

Board of Selectmen
Minutes of 09/27/04
Approved 10/12/04

I. Call to Order.

Chairman Don Gould called the meeting to order at 7:00 p.m. There were present, Emily Creighton, Selectwoman, Jon Rineman, Selectman and Michael Pardue, Town Administrator. Mr. Pardue served as the Recording Secretary for this session.

II. Selectmen Items

A. Public Hearing in accordance with RSA31-95-b – Fire Department

Mr. Gould opened the first public hearing portion of the meeting at 7:02 p.m. Mr. Gould explained the purpose of the public hearing as related to the requirements of RSA31-95-b.

Mr. Gould asked Mr. Pardue to explain the provisions of RSA31-95-b. Mr. Pardue explained that within the provisions of RSA 31-95-b, which the Town adopted at the Annual Town Meeting conducted in March 1994, there exists a requirement to hold a public hearing in order to receive unanticipated funds from “the state, federal or other governmental unit”. In this instance, and in response to an application filed by the North Hampton Fire Department, the funds are being requested and received from the federal government. The funds, in the amount of \$7,200.00, are requested for a “Training House” which is proposed to be used as a teaching aid as firefighters instruct on the topic of fire safety. Mr. Pardue further cited that the New Hampshire Department of Revenue Administration (DRA) advised that the funds needed to purchase this equipment could be borrowed from the Undesignated Fund balance and, upon receipt of the reimbursement funds, said funds should be deposited back into the Undesignated Funds account.

Mr. Gould then asked for Chief Lambert to discuss the equipment being proposed for purchase by the fire department through the use of grant funds.

Chief Lambert provided the Board and citizens in attendance an overview of the training, outlining its benefits in educating the public on fire prevention and safety. Chief Lambert indicated that the training would serve a variety of age groups.

Chief Lambert also advised the Board that the funds had already been received by the Town, thus reimbursement of the general fund would be immediate.

Following the presentation by Chief Lambert, Mr. Gould asked if there were any questions. Mr. Rineman inquired as to the quality of the “Training House”. Chief

Lambert advised that the house was constructed and designed appropriately to serve as a “training prop” for instructional purposes.

Being no further questions, Mr. Gould closed the public hearing at 7:09 p.m.

MOTION/VOTE: Ms. Creighton made a motion to accept grant funds totaling \$7,200 to be used for the purchase of a “Fire Safety Training House” instructional aid and to accept grant funds totaling \$7,200 as reimbursement for this expenditure, the reimbursed funds to be deposited in the Town’s General Fund. Mr. Rineman seconded the motion. The vote was unanimous. 3-0.

B. Public Hearing in accordance with RSA31-95-b – Code Enforcement and Highway Departments

Mr. Gould opened the public hearing portion of the meeting at 7:10 p.m. Mr. Gould explained the purpose of the public hearing as related to the requirements of RSA31-95-b.

Mr. Gould asked Mr. Pardue to explain the provisions of RSA31-95-b. Mr. Pardue explained that within the provisions of RSA 31-95-b, which the Town adopted at the Annual Town Meeting conducted in March 1994, there exists a requirement to hold a public hearing in order to receive unanticipated funds from “the state, federal or other governmental unit”. In this instance, and in response to an application filed by the North Hampton Code Enforcement Office and the North Hampton Public Works Department, the funds are being requested and received from the federal government. The funds, in the amount of \$7,060.00, are requested for Stormwater Management work including, but not limited to the purchase of Global Positioning System (GPS) equipment to be used in the “plotting” of drains and culverts. Mr. Pardue further cited that the New Hampshire Department of Revenue Administration (DRA) advised that the funds needed to purchase this equipment could be borrowed from the Undesignated Fund balance and, upon receipt of the reimbursement funds, said funds should be deposited back into the Undesignated Funds account.

Mr. Gould then asked Road Agent Strout to discuss the project and related equipment being proposed for purchase by the Code Enforcement Office and the Highway Department through the use of grant funds.

Road Agent Strout provided the Board and citizens in attendance an overview of the MS-4 Stormwater project, explaining that the Town is slated to receive \$7,060 in grant funds for said project. Mr. Strout advised that the project would benefit the Town by allowing the locating of culverts and drains through the use of a Global Positioning System (GPS). As this is a matching form of grant, the Town will be providing in-kind services totaling \$7,060. These in-kind services will be provided through employee time and materials.

Mr. Gould asked those in attendance if there were any questions. Hearing none, he closed the public hearings at 7:12 pm.

