

Board of Selectmen
Minutes of 05/23/05
Approved 6/27/05

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. Town Office / Police Department Cleaning Services Bid Opening

One bid was received from Zimmerman Cleaning Services. Mr. Gould opened the bid, announcing the bid in the amount of \$250.00 per week.

Motion / Vote: Mr. Gould made a motion to accept the bid from Zimmerman Cleaning Service subject to the review and approval of the Town Administrator. Ms. Creighton seconded the motion. The vote was unanimous and so moved. 3-0.

B. Town Ambulance Fee Discussion

Chief Lambert provided the Board an overview of the Comstar collection process. He also provided the Board a draft policy entitled, Ambulance Service Rates – Billing – Collection.

Chief Lambert advised the Board that Comstar does use a collection agency for their collection efforts. The collection company used by Comstar is First Financial Resources, Inc.

Chief Lambert reviewed the sequence of fee collection efforts normally used by First Financial Resources, Inc. as they attempt to settle outstanding bills. First Financial Resources, Inc. charges a fee of 33.3 % of the collected amount.

Mr. Gould posed a question related to what the Board of Selectmen should do in relation to a policy for ambulance billing services. In posing this question, Mr. Gould offered a variety of options for the Board to consider.

Mr. Rineman suggested the Board use the next few weeks to review the draft policy as was provided by Chief Lambert while weighing the options available to the Town.

Mr. Rineman inquired as to where the funds received for ambulance services are deposited. Chief Lambert explained that the collected funds are deposited in the

Town's General Fund and, that annually a warrant article appears requesting voters to approve placing \$35,000 in a Capital Reserve Fund for the purpose of raising funds for future fire department equipment purchases.

Ms. Creighton asked about the Medicare base rate plus 30% fee reflected in the policy draft. Chief Lambert advised that this is a "usual and customary" fee and that this percentage is equal to that charged by most ambulance service providers.

It was agreed that the Board would use the next few weeks to review the draft policy, seek inquiry as necessary, and address this matter at their June 27th meeting.

C. Street Lighting Discussion – Woodland Rd. – North of Atlantic Ave.

Mr. Pardue provided the Board with an overview of a request made by the Chair of the Street Lighting Committee, Mr. Homer Johnson, for this matter to appear on this evening's BOS agenda. (The document associated with this matter being on the agenda bears a date of April 2, 2001). Mr. Pardue advised the Board that he had spoken to Chief of Police Page, a member of the Town's Street Lighting Committee, about the proposed street light and that Chief Page recommended the Street Light Committee revisit this matter due to the staleness of the referenced document.

Fire Chief Lambert, also a member of the Street Lighting Committee, provided the Board with an in-depth review of the facts and circumstances that led up to the 2001 request for a street light at said Woodland Rd. location. Chief Lambert also advised the Board of some of the hindrances he believed might impact this request.

The Board asked Mr. Pardue to work to reconvene the Street Lighting Committee, asking that they review the recommendation for a street light as reflected on the aforementioned document.

D. Mr. Dennis Kokernak – Cell Tower Discussion

Mr. Kokernak, who was in attendance, asked that his request to appear before the Board to discuss cell tower matters be withdrawn. Mr. Kokernak explained that his attorney was unavailable at this time.

Mr. Robert Field, a North Hampton resident, was present and asked to be notified when the "conflicts test" for attorney Ciandella was completed.

E. Discussion of Combining Duties of Town Clerk and Tax Collector Upon Retirement of the Current Incumbents

Mr. Gould began this discussion by emphasizing that in no way is this topic being presented to suggest a desire to replace the current Town Clerk and Tax Collector. He stressed that the Board is simply taking a proactive approach to this topic so that when

the time does come for the incumbents in these positions to retire, the Town has an action plan in place to fill these very important Town positions.

Mr. Gould recommended that the Town Administrator begin to research what other communities are doing in relation to the combining of the two positions. Mr. Gould cited that he is hopeful that performing due diligence in this area now will identify the pluses and minuses associated with such an effort. Mr. Gould asked that this research include how Town Clerk positions are being compensated in other communities. He cited that he is hopeful to learn the percentage of communities paying Town Clerks a salary as opposed to salary and fees combined etc.

Ms. Creighton stated that she feels this effort is a most appropriate process as it works toward ensuring effective government.

Mr. Rineman further agreed, citing the importance of being proactive and having a plan in place to bring before the voters when the time comes that one or both of the incumbents retires.

F. Performance Bond Discussion – Lafayette Acres / Rt. 1 Self Storage

Motion / Vote: Mr. Rineman made a motion to reduce the performance bond for Lafayette Acres / Route 1 Self Storage at 180 Lafayette Rd. to \$2,500.00 as recommended by the Planning Board in their memorandum to the Board of Selectmen dated May 6, 2005. Ms. Creighton seconded the motion. The vote was unanimous and so moved. 3-0.

