

Board of Selectmen
Minutes of April 9, 2007
Approved June 25, 2007

I. Call to Order

Chair Creighton called the meeting to order at 7:07 p.m. Also present were Selectman Salomon, Interim Town Administrator Philip Munck and members of the public. Mr. Munck served as the Recording Secretary for this session.

II. Selectmen Items

a. Channel 22. Laurel Pohl informed the Board that a \$15 per month charge for background music has appeared on the North Hampton School's Comcast bill that they are unwilling to pay. She said that the school would like to be reimbursed approximately \$67 for past charges. She said that the Cable Television Committee would likely begin to accumulate operating expenses in the near future. She also said that the Committee was preparing to order another set of head end equipment which would be used to broadcast Town board and committee meeting. Unless portable equipment is purchased, the location of the head end would determine where meetings would have to be held to be on Channel 22.

The Board reviewed the warrant article setting aside Cable Television and confirmed that they funds can only be used for the purchase of equipment. The Board agreed that the Town can pay for the background music. The need for a projection of operating expenses by the Cable Television Committee was stressed.

b. Webster at Rye. Mr. Salomon brought up the fact that once the proposed development is designated as having regional impact, the Board of Selectmen has responsibilities for monitoring the project since the Town becomes an abutter. He said that Mr. Wilson and Mr. Kroner have attended meetings on behalf of the Town.

c. Audit Status. Mr. Munck reported that the FY04-05 audit report was near completion and that approximately two additional field days of work would be required to complete the FY05-06 report. He said that he is in regular communication to expedite completion of the reports.

d. Code Enforcement Complaint Status. The Board reviewed the status of open code complaints.

e. Town Administrator Recruitment. The Board set a goal of completing a draft of the Town Administrator job description by April 23 and to post the position shortly thereafter.

- f. Debt Service Accounting. Mr. Munck reported that accounts have been established for budgeting and paying principal and interest payments and that it will be important to review these accounts at budget preparation time.
- g. Cherry Road Recycling Committee. Chair Creighton said that now that the Town has voted to retain the recycling facility, it is important to maximize the utilization and revenue return of it. The Board agreed that a committee should be established for this purpose.
- h. Telephone System Repair. The Board reviewed the options of replacing the telephone system's voicemail module, which has been failing frequently in the recent past, for approximately \$6,700, replacing the entire system module (including the voicemail module) at a cost of approximately \$15,000, or replacing the entire telephone system. Mr. Munck said that an entire new system would probably cost at least twice as much as the system module alone because of the cost of replacing the desk sets.

Moved by Mr. Salomon, seconded by Ms. Creighton that the Town Administrator be authorized to purchase a new system module on obtaining a firm quotation on the price and identifying the source of funding for it. Motion carried unanimously.

III. Administration/Business

- a. Route 111 Sidewalk Project Manager Bids. The Board opened and read the names and gross price quotations from the following:

Seacoast Engineering LLC - \$10,155

VIS Construction Consultants – time and materials not to exceed \$31,100.

The Board referred the bids to the Route 111 Sidewalk Committee for recommendation.

- b. Fire Department Needs Study. The Board opened and read the names and gross price quotations from the following:

Donald I. Jacobs Consulting - \$13,500

Management Advisory Group - \$29,300

Municipal Resources Inc. - \$29,750 (if all options are selected)

Mr. Munck again reminded the Board that he is an associate of Municipal Resources Inc. and is engaged as Interim Town Administrator through the firm. He said it would be a conflict of interest to participate in a process to select the successful offerer for this proposal.

Moved by Mr. Salomon, seconded by Ms. Creighton that Michael Pardue be engaged to review the proposals and to meet with the Long Range Planning Committee and the Fire Chief, prepare a matrix comparing the three proposals and recommend an award to the Board. The project is to have a budget of 20 hours. Motion carried unanimously.

- c. Treasurer's Report. The Board received and reviewed a report from the Treasurer.

d. Fire Department Eligibility List. Chief Lambert explained the need to perform some testing through the N. H. Fire Academy to establish an eligibility list for lieutenant in the Fire Department.

Moved by Mr. Salomon, seconded by Ms. Creighton that the Fire Chief be authorized to conduct a lieutenant's promotion exam. Motion carried unanimously.

e. Chair Creighton said that she had received a letter from Aquarion Water Company concerning a revision to its Water Supply Plan that she had referred to the Water Committee.

f. Fire Department Legal Representation.

Moved by Mr. Salomon, seconded by Ms. Creighton that the Fire Chief be authorized to obtain legal representation to process a grievance. Motion carried unanimously.

g. Minutes

Moved by Mr. Salomon, seconded by Ms. Creighton that the minutes of Selectmen's meetings of February 26, and March 26, 2007, be approved. Motion carried unanimously.

IV. Adjournment

At 8:59 p.m., moved by Ms. Creighton, seconded by Mr. Salomon to adjourn. Motion carried unanimously.

Respectfully submitted,

Philip Munck
Interim Town Administrator