MOTION/VOTE: Mr. Gould made a motion to expend \$7,060 from the General Fund for the MS-4 Stormwater project and to accept grant funds totaling \$7,060 as reimbursement for this expenditure, the reimbursed funds to be deposited in the Town's General Fund upon receipt. Mr. Rineman seconded the motion. The vote was unanimous. 3-0.

C. Fire Alarm System Report

Fire Chief Lambert spoke to the Board concerning the Municipal Fire Alarm System. Chief Lambert advised the Board that the "system" was in need of repair, citing the failure of various equipment modules that may cost up to \$20,000 to repair.

Chief Lambert identified to the Board the geographic area serviced by the alarm system, citing that currently 30 locations are "serviced by the "system". Of those 30 locations, five (5) are non-profit organizations and two (2) are Town owned properties. Chief Lambert discussed the configuration and operation of the system in great detail and stated that the system is "broken beyond repair" unless the Town decides to spend a considerable amount of money (upwards of \$20,000) to refurbish it.

Chief Lambert advised the Board that there are not currently sufficient funds budgeted for such an undertaking, the Town typically only allocating \$1,500 annually for alarm system maintenance.

Mr. Gould asked Chief Lambert who was responsible for the alarm wire leading from the pole to the building being served. Chief Lambert responded that the Town was responsible for "runs" of this nature, citing the Town covered from the pole to the "weather head" on a building.

Ms. Creighton asked Chief Lambert if other Towns had such a system. Chief Lambert stated that he was aware of only a few Towns that had a municipal alarm system and of those that did, many had chosen to discontinue said system for a variety of reasons including, but not limited to, liability, maintenance and operating costs.

Mr. Gould referenced an earlier conversation he had with Mr. Robbie Robinson, Chair of the Budget Committee. Mr. Gould stated that Mr. Robinson had referenced that a few years ago the Budget Committee had expressed sentiment that those commercial businesses being served by the municipal alarm system should be required to pay a fee in order to receive the service.

Mr. Rineman made inquiry as to the liability associated with operating a system of this nature. Chief Lambert advised the Board that he was seeking a legal opinion on the potential liability associated with the Town offering, and monitoring an alarm service.

Mr. Pardue asked Chief Lambert if it was indeed true that on occasion, the fire department is left unstaffed (due to the need for a full response of the on-duty crew) at which time an alarm on the municipal alarm system could come in and go “unanswered” until a member of the department responded to the station. Chief Lambert responded in the affirmative.

Ms. Creighton stated that she thought the Town should not repair the system.

Mr. Gould summarized that it appears to him that there are at least two primary questions that exist:

What is the liability exposure to the Town associated with this system?

Should the Town repair and/or upgrade the system?

The Board asked that this be a topic on an upcoming agenda.

Chief Lambert advised the Board of the status on the newly purchased ambulance, citing his belief that the Town would take delivery around the third or fourth week of October.

Chief Lambert advised the Board of a recent proposed donation of fleece vests to the fire department. He advised that a private citizen had expressed a desire to donate the vests to the firefighters and that they would serve as excellent under jacket garments. The Board unanimously voiced their support for the Chief to accept this thoughtful offer.

D. Aquarion Water Seminar

Mr. Gould provided the Board with an overview of an upcoming workshop related to potable water and Low Impact Development (LID). The workshop is being provided by the Aquarion Water Company and will be held on October 19, 2004. The workshop will provide a forum on how to facilitate the use of LID within communities and will feature experts and people in the community that have successfully applied LID.

The Board asked Mr. Pardue to forward the workshop information to the Chair of the Planning Board, Phil Wilson. Mr. Pardue advised that he would forward the email announcement to Mr. Wilson and Mr. Kroner, the Vice Chair of the Planning Board.

E. Annual Audit Proposals – Review and Recommendations

Mr. Pardue advised the Board that the Town had received three responses in relation to the Audit RFP. The respondents were: Mason and Rich, Plodzik and Sanderson PA and Vachon, Clukay & Co. Plodzik and Sanderson had chosen not to provide a bid, citing that they did not believe they could meet the project timetable required by the Town.

Mr. Pardue advised the Board that he and the Administrative Assistant, Jan Facella had reviewed each of the proposals, comparing each to the requirements of the Town’s

RFP. Following careful review and a comparison of deliverables to pricing, Mr. Pardue recommended that the Board approve the bid presented by Mason and Rich.

