



**TOWN OF NORTH HAMPTON, NEW HAMPSHIRE  
SELECT BOARD**

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**MINUTES**

REGULAR MEETING - WEDNESDAY AUGUST 27, 2008 –7PM

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**1. Call to Order & Call of the Roll**

Chair Creighton called the meeting to order at 7:00 p.m.

Members present: Chair Emily Creighton; Selectman Craig Salomon; Selectman Mike Coutu.

Staff Present: Town Administrator Steve Fournier

**2. Non-Public Session – 6:30 PM**

**Selectman Salomon made motion to enter into non-public session. Seconded by Selectman Coutu. Motion carries 3-0** Pursuant to RSA 91-A:3 II (a, c & e) Personnel.

Board came out of non public session and started the public session at 7:00 Chair Creighton called the public meeting to order at 7:00

**3. Consent Calendar**

There was no consent calendar for this meeting.

**4. New Business**

*4.1 Setting of Polling Places for September Primary and November General Election*

Chair Creighton informed the board that the September Primary will take place on the September 9, and will be held at the Town Hall. Chair Creighton asked Selectman Salomon and Selectman Coutu which hours they would like to staff the polls as it is a requirement that a board member is present at each election. Selectman Salomon stated he would take the 8:00 a.m. – 12:00 p.m. shift, Selectman Coutu stated he would take the 12:00 p.m. – 4:00 p.m. shift, and Chair Creighton stated she would take the 4:00 shift and will stay until the end. Chair Creighton stated to Selectman Salomon and Selectman Coutu that they needed to return to the polls when the polls close in order to sign the ballot that is a requirement of the Secretary of State.

. Chair Creighton explained to members of the audience that the election will be held at the North Hampton School and that voters, voting in the State Primary Election would have to stay with their party's ballot unless they met the deadline to change their political affiliation with the Supervisors of the Checklist.

*4.2 Planning Board Request to Site Plan Violations*

Selectman Salomon stated that he had two items to bring before the Select Board regarding violations of site plans. Selectman Salomon stated that the old Aubuchon Hardware building has scooters outside for sale, and that they had not come before the Planning Board to get a change of use approval. Selectman Salomon also stated that the exotic car dealership next to Subway on Lafayette Road had been given a

change of use, but that it stated that there weren't to be any cars for sale parked out by the roadway, and they are. Selectman Salomon stated that he would like for the Code Enforcement officer to check on these violations. The Board received an email from Shep Kroner, Vice Chair of the Planning Board, stating that he would like to have the Code Enforcement officer check on two new signs on Lafayette Road that are potentially in violation. Selectman Salomon echoed Mr. Kroner's comments by restating what was in that memo - that the Abercrombie Seafood Grille sign is internally lit which is in violation and Selectman Salomon also stated that the Al's Seafood sign appears to be too big, and that it needs to be measured. Selectman Salomon recommended that the Planning Board come up with a policy and procedure on violations and have the Select Board approve/review it. Chair Creighton stated that too many violation complaints are falling through the cracks. Selectman Coutu stated that he would like Red to commit to a process to provide the Select Board with updates, outstanding violations, and the status of, so that violations are addressed in a timely manner. Selectman Salomon stated that he would like to see the two site plan violations placed on the agenda in 30 days so that the Select Board can follow up. Selectman Salomon stated he would also like the have the Planning Board propose a policy as mentioned before, and also follow up on the status of the Code Enforcement officer's recordkeeping.

#### *4.3 Discussion of Select Board's Representative to the Planning Board*

Chair Creighton stated that the Select Board had not appointed an alternate to serve on the Planning Board, and that she is willing to volunteer for this position.

**Motion by Chair Creighton to be appointed alternate representative to the Planning Board. Seconded by Selectman Coutu. Motion carries 3-0.**

#### *4.4 Minutes Protocol*

Chair Creighton stated that useful minutes are complete and accurate and that the minutes protocol will help the board to achieve these two goals. Selectman Coutu informed the Select Board of the recommendations of Attorney Bob Ciandella regarding the policy recommendations on meeting minutes. Attorney Ciandella stated that once the minutes are approved the DVD or tape recording can be destroyed immediately, unless the Town chooses to keep them. Selectman Coutu stated that if the DVD or tape recording is not destroyed and a litigation arose where by the minutes taken do not address the issue in question, a DVD or tape recording would be considered as part of the government's records. Selectman Coutu stated that the Select Board's policy states that DVD or tape recordings must be kept not less than three years. Selectman Salomon stated that if we are aware of upcoming litigation that would require information on the DVD or tape that the Town would not destroy.

