

Board of Selectmen  
Minutes of 01/09/06  
**Approved 2/13/06**

***The proceedings of this meeting are available in audio format. To request a copy of the audio format, please contact the Town office at 603-964-8087.***

## **I. Call to Order**

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

## **II. Selectmen Items**

### **A. Acceptance of Resignation of Jon Rineman**

Mr. Gould advised that Selectman Jon Rineman had resigned his position as a member of the Board of Selectmen, effective 12/30/05, due to professional opportunities and commitments. Mr. Gould and Ms. Creighton referenced the many contributions that Mr. Rineman had made during his tenure as a Selectman.

**Motion/Vote: Mr. Gould made a motion to accept the resignation of Mr. Rineman, stating that he was making the motion with deep regret, while at the same time fully understanding Mr. Rineman's need to resign his position. Ms. Creighton seconded the motion. The vote was unanimous 2-0.**

### **B. Chief Page – Donations to Police Association**

Chief Page addressed the Board, discussing the existence and purpose of the North Hampton Police Department Police Association. Chief Page explained that on occasion, the Department receives a monetary donation, usually in the form of a check, with the payee shown as the North Hampton Police Department or the Town of North Hampton. Chief Page further explained that donations of this nature are typically intended for the Police Association, as is usually verbalized by the parties making said donation(s). Chief Page presented the Board with two checks that had recently been received. One of the checks was issued by LCB Chinese Cuisine in the amount of \$200.00, the other by the Minnie May Drysdale Estate in the amount of \$1,000.00. The Board noted that in both instances it appeared that the donation was indeed intended for the Association and agreed that Chief Page should proceed to handle the checks with this understanding and their, the Board's, support.

### C. Employment of Relatives of Town Employees

Mr. Gould addressed the rumor that Town employees are allegedly hiring their own children in an employment capacity that violates Town policy. Mr. Gould referenced that the concern relates to youth working for the Town's Recreation Department as camp counselors. Mr. Gould explained the process utilized by the Recreation Department Director when recruiting and hiring summer camp counselors and staff members. Mr. Gould stated that following his review of this process, he is completely satisfied that nothing is amiss in this process.

### D. Town Clerk Boat Agent for 2006

Mr. Pardue advised the Board that the Town Clerk is requesting to continue to register boats for the year 2006 and that he, Pardue, is prepared to issue a letter on behalf of the Town supporting this effort if the Board is in agreement. Mr. Gould read aloud the letter Mr. Pardue had drafted.

**Motion / Vote: Mr. Gould made a motion to authorize the Town Clerk to continue as a Boat Agent for 2006. Ms. Creighton seconded the motion. The vote was unanimous and so moved 2-0.**

### E. Town Hall Renovations

Mr. Gould provided an overview of the circumstances leading up to the development and issuance of a Request for Proposal (RFP) for renovation work to be performed at the Old Town Hall.

It was noted that only one bid had been received in response to the RFP for work to be performed on the structural deficiencies at the Old Town Hall. Mr. Pardue advised the Board, and those in attendance, that the bid presented is from Mr. Jim Wheeler, husband of Recreation Director Diane Wheeler.

Mr. Gould opened the unsealed envelope and read aloud Mr. Wheeler's bid price of \$2,281.02. Mr. Gould noted that Mr. Wheeler's bid was the only bid received for this effort.

**Motion / Vote: Mr. Gould made a motion to accept the bid of Mr. Jim Wheeler for the total price of \$2,281.02. Ms. Creighton seconded the motion. The vote was unanimous 2-0.**

### E. Tree Pruning at Commons

Mr. Gould reminded those in attendance that at the last meeting of the Board, a bid for tree pruning had been received and that the Board had asked Mr. Pardue to secure another bid for comparison purposes. Mr. Pardue presented the Board with a bid for

tree pruning at the Commons as submitted by Knowles Tree Service, Inc. The bid was in the amount of \$1,200 and allowed for the pruning of 25 maple trees.

Mr. Gould referred to the previous bid received for this effort (as was addressed at the Board's 12/27/05 meeting). That bid, submitted by Ralston Tree Service, was in the amount of \$885.00.

The Board discussed the pricing and the scope of work proposed by each respondent. It was noted that the bid from Knowles allowed for the pruning of 25 trees where the bid from Ralston was less specific.