G. Performance Bond Discussion – Greystone Village

Mr. Gould provided an overview of the Planning Board recommendation regarding this matter. He further advised the elements associated with a self-calling letter of credit.

Motion / Vote: Mr. Gould made a motion to accept the recommendation and related conditions as set forth in Planning Board Chairman Phil Wilson's letter to the Board of Selectmen dated May 6, 2005 concerning the Greystone Village project; subject to the review and approval of Town Counsel. Ms. Creighton seconded the motion. The vote was unanimous and so moved. 3-0.

H. Appointment of Deputy Treasurer Discussion

Mr. Pardue advised that he had asked to have this item on the agenda. Mr. Pardue stated that he is concerned that the Town does not currently have someone serving in the capacity of Deputy Treasurer, a situation that could be most difficult should Treasurer Fuller become unavailable or unable to perform the duties of the office. Mr. Pardue advised that the appointment of a Deputy Treasurer is an appointment made by the Treasurer, subject to the approval of the Board of Selectmen.

Mr. Pardue asked for the Board's support in asking Treasurer Fuller to work toward appointing a Deputy Treasurer to ensure no disruption in the function of this position should she, Ms. Fuller, become unavailable for any reason.

The Board collectively endorsed the need to pursue this matter in the hopes that Ms. Fuller will work diligently to appoint a Deputy in the very near future.

D. Questions & Comments Related to Above Topics

There were no other questions or comments.

III. Non-Public Session RSA 91-A: 3 II (d,e)

Motion / Vote: Mr. Gould made a motion to temporarily adjourn the meeting at 8:01 p.m. for the purpose of entering into non-public session under the provisions of RSA 91-A:3 II (a,d) for the purpose of discussing a personnel matter and to consider the acquisition, sale or lease of real or personal property. Mr. Rineman seconded the motion. A roll call vote of the Board was taken. Motion passed 3-0.

Motion / Vote: Mr. Rineman made a motion to reconvene the public portion of the meeting at 8:30 p.m. Ms. Creighton seconded the motion. Motion passed 3-0.

IV. Administration/Business

A. Town Administrator's Report

1. PWD – The new playground at Dearborn Park will be delivered June 13th and installation will be performed during that week – weather permitting!!
2. PWD – Contracted street sweeping has been performed – some hand sweeping remains
3. PWD - Bulky Goods Collection Day was 5/21 – very successful
4. PWD – 205 Lafayette Rd. has transferred ownership and Town has changed all electric meters etc. into the name of the new owner
5. PWD – All flags have been replaced
6. PWD – Bob Strout will be at Gunstock for conference & training 6/25 & 6/26
7. REC – 100 summer camp attendees have signed up to date – expecting several more registrants
8. FD – Interviewing for FF vacancy on June 1st

9. CEO – On 6/20 there will be a special meeting on the proposed Woodland Rd. cell tower
10. CEO – On 6/1 (0900 – noon & 1600-1900) there will be a balloon test for the proposed Woodland Rd. cell tower (rain date of 6/6 from 0900-noon)
11. CEO – Working with engineer to determine the need repairs and modifications needed to Old Town Hall building
12. TA – Employee salary/vacation/illness time spreadsheet will be placed in your mailboxes 5/24/05

B. Correspondence

Mr. Pardue distributed to the Board a letter received by Mr. Dean A. Adams of 19 Ship Rock Rd. entitled, "Proposed GridCom Cingular Wireless Tower".

The Board asked that Mr. Pardue write a response on their behalf to Mr. Adams citing that the Board is very aware of the issues presented by the proposal but they, as Selectmen, can take no action, as this is a Planning Board matter. The Board asked that Mr. Adams be assured that the Board of Selectmen is indeed closely monitoring this situation.

C. Notice of Intent to Cut Wood

Mr. Pardue distributed a Notice of Intent to Cut Wood. The Board reviewed this document and signed it.

D. Approval of Minutes

May 09, 2005 – Open Session
May 09, 2005 – Non-Public Session
May 10, 2005 – Public Session

Motion / Vote: Mr. Gould made a motion to approve the minutes of May 9, 2005 Open Session as amended (changing Ms. to Mr. On page 1). Mr. Rineman seconded the motion. The vote was unanimous and so moved. 3-0.

Motion / Vote: Mr. Rineman made a motion to approve the minutes of May 9, 2005 Non-Public Session as written. Mr. Gould seconded the motion. The vote was unanimous and so moved. 3-0.

Motion / Vote: Ms. Creighton made a motion to approve the minutes of May 10, 2005 Open Session as written. Mr. Rineman seconded the motion. The vote was unanimous and so moved. 3-0.

E. Payroll

The Board reviewed and signed off on payroll forms.

F. Manifest

The Board reviewed and signed off on the manifest.

G. Other Business

None

V. Adjournment

Being no further business to come before the Board, Mr. Rineman made a motion to adjourn at 9:01 p.m. Ms. Creighton seconded the motion. The vote was unanimous and so moved. 3-0.

Respectfully submitted,

Michael Pardue
Town Administrator