

Board of Selectmen  
Minutes of 08/23/04  
**Approved 9/13/04**

I. Call to Order.

Chairman Don Gould called the meeting to order at 7:00 p.m. There were present, Emily Creighton, Selectwoman and Michael Pardue, Town Administrator. Mr. Pardue served as the Recording Secretary for this session. Selectman Rineman was excused from attendance due prior commitments to his employer.

II. Selectmen Items

A. Mosquito Commission Status Report and Update

Members of the Mosquito Commission present were: Ms. Pat Moreinis Dodge, Ms. Sue Flagg and Mr. Robert Hamilton.

Ms. Moreinis Dodge provided the Board with an overview of the work performed by the committee this past year, explaining that the committee had experienced “quite a learning curve” during this past mosquito season. The commission complemented the work performed this past “season” by Mr. Mike Morrison.

Ms. Moreinis Dodge cited that the Commission had spoken with Ms. Sarah McGregor of “The Dragon Lady” company, a company that provides mosquito control to Hampton, NH.

The Commission expressed their desire to have the 2005 Request For Proposal provided to Ms. McGregor in an effort to encourage her to bid on the North Hampton mosquito control effort. The Commission inquired of Mr. Pardue as to why Ms. McGregor did not bid for the 2004 effort, asking if Ms. McGregor had been provided a copy of the RFP. Mr. Pardue advised the Commission and Board that the Town develops an RFP annually and that RFP is posted in accordance with law, being published appropriately and that Ms. McGregor had apparently chosen not to respond to the 2004 RFP. The Commission asked that the Town see that Ms. McGregor, as a principal of “The Dragon Lady Company”, receives a copy of the 2005 RFP.

The Commission expressed their desire to have “advanced reporting” requirements as a part of the requirements in the 2005 RFP. The Commission will work toward identifying what type of advanced reporting they desire and the format that would best meet their desires. The Commission will incorporate this in their draft RFP as being developed for 2005 mosquito control services.

Additional discussion continued in relation to the Commissions outreach efforts and the information they have gleamed this past “season”.

Ms. Creighton suggested the Commission utilize the Internet in their efforts to learn more about the mosquito control efforts of other communities.

Mr. Gould suggested the Massachusetts North Shore region might be a good locale to sample in relation to mosquito control efforts. Ms. Creighton suggested the Commission review southern Maine efforts as well as the efforts employed by shoreline communities in New Jersey. The Commission advised that they were making inquiry along the New Jersey coastline at this time.

Mr. Gould clarified that the Commission would work to develop a RFP for mosquito control for 2005, including the reporting criteria and format desired of the service provider.

The Board and Mr. Pardue expressed their appreciation for the efforts of the Commission, citing the important role they play in this difficult task. Mr. Pardue will forward a copy of the RFP template used by the Town for mosquito control efforts in 2004.

#### B. Bid Opening – Oil and Propane

Mr. Pardue advised the Board that the Town had received a single bid for oil and propane services, the bid coming from Lamprey Brothers.

Mr. Gould opened the bid. The bid offered:

#2 Fuel oil	\$1.349 per gallon
K-1 Kerosene	\$1.549 per gallon

The bid proposal referenced that the bid price was valid until 8/27/04 due to the volatility of petroleum product pricing.

**MOTION / VOTE: Ms. Creighton made a motion to accept the bid of Lamprey Brothers for #2 Fuel Oil (\$1.349 p/gal.) and K-1 Kerosene (\$1.549 p/gal.) Mr. Gould seconded the motion. The vote was unanimous and so moved. 2-0.**

#### C. Town Office Security Assessment & Recommendations

Chief of Police Brian Page, upon the request of the Town Administrator and Board of Selectmen has performed a security assessment of the Town Offices over the past 30 days. Chief Page presented his findings and recommendations as follows.

Chief Page expressed concerns related to the total open access of the Town Offices, citing that non-employees are frequently found behind the service counter where

confidential records are housed and often easily reviewed while in a “work product” mode. The Chief also expressed concern that non-employees, especially when in the office work space area, are privy to confidential conversations that might include personnel related matters, matters of general assistance or attorney / client privileged discussions.

Chief Page also expressed concern that there is no means to track entry into the premises during “off hours”. He continued by citing that the general public, even while at the service counter, can easily observe materials on the counter, physically access said materials and can easily breach the limited security the counter provides by simply walking through the non-locking door or vaulting the counter.

Chief Page, the Town Administrator and the Board expressed their desire to make the premises more secure, allowing for the proper handling / housing of confidential materials and matters, while not creating a “fortress like environment”.

Chief Page suggested the following, low cost, low profile improvements to the office area with the desired result being greater security and safety of the employees and the Town’s records etc.

