

Board of Selectmen
Minutes of 02/02/05
Approved 02/14/05

I. Call to Order.

Chairman Don Gould called the meeting to order at 9:05 a.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. Introduction of UNH – MPA Intern –Michael Schwotzer

Mr. Pardue introduced UNH – MPA Intern Michael Schwotzer. Mr. Pardue explained that the he, Pardue, has accepted the opportunity to have an intern from the UNH – MPA program work with him for the next twelve weeks. Mr. Schwotzer, who is completing his MPA, will be assisting Mr. Pardue with the development of a process manual for the Town's building department including the office of the building department's Administrative Assistant. Should time allow, a similar effort will be conducted for the Office of the Administrative Assistant to the Town Administrator / Board of Selectmen. Mr. Pardue also advised that Mr. Schwotzer would be assisting the Personnel Rules Committee with their effort in rewriting the Town Personnel Rules Manual.

The Board welcomed Mr. Schwotzer and encouraged him to feel a part of the North Hampton team during his internship.

B. Meet with Town Treasurer, Ms. Shirley Fuller

Mr. Gould, on behalf of the Board, welcomed Ms. Fuller to the meeting, thanking her for taking time from her day to meet with the Board.

The Board inquired of Ms. Fuller concerning the Treasurer's Report that is disseminated monthly, seeking clarification on some of the postings reflected in the report. The Board further inquired as to the particulars related to the Undesignated Fund balance.

Ms. Fuller explained the cash flow process and the end of the month statement that she prepares each month.

Mr. Gould inquired as to the PDIP fund, seeking clarification on what monies are held in this fund. Ms. Fuller explained that this is a fund that houses public funds. Mr. Gould inquired as to where the physical location of such funds is. Ms. Fuller was uncertain where the funds are actually kept but assured the Board that she would gather this information for a future meeting.

Ms. Fuller advised the Board that the Town has funds invested in Treasury Funds, which allows for the Town to maintain a daily balance of not less than \$200,000.

Ms. Fuller advised that currently, Citizens Bank handles all of the Town's accounts.

Mr. Gould asked Ms. Fuller if the Town had ever gone out to bid for financial services reflective of those conducted for the Town by Citizens. Ms. Fuller stated that the Town had gone through this effort "a few years ago" but that Citizens has always seemed to have the best rates, stating, "no one has been able to match or beat the rates and fees offered by Citizens".

Mr. Gould asked Ms. Fuller if she would support the Town sending out a Request for Proposal for such services in an effort to ensure that the Town is receiving the best possible rates on investments while at the same time ensuring that the fees being paid by the Town for transactions are industry competitive. Ms. Fuller responded by stating her support for such an effort.

The Board and Ms. Fuller engaged in additional dialogue. Following discussion, the Board and Ms. Fuller agreed that they should schedule a work session to discuss the Town's finances as related to the role and duties of the Treasurer.

C. Discuss WHS Request for Use of Dearborn Park Tennis Courts

Mr. Gould provided an overview of the request to use the Town's tennis courts for the WHS tennis team as presented by WHS Athletic Director, Ms. Carol Dozibrin. Ms. Dozibrin followed-up by further explaining the basis for her request.

Ms. Dozibrin and the Board engaged in discussion concerning the dates and times the courts would be needed by the WHS tennis team.

The Board expressed concern related to the increased liability exposure the Town might potentially incur with such increased usage. Ms. Dozibrin assured the Board that she would have the Town listed as an "additional insured" by the WHS insurance carrier. Ms. Dozibrin assured the Board further that she would forward to Mr. Pardue a Certificate of Insurance reflecting the Town as an additional insured. It was agreed by all parties that this Certificate of Insurance would be in place prior to the use of the tennis courts by WHS.

Ms. Creighton spoke of her concern regarding reasonable accessibility to Town residents for the use of the courts.

Mr. Rineman spoke in favor of granting the request; a means of returning many like favors previously granted the Town by WHS. Mr. Rineman further suggested the placement of signage indicating to the reserved use of the courts by WHS. He suggested the sign display the dates and times of the reserved usage.

Ms. Diane Wheeler, North Hampton's Interim Recreation Director assured the Board that she would see to it that there was proper signage placed and further, that there was appropriate media coverage of this planned usage.

Motion / Vote: Mr. Rineman made a motion to approve the request of Athletic Director Carol Dozibrin, authorizing the use of the Dearborn Park tennis courts by WHS for a period of approximately eleven weeks commencing with the week of March 21, 2005. The times of approved usage by WHS to be from 3-7 PM daily and on Saturdays from 8 AM – Noon. On days of match play, (M,W,F) the courts may be used by WHS until the conclusion of the matches, with the understanding that the match play may extend slightly beyond 7 PM. Further, that approval and use is granted contingent on the Town being named as an additional insured on the insurance coverage carried by WHS for such activities; and that a Certificate of Insurance depicting such be provided to the Town prior to WHS beginning use of the tennis courts. Ms Creighton seconded the motion. The vote was unanimous and so moved. 3-0.

