

Board of Selectmen
Minutes of 10/11/05
Approved 10/24/05

I. Call to Order

Selectman Creighton served as the Chair for this meeting due to the excused absence of Board Chairman Gould. Chairwoman Creighton called the meeting to order at 10:04 a.m. There were also present, Jon Rineman, Selectman and Michael Pardue, Town Administrator. Mr. Pardue served as the Recording Secretary for this session.

II. Selectmen Items

A. Update on the Old Town Hall Engineering Design Effort

Mr. Richard Maybe, North Hampton Building Inspector was present and provided the Board with an overview of the progress related to the redesign of the Old Town Hall as related to reinforcing the floor (load capacity) and bringing the structure into ADA compliance. The Board discussed the fact that a warrant article was passed by voters last March ('05) for repairs to be made to Town buildings.

General discussion ensued concerning the long range plan for location / use of Town buildings. The Board expressed their hope that the Long Range Planning Committee (LRPC) was working on this effort and that they, the BOS, look forward to hearing from the LOPC in the near future.

Additional discussion centered on whether or not fund should be spent on the Old Town Hall at this time until a long range plan / vision is adopted. After considerable conversation and thought, the Board determined it appropriate to move forward in getting the Old Town Hall to a condition that allowed it to be occupied and usable as it will likely be several years before the fate of said building is decided. The Board agreed to continue to pursue having the load capacity brought up to acceptable standards, bring the structure into ADA compliance, repair the roof where it is leaking and then address carpeting and painting the interior as appropriate and as available funding permitted.

b. Code Enforcement / Compliance Update

Mr. Maybe provided the Board with an update on the activities of his office as related to the enforcement of code violations. Mr. Maybe advised the Board further that he has not had sufficient time to aggressively pursue code violations due to a lack of staffing (the Administrative Secretary position responsible to the building department, planning board and zoning board of adjustment is due to be filled on 10/24/05) and more pressing priorities such as agenda postings, abutter notifications etc. Mr. Maybe also

explained that he has had to devote great amounts of time to the cell tower applications and the Rite Aid project. With major projects of this nature, and no clerical assistance, Mr. Maybe stated that he has simply been “overwhelmed”.

Mr. Maybe advised the Board that he has been using the services of Mr. Charles A. Smart, a New Hampshire certified Code Enforcement Officer to address perceived code violations and that this approach has proved most helpful.

Mr. Maybe also spoke of the fact that he and Intern Mike Schwotzer have developed a procedures manual for the Code Enforcement Office that clearly outline the required steps to be taken when applicants petition the building department for a permit etc.

The Board discussed the procedures used by Mr. Maybe when he is addressing an apparent code violation. This discussion included dialogue related to the amount of time provided someone to “fix a violation” before Mr. Maybe issues a citation etc.

Temporary Adjournment of Meeting

MOTION / VOTE: Mr. Rineman made a motion to temporarily adjourn the meeting at 11:00 a.m. for the purpose of meeting with legal counsel (Attorney R. Ciandella). Ms. Creighton seconded the motion. Motion passed unanimously 2-0.

MOTION / VOTE: Mr. Rineman made a motion to reconvene the meeting at 12:05 p.m. Ms. Creighton seconded the motion. Motion passed unanimously 2-0.

C. Investment Policy Discussion

The Board discussed the draft investment policy. Mr. Pardue advised the Board that he had provided the Treasurer, Deputy Treasurer, Budget Committee Chairwoman Dolan and Budget Committee member Conklin with a copy of the draft policy as previously requested by the Board. Mr. Pardue advised that he was aware that Mr. Conklin had some comments to offer on the policy and that he, Pardue, expected to receive those comments soon.

D. Question and Comments on Above Topics

Ms. Judy Day joined the meeting as an audience member and had questions related to the work of the Code Enforcement Officer. Ms. Day asked about the work being performed by the code officer and the enforcement timeline associated with violations.

Ms. Day asked if there exist policies that outline the handling of violations.

Mr. Maybe described the procedures that are followed when a complaint of a perceived code violation is received. He continued by stating that his steps as related to enforcement are not strictly prescribed by RSA, allowing that he use experience and

sound judgment when dealing with each situation. Mr. Maybe reiterated that every situation he deals with as a code officer is unique and distinct. He explained in detail the Notice of Violation Action (NOVA).

Mr. Maybe explained that he does not currently keep a “log” of each case but that he feels it is appropriate to do so and will begin this practice immediately.

The Board and Mr. Maybe came to consensus that Mr. Maybe will keep a record of the steps (written and verbal) he takes while enforcing a violation. Further, The Board and Mr. Maybe agreed that he will work toward developing a policy that reflects the procedures discussed today.

III. Administration/Business

A. Town Administrator's Report

Mr. Pardue verbally updated the Board on the activities of the staff, citing that the majority of personnel were focused on budget 2006-2007 budget and warrant article development.

B. Correspondence

Mr. Pardue provided the Board with a letter from the Aquarion Water Company which served to advise of water capacities etc.

Mr. Pardue provided the Board with a letter received from the Water Commission. The letter was to the PUC, from the Water Commission, requesting “intervenor status” as related to the proposed rate change by Aquarion.

The Board received a letter from Mr. Ralph Woekel regarding a serious motor vehicle accident that occurred on Hobbs Rd. on October 3, 2005.

Mr. Pardue advised the Board that Chief Lambert had been noticed by the New Hampshire Fire Service Committee of Merit that three members of the North Hampton Fire Department had been selected to receive an award. Those members to be recognized are: Chief Lambert, Lt. Hutchings and Firefighter Henry.

C. Approval of Minutes

Motion / Vote: Mr. Rineman made a motion to approve the Board meeting minutes of September 26, 2005 (Public Session). Ms. Creighton seconded the motion. The vote was unanimous 2-0.

D. Payroll

The Board signed off on payroll.

E. Manifest

The Board signed off on the manifest.

F. Other Business

Mr. Rineman addressed concerns related to the Winnacunnet High School “Spur Roadway”. He cited that the apparent actions between the School Board and the Hampton Board of Selectmen appear to be costing the taxpayers of the four communities comprising the district considerable sums of money.

The Board discussed the idea of creating a Resolution stating their concerns regarding this matter and their offer to assist with resolving it.

V. Adjournment

Being no further business to come before the Board, Mr. Rineman made a motion to adjourn at 12:55 p.m. Ms. Creighton seconded the motion. The vote was unanimous and so moved. 2-0.

Respectfully submitted,

Michael Pardue
Town Administrator