**Motion by Selectman Coutu to amend the protocol to read that if the Town was aware of any litigation, any video recordings involving the litigation will not be destroyed until such matter is adjudicated. Seconded by Selectman Salomon. Motion carries 3-0.**

**Motion by Selectman Salomon to approve the minutes protocol. Seconded by Selectman Coutu. Motion carries 3-0.**

### **5. Items Laid on the Table**

Chairman Creighton stated that she would like to keep the Channel 22 Policies and Procedures in the forefront, and that she would like the Select Board to have a

workshop to go over the Select Board Rules and Procedures. Chairman Creighton mentioned that Mr. Salomon stated that he would review the draft from a Parliamentary perspective and asked him if he would let the Board know when he is ready for a meeting to discuss the draft. All were in agreement.

## **6. Report of the Town Administrator**

### **Town Wide Valuation Update:**

The Town Administrator stated to the board that Vision Appraisal has completed its Town Wide Valuation Update and notices have been sent out. New values, you may call Vision. Appointments can be made with representative of Vision should you desire an informal hearing with a Vision Appraisal employee. Topics of discussion can include: 1) explanations of the valuation and information on the property record card; and 2) market data used to determine indications of value. Vision representatives cannot discuss resultant taxes.

Selectman Coutu stated that he feels that the letter sent by Vision Appraisal was misleading and that it didn't state the changes that have been made only the new valuation. Selectman Coutu also stated that he doesn't understand how real estate values have gone up during this period of economic hardships, housing permits are down, and unsold inventory are at record levels. Selectman Coutu stated that he would like Vision Appraisal to meet with the Select Board and explain their rationale behind the revaluations. Selectman Coutu stated that it is the Select Board's duty and obligation to make sure that the process used in determining the values are fair and reasonable and applied on a consistent basis. Selectman Coutu stated he would like to have Vision Appraisal present the Select Board with facts and figures and statistical data. Selectman Salomon stated he would like Vision Appraisal to give the Select Board a written explanation of the methodology used before the next Select Board meeting.

Vision will be holding informal hearings, by appointment only at the Old Town Hall.

### **HIPAA and the FY10 Budget:**

Town Administrator Fournier stated in informal discussions with colleagues from around the State, there has been conversations on how different communities actually budget for health care benefits. Some communities do as we do and place health care costs in the various departments. Other however, cite the Health Insurance Portability Accountability Act (HIPAA) and state that they budget one line item for all employees under health benefits. Town Administrator Fournier wanted to get a legal opinion on how we should budget these figures under the HIPAA guidelines and asked the NHLGC for their opinion.

The LGC states that under the current rules, health care plans are something that is covered by the HIPAA regulations and are subject to its privacy rules. The areas of concern are one person departments. We cannot place in the budget that which allows the general public to determine the level of coverage a person receives.

Town Administrator Fournier is recommending in the FY10 Budget, a new Expenditure Activity (Dept.) called Personnel Administration be created. Under that department, there would be a line called Health Insurance, which would include the aggregate of all health care costs that were previously in individual departments. We will still report the number of plans offered (e.g. XX – Family Plans @ \$XX,000; YY – Two- Person Plans @ \$XX,000 and ZZ – Single Family Plans @ \$X,000) but we can no longer say that the Town Administrator's Office has a family plan in it (which it does not) unless the employees agree to sign a waiver allowing that information out.

**Telephone Service Provider:**

Town Administrator Fournier explained to the board the he is reviewing our current telephone service with FairPoint Communications and looking for other providers. Town Administrator Fournier recommended that we switch out the telephone to Bay Ring Communications. They provide the same services at a significantly lower cost. They are the telephone provider for a number of municipalities including the Cities of Portsmouth and Dover, and Towns of Rye, Seabrook, and Hampton. The Administrative Assistant reviewed references and they came back positive. They are estimating a monthly saving of about \$842 and an annual savings of \$5,898.

**Energy Conservation:**

Town Administrator Fournier informed the board that based on the Energy Committee's letter of recommendations to the Select Board, a memo was sent to all departments asking them to make Energy Conservation a priority in their budgeting this coming year and their day to day operations. He is looking at swapping out light switches in the Town Offices to have motion sensors that turn on and off when someone is in the office. Also, he has contacted PSNH to see if we can do an energy audit of the buildings.

**Fall Meeting Schedule:**

With the various holidays this Fall, Town Administrator Fournier is recommending that the Select Board change their meeting dates in October and November. In October, the Board will meet on the third and fifth Wednesday of the month (October 15 & 29) and November the first and third Wednesday of November (November 5, 19).

**7. Minutes**

*Regular Meeting- August 13, 2008*

Selectman Creighton stated that the minutes would be reviewed at the next board meeting.

**Adjournment**

**Motion by Selectman Coutu to adjourn. Seconded by Selectman Salomon. Motion carries 3-0.**