

Board of Selectmen
Minutes of 11/28/05
Approved 12/27/05

I. Call to Order

Chairman Don Gould called the meeting to order at 7:00 p.m. There were also 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

Mr. Gould opened the meeting referencing a correspondence he had received from Bay State Gas. In the correspondence, Bay State Gas cites that they expect to have adequate supplies of natural gas available throughout the winter.

Mr. Gould also referenced a memorandum he received from the Rockingham Planning Commission entitled Municipal GIS Opportunity. Mr. Pardue advised the Board that he too had received this mailing and had forwarded same to the Building Inspector asking for his review and comment. Mr. Pardue also advised that he would ask the building inspector to forward this document to the Planning Board for their review.

A. Introduction of Police Officer Brian Holbrook

Lieutenant John Scippa introduced newly hired police officer Brain Holbrook to the Board and those in attendance. Lt. Scippa provided an overview of Officer Holbrook's educational and professional experience, concluding with assurances that Officer Holbrook is indeed a Boston Red Sox fan.

The Board welcomed Officer Holbrook and praised his being a Red Sox fan.

B. Dry Goods Storage Trailer

Mr. Gould referenced that the Board had visited this topic in a prior meeting, agreeing to have the Town rent a storage facility in which to store highway department equipment. Mr. Gould cited that Road Agent Strout was before the Board tonight to discuss the fiscal advantages to purchasing a storage unit as opposed to renting a unit.

Mr. Strout cited that he had researched the purchase option as previously suggested by the Board. His findings revealed that to rent a storage unit, the cost would be \$2,400 annually. To purchase a unit of equal size and quality, the total purchase price would be \$2,851. Mr. Strout supplied the Board with a photograph of the proposed unit. The Board voiced their collective support for Mr. Strout to purchase the described storage unit, citing the fiscal advantages of purchase vs. lease.

C. Vehicle Use Policy

Mr. Gould advised the Board and those in attendance that Mr. Pardue has circulated a draft Vehicle Use policy to Board members and department heads and that he awaits comments on the draft. Mr. Gould did cite that he, Gould, had provided some revisions to the policy as had Ms. Creighton. Mr. Rineman stated that he was pleased with the draft and the incorporated changes and was awaiting any further comments as may be offered by department heads.

Mr. Gould summarized for those in attendance that a primary element of the policy cites that Town owned vehicles be may operated by Town employees only and not by persons serving as elected officials of the Town. The Board asked that this policy, following the suggested revisions, be included on the next BOS agenda.

D. Warrant Article Discussion

Mr. Pardue advised the Board that the Articles previously acted upon by the Board are being reworked and will appear in both a WORD format and in an Excel spreadsheet for ease of reading and interpreting potential financial impact.

Mr. Pardue presented to the Board the remaining “money” articles needing the Board’s review and action prior to submission to the Budget Committee.

Digitization of Municipal Records: Mr. Pardue advised the Board that the staff had been performing some initial research relative to the digitizing of Town records. He pointed out some of the benefits of this effort. He acknowledged that Ms. Creighton had posed a question about what technological direction should the Town consider after record digitization, citing a vision window of ten or so years from now. Ms. Creighton stated that her concern was that we consider future technology advancement problems (that may cost the Town time and money retrieving digitized records) before a decision is made. Mr. Pardue stated that he really could not forecast where technology advancement will lead us in ten plus years but that he felt the Town had to “stay-in-step” with technology in years to come.

Mr. Pardue advised the Board that more research on this topic is needed as the staff had only been in attendance at one presentation and that only one budgetary quote of \$48,000 - \$60,000 had been received. This quote did not allow for the labor envisioned to scan archived documents. Mr. Pardue stated that although he feels this effort is very important, that more research is needed before firm pricing could be offered the Board. Further, he cited that due to the magnitude of other warrant articles being presented this year, this particular article was not, in his opinion, a “must do” for this budget period.

The Board asked that additional research be conducted.

Library Capital Fund for Building or Expansion - \$50,000: Mr. Gould spoke of other municipal building warrant articles that will allow for monies to be earmarked for

municipal building planning / design / construction / expansion of municipal buildings. Mr. Gould stated that he did not agree with having a separate article solely for library building needs.

Mr. Rineman stated that he agreed with Mr. Gould, feeling that a single fund should exist for municipal building needs. Mr. Rineman stated that he believes that much support exists for hiring an architect to perform a Needs Analysis of the municipal functions and building space needs etc.

The Board discussed the need to ensure that they properly word the proposed building fund warrant article to allow for a Needs Analysis, architectural design work etc. so that efforts of this nature may begin to move forward.

Ms. Creighton, stating that she was speaking as a Library Trustee, expressed that the Trustees of the Library are concerned that if a single warrant article for municipal building needs is advanced, the library will not be high on the list of building priorities because the library needs would end up competing with public safety needs.

Mr. Rineman asked when the library was constructed. Ms. Creighton stated that the current library building was built in the early 1970's. Mr. Rineman stated that he believes the highway garage must remain the highest building priority.

The Board debated the idea of a separate library building warrant article for several minutes.

MOTION/VOTE: Mr. Gould made a motion to not support the proposed library warrant article. Mr. Rineman seconded the motion.

Ms. Creighton stated that \$50,000 is not a lot of money for this effort when considering \$200K for a Town Building fund. Ms. Creighton restated her belief that this is a much needed warrant article. Mr. Rineman stated that he believes this is a duplication of a funding request.

The question was moved. The vote was 2-1 with Ms. Creighton opposed.