**Motion / Vote: Mr. Gould made a motion to accept the Ralston Tree Service bid in the amount of \$885.00 with the condition that the proposed scope of work allowed for the pruning of twenty-five (25) trees or more. Ms. Creighton seconded the motion. The vote was unanimous and so moved 2-0.**

#### G. Warrant Article Discussion

The Board discussed the motion and vote made at their 12/27/05 meeting regarding the warrant article addressing the concept of adjusting the Board of Selectmen from the current three member Board to a five member Board.

**Motion / Vote: Mr. Gould made a motion to not advance the proposed article intended to expand the Board of Selectmen to five members. Ms. Creighton seconded the motion. The vote was unanimous and so moved 2-0.**

Ms. Creighton referenced earlier discussions she had with Mr. Pardue regarding his suggestion that the Town of North Hampton needs to consider having a full-time Town Administrator. Mr. Pardue stated that he strongly endorses the Town moving toward a full-time administrator as the work load and management needs of the Town warranted someone in this position to work full-time.

Ms. Creighton asked about the timing of such a move, as the 2006-2007 budget development was now drawing to a close. Mr. Pardue agreed that to move forward with this initiative at this time was appropriate. Mr. Pardue stated that the position will require appropriate funding and that if the position and funding is approved by voters, the Town should strive to have the full-time position filled on or about October 2006. He offered this as a target date as it would allow the newly hired person to be "on-board" at the inception of the budget development process.

Mr. Gould stated that he too, had had many previous discussions with Mr. Pardue concerning this idea and that it appeared to be a positive direction for the Town to move toward.

**Motion / Vote: Ms. Creighton made a motion to include a warrant article on the Town Warrant asking voters to approve the position of a full-time Town Administrator and that the Article include appropriate language regarding the compensation for said position. Mr. Gould seconded the motion.**

Mr. Richard Betcher, a member of the audience, inquired as to Mr. Pardue's current hourly rate of compensation as a contractor to the Town. Mr. Pardue responded that his hourly rate is \$55.00 and that he receives no benefits.

**The vote was called. The vote was unanimous and so moved 2-0.**

The Board very briefly discussed the idea of moving from the current SB-2 form of Town meeting back to the conventional style of Town meeting. The consensus of the Board was to not recommend any change from the SB-2 format at this time.

Ms. Creighton raised discussion regarding the combining of the positions of Town Clerk and Tax Collector. Ms. Creighton referenced data she had received from the LGC regarding the combining of the two aforementioned positions.

Ms. Creighton further referenced having personally performed a survey of surrounding communities regarding the Town Clerk and Tax Collector positions. Her research included the compensation format and funding levels for said positions. Ms. Creighton stated that following her research; she believes the Town would be well served to combine these two positions.

The Board discussed having one article on the Town Warrant that would ask voters to combine the positions of Town Clerk and Tax Collector and another article that would restructure the Town Clerk's compensation from the current salary plus fees to salary only.

**Motion / Vote: Mr. Gould made a motion to advance a warrant article asking voters to approve the combining of the positions of Town Clerk and Tax Collector, resulting in a single position, to take effect upon voter approval at the March 2007 Town meeting. Ms. Creighton seconded the motion. The vote was unanimous and so moved 2-0.**

**Motion / Vote: Mr. Gould made a motion to restructure the compensation of the Town Clerk's position to "salary only" as opposed to the current salary plus fees compensation format. Ms. Creighton seconded the motion. The vote was unanimous and so moved 2-0.**

**Motion / Vote: Mr. Gould made a motion to remove the proposed warrant article placing \$35,000 in the Fire Department Capital Reserve Fund and, to authorize 100% of revenues raised from ambulance service billing and collection to be used for fire department capital equipment. Ms. Creighton seconded the motion. The vote was unanimous and so moved 2-0.**

The Board discussed placing a warrant article of the Town Warrant regarding the placement of an electrical generator at the North Hampton School should the need to use the school as an emergency shelter arise. The Board discussed a price proposal of \$48,600 as had been received by Chief Page for the generator.

**Motion / Vote: Mr. Gould made a motion to include a warrant article on the ballot requesting voters to approve the purchase of an emergency generator to be located at the North Hampton School in the event the school is activated as an emergency shelter and power is out. The amount requested to be \$48,600 with funding to come from taxation. Ms. Creighton seconded the motion. The vote was unanimous and so moved 2-0.**

#### H. Budget Discussion

Deputy Fire Chief Landry addressed the Board regarding the Fire Department Vehicle Maintenance budget line. Deputy Landry stated that there is a need to add additional funds to the proposed FD vehicle maintenance line in the amount of \$1,300, the funds to be used to refurbish the 10 year old Ford Explorer used by Chief Lambert.

