



TOWN OF NORTH HAMPTON, NEW HAMPSHIRE

**CONCURRENT MEETING OF THE SELECT BOARD
AND THE BOARD OF HEALTH**

APPROVED MINUTES

WORKSHOP – THURSDAY, 12 JUNE 2014 – NOON
TOWN HALL 231 ATLANTIC AVENUE
NORTH HAMPTON, NEW HAMPSHIRE

Purpose: The purpose of this meeting is to discuss improving the code enforcement complaint process and to address any issues affecting the health and welfare of the Town. The Board of Health consists of the Select Board and the Health Officer. *See* RSA 128:3.

1. Call to Order by the Chair, Mr. Maggiore.

Chair Maggiore called the meeting to order at 12:00 PM. In attendance was Selectman Miller, Selectman Stanton, Town Administrator Apple and Building Inspector/Code Enforcement Officer Kevin Kelley.

2. First Public Comment Session

Public Comment is an opportunity for residents to ask questions, request information and make comments on issues facing the Town. Individuals ordinarily will be given not more than three (3) minutes to speak, and people who have already spoken will be asked to wait until everyone has had the chance to speak once. The total time devoted to this agenda item is fifteen (15) minutes. Individuals who are not able to speak will be given first opportunity to speak during the Second Public Comment Session at the end of the Meeting.

3. New Business

3.1. Discuss Code Enforcement Complaint Process;

Selectman Miller stated he asked to have the workshop to discuss the need to get the Building Inspector /Code Enforcement Officer additional manpower as his workload has increased to a level where it is impossible to keep up with the number of issues happening in the Town of North Hampton.

The Select Board reviewed the job description for the Building Inspector/Code Enforcement, with Town Administrator Apple going over the processes currently being followed, as well as recent changes that were made, including administrative help and calendar scheduling.

Town Administrator Apple stated there are currently eight open wetlands violation cases, at least 15 active enforcement cases and more complaints coming in daily. Discussion ensued regarding the details of “case work.”

Town Administrator Apple stated Mr. Kelley would benefit from part time help. Discussion ensued regarding hiring a Deputy Code Enforcement Officer/Building Maintenance person.

Discussion ensued regarding the Code of Enforcement process and the procedure involved in issuing a Cease and Desist Order.

Selectman Stanton asked how many hours per week would be needed for a part time employee.

Selectman Miller stated the Budget Committee needs to be told that this is a serious issue that must be addressed.

Selectman Stanton suggested going up to as many hours as would not trigger full time designation which invokes medical insurance and retirement.

Chair Maggiore stated he agreed with the need for help in Code Enforcement, but did not agree with having that person also in the role of Building Maintenance.

Motion by Selectman Stanton to empower the Town Administrator to undertake hiring a part time employee for Code Enforcement/Building Inspection up to the maximum number of hours that does not trigger any full time obligations. Seconded by Selectman Miller. Motion carries 3-0.

Motion by Selectman Stanton to allow the Town Administrator to reorganize the town offices to make it more functional and more effective not to exceed \$4,000. Seconded by Selectman Miller. Motion carries 3-0.

3.2. Meet as the Board of Health

Chair Maggiore stated the Select Board sits as the Board of Health by State Statute. Chief Cote reviewed the duties required of him as the Health Officer as well as several of the cases he has handled over the past several years.

Selectman Miller stated he felt it was important for the Board of Health to meet periodically and review issues and to know what is going on in town.

Chief Cote suggested having quarterly Board of Health meetings, and the Select Board agreed to have an agenda item quarterly at their regularly scheduled Select Board meetings.

4. Any Other Item that may legally come before the Board

The Board reserves the right to take action on any item relative to the prudential administration of the Town's affairs which circumstances may require.

Town Administrator Apple stated he had received a letter from the Conservation Commission chair regarding vacancies on the commission.

Mr. Ganotis has asked the Select Board to fill the vacancies with current alternates, Lisa Wilson, Russell Jeppesen. Mr. Ganotis further suggested appointing Anita Pounder and Sally Bruce Stoklosa as alternates.

Motion by Selectman Stanton to accept the recommendations of Lisa Wilson and Russell Jeppesen for full members on the Conservation Commission and for Anita Pounder and Sally Bruce Stoklosa as alternates each with a three year term. Seconded by Selectman Miller. Motion carries 3-0.

Town Administrator Apple discussed an abatement as a result of a BTLA order for Map 002, Lot 036. The Board of Tax and Land Appeals found that the assessment should have been \$5,918,000 and \$5,973,000 for tax years 2011 and 2010, which will result in an abatement for taxes already paid for tax year 2011 in the amount of \$27,735, and for tax year 2010 \$26,029. He further stated this amount will come from the Overlay Account .

Motion by Chair Maggiore to grant the abatements for tax year 2011 in the amount of \$27,735 and tax year 2010 in the amount of \$26,029 for Map 002, Lot 036. Seconded by Selectman Stanton. Motion carries 3-0.

5. Second Public Comment Session

See Item 2, above.

David Buber, 4 Maple Road congratulated the Select Board for demonstrating its wisdom and foresight in affording Kevin Kelley some additional help. Mr. Buber further stated that as Chair of the Zoning Board, he felt it was important to let the Select Board know that the legal line item in the budget must be increased due to the complexity of cases being presented to the Zoning Board.

6. Adjournment

Meeting adjourned at 1:35 PM.

Respectfully submitted,
Janet L. Facella