MOTION/VOTE: Mr. Rineman made a motion accept the proposal for auditing services as presented by Mason and Rich and to authorize the Town Administrator to sign the contract between Mason and Rich and the Town. Ms. Creighton seconded the motion. The vote was unanimous. 3-0.

F. GASB – 34 Update and Recommendation

Mr. Pardue advised the Board that American Appraisal Associates had submitted a proposal to provide the Town with GASB-34 compliance services. Mr. Pardue advised that he and Ms. Facella had met with a representative of American Appraisal Associates and reviewed the proposal. He further advised that a conference call had occurred which included participants from American Appraisal Associates and Mason and Rich. The purpose of this call was to determine that the GASB-34 services offered by American Appraisal Associates met municipal auditing requirements expected by the Town's auditing firm, Mason and Rich. Mr. Pardue advised that the "meeting" was most productive and that he felt the proposal offered by American Appraisal met the needs of North Hampton as related to GASB-34 requirements.

Mr. Pardue recommended the contract between the Town and American Appraisal Associates be signed and that these services be initiated immediately so as to coincide with the municipal audit.

MOTION/VOTE: Mr. Rineman made a motion to accept the proposal for GASB-34 services as offered by American Appraisal Associates and to authorize the Town Administrator to sign the contract between American Appraisal and the Town. Ms. Creighton seconded the motion. The vote was unanimous. 3-0.

G. Staffing of Election Polls in November

Mr. Gould advised the Board that the Town Moderator had noticed him, Gould, of the requirement to have a member(s) of the Board of Selectmen present at the polling place during elections. The Board discussed the staffing of the election polls for the upcoming Presidential election scheduled for November 2, 2004.

Mr. Rineman spoke of the School Boards approval to hold the November 2004 and March 2005 elections at the North Hampton School.

Mr. Pardue distributed an email correspondence from Ms. Delores Chase, Town Clerk, that referenced using the North Hampton School for the upcoming November election and that she would coordinate with the Highway department for "set-up" of voting booths etc.

H. Board of Selectmen Acknowledgement & Appreciation of Staff Cooperativeness and Assistance to Citizens, Boards, Commissions and Committees

Mr. Gould opened this discussion citing that Mr. Pardue had asked for this matter to be on the agenda, an agenda item Mr. Gould stated he strongly supported. Mr. Gould expressed his appreciation, on behalf of the entire Board for the tireless effort of each member of the Town's administrative staff. He spoke of the strong work ethic demonstrated on a daily basis by the staff and recognized the work they perform in meeting the ever increasing demands placed on them by the Town's boards, committees and commissions.

Mr. Gould referenced an email received from Ms. Judy Day, a member of the Town's Planning Board and Chair of the Municipal Facilities Advisory Committee in which Ms. Day expressed her praise of the entire staff, particularly Ms. Diane Wheeler. Ms. Wheeler is the Town's Recreation Program Coordinator and is also serving as the Interim Recreation Department Director. Mr. Rineman and Ms. Creighton echoed the compliments stated by Mr. Gould and those contained in Ms. Day's email correspondence. Mr. Gould asked Mr. Pardue if wished to offer any comment on this topic.

Mr. Pardue echoed the compliments stated by the Board and further recognized the team approach employed by the administrative staff. He cited that the last month or two had been extremely busy, with staff members working to meet the requests of the boards and commissions, preparing budgets, evaluating their staff and being evaluated. Mr. Pardue also advised the Board that this year, he had instituted a new step in the evaluation process that caused the staff members to write letters of self – evaluation. Mr. Pardue stated that although he knew this new step added to the workload of the staff he felt it vital to the evaluation process, providing staff the opportunity to identify their professional contributions and accomplishments throughout the year. Mr. Pardue concluded stating that he applauded the commitment and work ethic of the staff and appreciated their dedication to the Town.

Mr. Rineman offered praise of Mr. Pardue, citing his strong leadership skills while noting the positive work environment in the office and that much work was being accomplished. Mr. Gould and Ms. Creighton echoed the statements of Mr. Rineman.

MOTION/VOTE: Mr. Gould made a motion for a formal resolution by the Board of Selectmen citing their great appreciation for the hard work and dedication of the entire staff and the leadership of the Town Administrator. Mr. Rineman seconded the motion. The vote was unanimous and so moved. 3-0.

Mr. Pardue, on the behalf of the entire administrative staff, thanked the Board for their public praise and formal resolution.