Demolition of 239 Atlantic Ave.: Mr. Pardue advised the Board that the Town's building inspector, Richard Maybe had received a newly revised quote for the demolition of the structure located on 239 Atlantic Ave. The quote is for \$18,000 but does not allow for removal of any asbestos and calls for "collapsing" the foundation. Further, the quote does not allow for placing gravel on the site.

The Board expressed some concern as to the unknown cost for asbestos removal although reports from the building inspector suggest a minimal amount of asbestos appears to be in the building. Further, the Board expressed concern with collapsing the foundation which might result in a "mud hole" on the site. Road Agent Strout, who was

in the audience, suggested the site should be covered with a “bony gravel” which would allow for future parking etc.

The Board asked Mr. Pardue to ask the building inspector to have an additional assessment of the asbestos content performed and to obtain a budgetary figure for the eradication and disposal of such material. In addition, it was asked that Mr. Strout provide a price for a sufficient amount of “bony gravel” to prepare the site following demolition.

Once additional pricing information is obtained, The Board will again review this article.

Cemetery Warrant Article: Cemetery Trustees were present to discuss the need for improved and expanded maintenance, office and meeting quarters. Further, it was expressed that there is a need to clear four additional acres as sufficient / appropriate burial space is rapidly becoming a concern. The Trustees indicated the need to renovate an existing garage and construct a 30’x30’ building to be used to house equipment, meet with clients, house records etc. The figures presented by the Trustees were \$52,000 for a building effort and \$6,500 for the clearing of the land previously referenced. Much discussion ensued about the need for this effort.

Mr. Gould stated his support for this article as did Ms. Creighton. Mr. Rineman agreed with the need for this article. Ms. Creighton suggested there be consideration for two articles, one for the building project and one for the clearing of the land so that voters could consider each Article separately. The Board reached consensus with this approach and voiced their support for the two article concept.

As the Board was preparing to move the Non-Public portion of their meeting, Ms. Laurel Pohl asked if the Board would allow “other business” discussion at this time so she could speak with them. The Board agreed to do so.

OTHER BUSINESS DISCUSSION

Ms. Pohl stated that she had been reworking the New Hampshire Department of Revenue (DRA) Tax Calculation spreadsheet and that she had found a “tax rate calculation error” in the formula being used by the DRA. Mr. Gould stated that he had only received notice of Ms. Pohl’s claims just prior to this meeting and that the Board was not in any position to discuss this matter at this time. After some discussion, the Board asked Mr. Pardue to forward Ms. Pohl’s concerns and related calculations to the DRA and ask that if the DRA does in fact determine that they have been using an improper formula, they please immediately notify the Town of North Hampton.

Mr. Mike Hart, owner of the Hampton Airfield addressed the Board relative to permission to cut down some trees on land owned by the Town on Cedar Rd. He cited too that if the Town was indeed going to pursue the sale of its property on Cedar Rd., he be given notice of such effort as the State may be interested in this effort.

E. Questions and Comments on Above Topics

None.

Motion / Vote: Mr. Rineman made a motion to temporarily adjourn the meeting at 9:01 p.m. for the purpose of entering into non-public session under the provisions of RSA 91-A:3 II (a, e) for the purpose of discussing a personnel matter and a possible legal matter. Ms. Creighton seconded the motion. Motion passed unanimously 3-0.

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

Motion / Vote: Mr. Gould made a motion to reconvene the public portion of the meeting at 10:04 p.m. Mr. Rineman seconded the motion. Motion passed 3-0.

Motion/Vote: Mr. Rineman made a motion to accept the recommendation of Attorney Robert Ciandella as related to the lease/purchase agreement with Richard and Gaylee Robinson for 205 Lafayette Rd. Ms. Creighton seconded the motion. Motion passed 3-0.

IV. Administration/Business

A. Town Administrator's Report

1. FD – Engine 3 batteries need replacing. Four batteries at \$100 each – an unplanned expense.
2. FD – Rise in O.T. due to numerous mutual aid calls in the area – types of fires have required extended on-site periods. Fires have been in Exeter and Portsmouth primarily.
3. PD – Phase II of video cameras and locks installation underway – Homeland Security funding.
4. PD – Chief Page securing pricing for a generator at the NH School – working with Charlie B. on this matter.
5. PWD – Repairs account already over drafted with (8) months remaining in FY.
6. CEO – K&N engineering report on Old Town Hall has been received. Red working with K&N to write RFP for structural repair effort.
7. CEO – Awaiting revised price for demolition of 239 Atlantic Ave.
8. CEO – Proposed sign ordinance hearing scheduled for 12/19/05.
9. AA – New software working well – now transmitting payroll electronically.
10. AA – Flu shots STILL delayed – TBA.
11. REC – Santa will be visiting on 12/3 at the UCC from 6-7:30 p.m. Santa's visit follows the tree lighting ceremony.

B. Correspondence

None at this time – please see two items discussed at the opening of this meeting as noted on page 1 of these meeting minutes.

C. Appointment Papers of Ms. Shirley Carter

The Board signed the appointment papers appointing Ms. Carter to the Conservation Commission as had been voted upon at the 11/14/05 BOS meeting.

D. Approval of Minutes

No minutes were available for approval at this meeting.

E. Payroll

The Board reviewed and signed two weeks of payroll forms.

F. Manifest

The Board reviewed and signed two manifests.

G. Other Business

Conducted earlier in the meeting prior to Non-Public Session.

V. Adjournment

Being no further business to come before the Board, Mr. Gould made a motion to adjourn at 10:40 p.m. Ms. Creighton seconded the motion. The vote was unanimous and so moved. 3-0.

Respectfully submitted,

Michael Pardue
Town Administrator