity, the Board of Selectmen should give significant deference to such a recommendation unless other important factors prohibit such support.

J. Perambulation of Town Lines – North Hampton / Rye

Mr. Pardue advised the Board that the Town of Rye was desirous of a few potential dates on which at least two members of the Board would be available to participate in the Town Line Perambulation effort. The Board agreed to each get back to the Town Administrator with their respective dates of availability. Mr. Pardue will then coordinate a mutually convenient date for Selectmen from North Hampton and Rye to accomplish this effort.

K. Questions and Comments Related to Above Topic Areas NONE

III. Administrators/Business

A. Town Administrator’s Report

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

1. PD – Continue to experience increased Calls for Service with an increase in the severity of the calls received and responded to.
2. PWD - Bulky Goods Collection Day – 5/15/04 - \$1,600+ collected by Town.
3. PWD – Will begin relocation to 205 Lafayette Rd. as of June 1st.
4. PWD – RFP’s have gone out for Roofing, Painting, Mower, Tractor, Guardrail and will be included on the June 14, 2004 BOS agenda.
5. PWD – Roadside mowing is underway
6. PWD – NH Road Agents Mountain of Demonstrations 5/27/04 – Gunstock – Includes equipment demonstrations, opportunity to speak with representatives and manufacturers about the newest high-tech road, bridge, maintenance and construction products and services. PWD personnel to attend – work load / weather permitting.
7. Road Paving is occurring at this time – Lovering Rd. 5/18, Deer Run, Short South & Cedar on 6/2weather permitting.

8. FD – Two (2) FF Offers of Employment extended. One (1) start date planned for 6/7/04 and the other is set for 7/6/04.
9. FD – Ambulance issues – electrical problems – high repair costs in tracking the source of the problem.
10. REC – 102 participants currently registered for summer recreation program – late registrations begin 5/18/04 – excellent response again this year.
11. 32 participants in the Pepsi Pitch, Hit & Run competition – 19 advancing to the State “finals”.

12. Old Home Day – Funding of Police Coverage – Discussion

The Board engaged in discussion relative to their prior decision to require the organizers of the Old Home Day Race to pay for police coverage directly related to said race. Mr. Pardue advised the Board that he and Chief Page had carefully reviewed both the police department and Town budgets in an effort to identify available funds that would aid in offsetting police services tied to this event. Mr. Pardue advised the Board that he was conscious of the difficulty associated with the race organizers committing funds for police services with such limited notice for this year. He advised the Board that he felt confident that he and Chief Page would be able to identify and earmark (some) appropriate funds for police services for the race (only). Funds needed for these services outside of what the Town’s budget could cover would need to remain the responsibility of the race organizers. Other police services for Old Home Day would have to be paid for from outside the Town budget.

B. Correspondence

Mr. Pardue provided the Board with communiqué received from local residents citing the excellent work of the police department.

C. Approval of Minutes

May 4, 2004 Open Session

May 4, 2004 Non-Public Session

MOTION/VOTE: Mr. Rineman made a motion to approve the minutes for May 4, 2004, both open and non-public sessions. Mr. Gould seconded the motion. The vote was unanimous and so moved. 2-0. Ms. Creighton, having been appointed at today’s meeting (5/18/04) was ineligible to vote on this motion.

D. Payroll

Payroll was reviewed and signed off on.

E. Manifest

The manifest was signed off on.

IV. Temporary Adjournment of Public Session

Being no further business to come before the Board in open session at this time, Mr. Rineman made a motion to temporarily adjourn open session at 4:06 p.m. and move into Non-Public Session under the provisions of RSA 91-A:3 II (a) for the purpose of:

- Discussion of Personnel Matter

Mr. Gould seconded the motion. The vote was unanimous and so moved. 3-0.

V. Reconvening of Public Session

The Board adjourned from Non-Public session and reconvened in public session at 4:17 p.m.

MOTION/VOTE: Mr. Rineman made a motion to adjourn the meeting at 4:18 p.m. Mr. Gould seconded the motion. The vote was unanimous and so moved. 3-0.

Respectfully submitted,

Michael Pardue
Town Administrator