I. Questions and Comments Related to Above Topics

Mr. Pardue advised the Board that he had participated in a meeting with members of the Town's Mosquito Commission. The content of the meeting included discussion of current year efforts and the drafting of a Request for Proposal for the 2005 mosquito season. Mr. Pardue also suggested asking Mr. Mike Morrison, the Town's current provider of mosquito control services, to attend a future Board of Selectmen meeting to discuss his efforts this past "season". The Board stated that they thought it would be most appropriate for this to be an agenda item.

Mr. Bob Strout, Road Agent discussed the need to have an environmental study performed at 205 Lafayette Rd., the possible new site of the highway department. The Board agreed with this need and asked Mr. Strout to pursue such action. Mr. Strout advised that he had obtained an estimate of approximately \$2,500 for this effort, the quote coming from the Jacques Whitford Company, Inc. The Board supported initiating this action immediately.

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

MOTION/VOTE: Ms. Creighton made a motion to temporarily adjourn the public portion of the meeting, at 8:18 p.m., so as to enter into a Non-Public Session under the provisions of RSA 91-A:3 II (a) for the purpose of discussing a personnel matter. Mr. Rineman seconded the motion. A roll call of all members unanimously approved this motion. The vote was unanimous and so moved. 3-0.

The Board and the Town Administrator moved to another room.

MOTION/VOTE: Ms. Creighton made a motion to reconvene in public session at 8:47 p.m. for the purpose of continuing the public portion of the Selectmen's meeting. Mr. Rineman seconded the motion. The vote was unanimous and so moved. 3-0.

IV. Administrators/Business

A. Town Administrator's Report

1. PWD – Chapel Rd. culvert completed
2. PWD – 10/4 - Storm drain cleanout begins
3. PWD – Boulder on Pond Path to be relocated as per request of Pond Path Assn.
4. PWD – 10/23 is Bulky Goods Day – held at Recycling Center – Cherry Rd.

5. PWD – Furnaces at 205 Lafayette Rd. site being cleaned and assessed for proficiency.
6. FD – Ambulance is on schedule for mid October delivery – D/C Landry on pre-completion inspection of ambulance at mfg. site in Indiana.
7. PD – Explore to be set-up with equipment and markings – ready for road in 2-3 weeks.
8. PD – Lt. Scippa attending budget workshop training on 9/28/04 as presented by LGC.
9. PD - Unit #108 will be coming off-line for a few days while being equipped with equipment obtained via grant funds.
10. TA – MP will be with Lt. Scippa at budget workshop training on 9/28/04.
11. TA – MP met with members of Mosquito Commission – discussed this 2004 mosquito season / related control efforts AND began early development of RFP for 2005 mosquito control effort.
12. Employee evaluations are being completed – self-evaluation process added for this year.

B. Correspondence

Mr. Pardue provided the Board with a memorandum from the Code Enforcement Office to the Planning Board that served to identify business changes. This memorandum copy was provided the Board due to their earlier request that the CEO provide monthly updates to the Planning Board, in this case identifying business changes.

C. Approval of Minutes

September 13, 2004 – Public Session
September 13, 2004 Non-Public Session

Motion / Vote: Mr. Gould made a motion to accept the public session minutes of 9/13/04 as amended and the non-public meeting minutes of 9/13/04 as written. Mr. Rineman seconded the motion. The vote was unanimous and so moved. 3-0.

D. Allowable Levels of Assistance Payments for the Town of North Hampton

The Board reviewed the Allowable Levels of Assistance Payments for the Town of North Hampton document as proposed by Ms. Facella, the Town's General Assistance coordinator. The Board signed their approval of the recommended funding levels.

E. Veteran Exemptions

The Board reviewed and signed off on two (4) Veteran Exemption applications.

F. Cemetery Deed

The Board reviewed and signed off on one (1) Cemetery Deed.

G. Form MS-1 Signing

The Board reviewed the MS-1 form as prepared by the Assessor, Mr. Howard Promer. The Board, upon the recommendation of Mr. Promer, signed off on the MS-1.

H. Payroll

The Board reviewed and signed off on the payroll.

I. Manifest

The Board reviewed and signed off on the manifest.

J. Other Business

None.

IV. Adjournment

Being no further business to come before the Board, Mr. Rineman made a motion to adjourn at 9:14 p.m. Ms. Creighton seconded the motion. The vote was unanimous and so moved. 3-0.

Respectfully submitted,

Michael Pardue
Town Administrator