D. Visiting Nurses Association – Local Health Care Initiatives

Mr. Pardue advised the Board that he had recently met with Ms. Kathy Larkin of the Seacoast VNA for the purpose of discussing additional healthcare outreach programs for the residents of North Hampton. Mr. Pardue advised that he and Ms. Larkin agreed that the VNA would offer an additional healthcare offering to residents and employees alike on the third Thursday of each month, beginning February 17, 2005. The programs will be held in the Mary Herbert Room and will include programs such as blood pressure screening and blood glucose screening. The offerings will be free of charge* to residents and employees.

*The fee for such programs having been included in the Town's annual contribution to the VNA.

E. Prepare for Deliberative Session Presentation

The Board, Mr. Pardue, Ms. Pohl and Mr. Conklin discussed the draft PowerPoint slide presentation and the logistics as related to presenting information to attendees of the deliberative session.

Discussion included revenue projection for the upcoming 2005 – 2006 fiscal year. Richard Mabey, Code Enforcement Officer, advised the Board of his revenue projections and suggested that a future meeting there be discussion related to increasing the building, electrical and plumbing fees charged by the Town.

Mr. Rineman discussed impact fees. Mr. Mabey advised that this topic has been under discussion by the Planning Board. Mr. Mabey discussed the philosophy associated with the charging of impact fees and further cited the required uses for impact fees collected by the Town.

Mr. Gould advised that one of the requirements for the charging of impact fees is having a Capital Improvement Plan and Master Plan in place. The Town does have both of these required documents in place.

The Board et al continued in preparing for the deliberative session.

III. Administration / Business

A. Town Administrator's Report

Mr. Pardue, following-up on a Board question of last meeting, advised the Board that he had inquired of Mr. Bob Strout, Road Agent, as to the practice of the Town in regard to snow removal at the cemetery. Mr. Strout cited that the Town does not plow the cemetery. Mr. Strout further advised that, "If Kendall has a funeral, he will have the person who digs the graves do some plowing in order to allow for vehicles to park off the roadway". This was the case recently when members of the Board heard of some plowing of the cemetery.

B. Correspondence

Mr. Pardue advised the Board that he had received a letter from a citizen, Bill Rushforth of 9 Beau Monde Drive, in which Mr. Rushforth expressed his displeasure of having his mailbox knocked down by a snowplow following the most recent blizzard. Mr. Pardue distributed copies of Mr. Rushforth's letter to the Board.

Mr. Rushforth's letter proved informative as related to the physics associated with the uprooting of his mailbox while snow was being removed from the road he resides on. In particular, the calculations provided in the letter stating, "that the magnitude of this force is equal to the mass of the truck times its velocity squared divided by the radius of its path" were helpful in understanding the causative factors leading up to the damaged mailbox. Further, the example illustrated in the referenced letter, citing, "if the plow truck weighs 6000 lbs., is traveling at 20 mph or approximately 30 fps, and the radius of Beau Monde circle is 400 feet, then 13,500 Newtons or 3000 pounds of force is generated" were also enlightening.

Mr. Strout was provided a copy of Mr. Rushforth's letter for his review and edification. Mr. Pardue advised the Board that he has asked Mr. Strout to be aware of the possible force being generated during periods of snow removal so as to minimize the damage to mailboxes in the future. Mr. Strout will discuss this matter with his personnel in preparation for future snowstorms.

IV. Temporary Adjournment

The Board, having no further business to conduct until 3:00 p.m., temporarily adjourned the meeting. Mr. Rineman made a motion to temporarily adjourn the meeting at 12:45 p.m. and to reenter session at 3:00 p.m. Ms. Creighton seconded the motion. The vote was unanimous and so moved. 3-0.

V. Reconvening of Meeting

The meeting reconvened at 3 PM in the Selectmen's Conference room. Present were Selectmen Gould, Rineman and Creighton and Brad Covert, a North Hampton resident and architect who kindly volunteered his time to assist in the preparation of a "scope of work" description for the Architectural Warrant Article.

Mr. Covert offered a number of suggestions for inclusion in the "scope of work" including dividing it into several distinct phases, having a small committee (with one designated point-person) which would coordinate with the Architect/Engineer, and asking the Architect to present a conceptual plan before showing him/her either the Mires' work product or the MFAC work product.

Selectwoman Creighton volunteered to refine the draft of the "scope of work" and forward it to Mr. Covert for his further comment and input. He expressed a willingness to be available from time to time for informal consultations.

The Board expressed great appreciation for the time that Mr. Covert donated to this effort as well as for his many constructive suggestions.

VI. Adjournment

The Board, having no further business to conduct adjourned from the meeting. Mr. Rineman made a motion to adjourn the meeting at 5:00 p.m. Ms. Creighton seconded the motion. The vote was unanimous and so moved. 3-0.

Respectfully submitted,

Michael Pardue
Town Administrator
(Recorded meeting minutes through temporary adjournment)

Respectfully Submitted,

Donald B. Gould
Chairman
(Recorded meeting minutes of reconvened session)