The Board reached consensus to include the requested \$1,300.00 in the Fire Department Vehicle Maintenance budget line for the FY 2006-2007.

#### I. Discussion of Alternatives for Filling Vacancy on Board of Selectmen

Mr. Gould provided an overview of the RSA requirements related to filling a vacancy on the Board of Selectmen. Mr. Gould referenced that the RSA states that the Board "shall" fill a vacancy and that he feels it most important to try to do so immediately. Ms. Creighton agreed with Mr. Gould's comments.

Ms. Creighton stated that she had given great thought to this effort and that she had developed a list of potential "candidates" that she would feel comfortable in appointing to fill the vacancy created by Mr. Rineman's resignation. The Board discussed that such an appointment need only serve until after the March vote.

Ms. Creighton offered her list of potential candidates to Mr. Gould for his review and consideration. Mr. Gould viewed the list. The Board discussed the "issues" related to appointing a member of the BUDCOM to the Board of Selectmen and the fact that the person would not be able to serve on both boards.

Mr. Gould referenced seeing the name of Mr. Chuck Gordon on Ms. Creighton's list. Mr. Gould spoke very favorably of Mr. Gordon's professional background, proven capabilities as related to Town government and commitment to the Town. Ms. Creighton stated that those qualities were precisely the reason Mr. Gordon's name appears on her list.

Mr. Robert Gamlin, a resident of North Hampton, and prior Selectman, offered his services to fill the vacancy on the Board. Mr. Gould and Ms. Creighton both thanked Mr. Gamlin for his offer of assistance.

Ms. Jenifer Landman, a previous Selectwoman, spoke favorably of appointing Mr. Gordon to fill the vacancy on the Board of Selectmen.

**Motion / Vote: Mr. Gould made a motion to appoint Chuck Gordon to fill the vacancy on the Board of Selectmen as was created upon the resignation of Mr. Jon Rineman. Ms. Creighton seconded the motion. The vote was unanimous and so moved 2-0.**

**Motion / Vote: Ms. Creighton made a motion to temporarily adjourn the meeting at 8:38 p.m. for the purpose of entering into non-public session under the provisions of RSA 91-A:3 II (d, e) for the purpose of discussing the acquisition, sale or lease of real or personal property and a possible legal matter. Mr. Gould seconded the motion. Motion passed unanimously 2-0.**

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

**Motion / Vote: Ms. Creighton made a motion to reconvene the public portion of the meeting at 9:10 p.m. Mr. Gould seconded the motion. Motion passed 2-0.**

## **IV. Administration/Business**

### **A. Town Administrator's Report**

1. PD – Chief Page securing pricing for a generator at the NH School – working with Charlie B. on this matter. Believed to be \$48,600 – confirming.
2. CEO – Appraisal work on Town owned Cedar Rd. property is underway. Expected for the 1/23/06 BOS meeting.
3. CEO – Attending a seminar on ADA compliance on Wednesday, 1/11/06.
4. CEO – No bids yet received regarding the work needed on the Old Town Hall.
5. AA – Town Report submissions are due ASAP.
6. AA – Auditors are on-site 1/18 & 1/19.
7. AA – Draft Town Meeting Warrant complete and at DRA for review.
8. Rec – Diane at State of New Hampshire training conference for recreation personnel on 1/12 & 1/13.
9. FD – Engine #3 is out-of-service due to mechanical problems. A coolant line seems to be the problem.

10. FD – Chief Lambert in Concord at FD meetings 1/12 & 1/13.

B. Correspondence

None.

C. Abatement Request

The Board signed-off on one abatement.

D. Approval of Minutes

**Motion/Vote: Mr. Gould made a motion to approve the public and non-public BOS meeting minutes of 12/27/05. Ms. Creighton seconded the motion. The vote was unanimous 2-0.**

E. Payroll

The Board reviewed and signed two weeks of payroll forms.

F. Manifest

The Board reviewed and signed two manifests.

G. Other Business

None.

**V. Adjournment**

Being no further business to come before the Board, Mr. Gould made a motion to adjourn at 9:44 p.m. Ms. Creighton seconded the motion. The vote was unanimous and so moved. 2-0.

Respectfully submitted,

Michael Pardue  
Town Administrator