- Cameras that are on a 24/7 operation schedule. The cameras would be incorporated with those of the PD, being a part of a recently approved Homeland Security Grant
- Card Swipe or similar style exterior doorway entry system. This system would allow for identifying the persons entering the facility and the time they entered.
- Increase the service counter height through the use of non-offensive materials that would continue to allow for a “personal touch” such as clear safety glass or natural items such as plants etc.
- Installation of a full height door with a spring closure / locking mechanism that is “entry” controlled by the receptionist.
- A policy / practice that requires all persons entering the office workspace to be escorted with the exception of employees of the Town and members of the Board of Selectmen.
- Installation of improved “panic button” that ring into multiple public safety venues ensuring an immediate response in accordance with an accepted “response plan” that mirrors that of a financial institution.

The Board, Town Administrator, Chief Page and members of the public engaged in general dialogue concerning this topic matter. Mr. Gould voiced concerns related to how the Town staff might handle certain types of threats or acts of violence. All parties agreed that immediate steps should be made to safeguard the safety of employees and the security / confidentiality of Town property and records while working to maintain an open, friendly, service oriented environment to the degree possible.

The Board authorized the Town Administrator to move forward in the implementation of securing the premises as described above.

#### D. Polling Place Deficiencies

Mr. Pardue advised the Board that the Town's Building Inspector and Road Agent had reviewed the Town Hall building in response to a letter from the Attorney General's office identifying polling place deficiencies. Both employees agreed that the deficiencies noted could be corrected – the most difficult being the need to replace the ramp system serving the Town Hall.

Mr. Pardue further advised the Board that Selectman Rineman had met with the principal of the North Hampton School, Peter Sweet concerning the desire and need to have future elections (if at all possible) conducted at the school. Mr. Rineman had indicated that the dialogue had been very positive and that Principal Sweet had already drafted a revised school calendar that would allow for the November 2004 and March 2005 voting to be held at the school. Mr. Rineman had prefaced that Mr. Sweet's efforts were in draft form only, subject to the approval of the School Board, possibly at their 8/19/04 meeting.

Mr. Pardue also advised the Board that he had drafted a reply to the Attorney General's office, as required, identifying the measures being taken by the Town to correct the deficiencies and also requesting grant funds to assist with this effort. A copy of the draft letter was distributed to the Board.

#### E. MS-1 Extension Filing

Mr. Pardue explained the purpose and need of the MS-1 Extension. The Board signed off on the extension request form.

#### Questions and Comments Related to Above Topic Areas

A member of the audience spoke in relation to the safety and security of the Town Offices, asking that the Town work toward that end with an eye toward maintaining a service friendly environment similar to that of a bank.

#### III. Non-Public Session RSA 91-A:3 II (a) Discussion of Personnel Matter

**MOTION/VOTE: Mr. Gould made a motion to temporarily adjourn the meeting, at 8:13 p.m., for the purpose of entering into a Non-Public Session under the provisions of RSA 91-A:3 II (a) for the purpose of discussing a personnel matter. Ms. Creighton seconded the motion. Being only two members present, this provided for a roll call of members. The vote was unanimous and so moved.**

The Board and the Town Administrator moved to another room.

**MOTION/VOTE: Mr. Gould made a motion to reconvene in public session at 8:34 p.m. for the purpose of continuing the public portion of the Selectmen's meeting. Ms. Creighton seconded the motion. The vote was unanimous and so moved. 2-0.**

#### IV. Administrators/Business

##### A. Town Administrator's Report

1. PWD – Roadside mowing is underway and progressing well
2. PWD - Line painting to commence 8/24 – weather permitting
3. PWD – Storm drain and culvert repair on Pond Path and Chapel Rd. to begin
4. PWD – All guardrail has been installed as per agreement – job well done
5. PD – Grant funds from Local Government Center (LGC) have been received – to be deposited in general fund as per agreement
6. FD – Ambulance is expected to be delivered in late September

##### B. Correspondence

Mr. Pardue advised the Board that he had received a correspondence from Mr. Shep Kroner relative to a request to lower the speed limit on Cedar Rd. Mr. Pardue advised that the correspondence had been received too late for this meeting and that it would be included on the next agenda.

##### C. Approval of Minutes August 9, 2004 Public Session

Due to a lack of a quorum to vote on this set of minutes, these minutes will appear on the next Board agenda.

##### D. Payroll Payroll was reviewed and signed off on.

##### E. Manifest The manifest was signed off on.

##### F. Other Business

The Board discussed the septic systems serving the various Town Offices and library and inquired as to the maintenance plan for these systems. Mr. Pardue advised he would inquire of the Road Agent, Bob Strout concerning this information and would send the information to Mr. Gould as he sits as a member of the Municipal Facilities Advisory Committee.

The Board and Mr. Pardue spoke of the development of a Cap. Reserve Fund for the purpose of an on-going building maintenance program. It was agreed that this would be a part of the upcoming 2005-06-budget effort.

#### IV. Adjournment

Being no further business to come before the Board, Ms. Creighton made a motion to adjourn at 8:31 p.m. Mr. Gould seconded the motion. The vote was unanimous and so moved. 2-0.

Respectfully submitted,

Michael Pardue  
Town Administrator