

Note: Draft minutes are subject to corrections, additions and deletions.

April 07, 2015

PRESENT: Rick Griffin, Chairman  
Rusty Bridle, Vice-Chairman  
Mary-Louise Woolsey, Selectman  
Phil Bean, Selectman  
Jim Waddell, Selectman  
Frederick Welch, Town Manager  
Jamie Sullivan, Assistant Town Manager  
Mark Gearreald, Town Attorney

## SALUTE TO THE FLAG

### I. SELECTMEN'S 2015 GOALS

#### DEPARTMENT OF PUBLIC WORKS – Chris Jacobs

Chairman Griffin: Goals: roads and infrastructure; commit to a 3-year plan.

Mr. Jacobs: if you layout 20 roads over 5 year plan; be flexible because other roads could fall apart that are not in the plan. .

Chairman Griffin: thought a 3-year plan would be better as this board will be here for three years.

Mr. Jacobs: Have a drainage, sewage and road improvement projects, over a 20-year plan.

Chairman Griffin: are you facing extra challenges then in other years? Mr. Jacobs: yes, a lot of moisture in pavement; doing temporary patches but these cold patches do not last, proceeding with permanent patches.

Selectman Bridle: looking towards future; drainage on High Street; keep public better informed.

Selectman Woolsey: need to take a hard look at the highway crew; ventilation in the Waste Water Treatment Plan.

Mr. Jacobs: \$1.385 million bond issue; odor control plan; 2 levels of implementation; replace air handling units in building.

Selectman Woolsey: priorities are: rolling stock, paring down and organizing; wash down shed; shoulders of roads and sidewalks.

Selectman Bean: Congratulations on your position; only \$375,000 spent on roads, which is not much, we need to address the roads and infrastructure, and pay for it.

Selectman Waddell: be proactive rather than reactive; maybe bond issue; trust department heads.

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Chairman Griffin: most importantly, more money is needed for your department.

Selectman Woolsey: not just a matter of money but where we are spending it, staffing needs, and training need to be addressed.

#### TOWN PLANNER – Jason Bachand

Selectman Bridle: Goals: economic development; railroad corridor; downtown; 4-5 years; need to have a committee that deals with the downtown area; HBAC for the beach, need one for Downtown.

Chairman Griffin: Jason, please join us.

Mr. Bachand: I agree; the downtown area has been on my radar; historic is critical; parking; more pedestrian friendly; vibrant area; beach seasonal; maybe grants available.

Selectman Bridle: Exeter, Dover and Portsmouth have rehashed their downtown and look great; proactive thinking; what would be a good way to start.

Mr. Bachand: perhaps it would involve starting another committee; zoning advisory review sub-committee; economic development, pedestrian access, transportation, revitalization of downtown.

Chairman Griffin: Jason has been attending the HBAC meetings; master plan downtown area; biggest comments people want to go downtown; vitality of town.

Selectman Woolsey: need to clarify requirements; change zoning ordinances to meet modern needs; septic systems; wetlands; Taylor River Bridge and Underwood Bridge; public vs private roads; get donation of conservation land.

Selectman Bean: zoning changes from residential to business seasonal; equity is trapped in zoning; economic development.

Mr. Bachand: looking at a zoning advisory review sub-committee, bringing it to Planning Board.

Selectman Waddell: economic development great idea; selectman's job to work with committees; positive attitude.

Selectman Bean: zoning; infrastructure needs; HB616 Chapter 53; roads are an embarrassment; \$19M is in trustees account have money use it, we should be able to use it; page 141 of 2013 Hampton Report bond payments.

Selectman Waddell: value of our town employees should reflect in their pay and how treated; different boards work more cooperatively together.

#### FIRE DEPARTMENT – Acting Fire Chief Jamie Ayotte & Acting Deputy Fire Chief Kennedy

Selectman Woolsey: Staffing needs for Fire, DPW, and Police, very important.

Selectman Griffin: huge concern with staffing fire department; have older long-term employees; physically stressing out employees because carrying double workload.

Selectman Bridle: would like to hear your ideas for staffing; doing good job; are we looking to replace fire inspector position? Acting Chief Ayotte: absolutely it is a necessary position;

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would like to see Ms. Welch become full time; base growth of department on idea; minimum staffing to 9/10; cross training among staff, so more know other fire functions; staff have injuries due to the customers they serve, as the population is growing outward, not older.

Selectman Bean: money in town and state; not getting money; work together.

Selectman Waddell: staffing education process; public needs to know, newspaper does not help with publishing the top salaries, misrepresentation of the real pay reason.

Acting Chief Ayotte: looking at top salaries, the staff is working about 80 hours a week; exceeding their scheduled time at work; they work 48 hours a week away from their family.

Selectman Waddell: the taxpayers need to know the reasons why they are high, not paid high.

Selectman Bridle: public needs to know we are asking them to work those hours.

Acting Chief Ayotte: there is a reason because of our call volume; a lot of real estate to cover; been with the department 30 years.

#### POLICE DEPARTMENT – Chief Sawyer – Deputy Chief Hobbs

Selectman Woolsey: parking and enforcement seminar; need to get a grip on enforcement at beach this summer; parking issues on north beach; numbered streets.

Chief Sawyer: North Shore streets, the streets are narrow and they park on both sides of streets; limited amount of parking available; resident permit parking only; need input from folks that live there.

Chairman Griffin: is that a dire area? Chief Sawyer: for parking, yes, if it cannot fit a cruiser or fire apparatus; maybe one-sided parking or permit parking, limited impact to the businesses.

Selectman Bean: leadership; tight budget; providing and charging for services; but state gets free pass; we continue to spend money that is unreimbursed by the state, and charge Hampton residents, can't continue with less services.

#### TAX COLLECTOR – Donna Bennett

Ms. Bennett: my department goals were met last year when I got my full time employee; customer called and said it is the nicest town she has ever talked with; everyone is like a family.

Selectman Woolsey: great job; rounding the digits off in the calculations very smart.

#### RECREATION DEPARTMENT – Dyana Martin

Ms. Martin: Dept is staffed low to do the programs we have; Tuck Field's use is becoming year round; need 1 park person year-round; need to increase salaries in all Depts., except lifeguards; the Westport Hotel nice opportunity to expand parking.

Chairman Griffin: go look at that property and figure out how many parking spaces; do you think there would 75 spaces? Ms. Martin: maybe; more; the community center for seniors; don't have enough facility space, served 9,000 residents.

Chairman Griffin: do you think it is time for a committee? Ms. Martin: we had 2 before.

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Selectman Bridle: have you talked with the schools; schools talking about community schooling, which would also have community space. Ms. Martin: I agree with you; and to partner with library they need to expand also, serves both users.

Selectman Bean: have problems with parking, have congestion, not convinced more parking is the answer; need a trolley system from uptown to beach to alleviate traffic and congestion; explore what the recreation department can do with marina.

Selectman Waddell: the issue is quality of life; working with schools; more social media.

BUILDING DEPARTMENT – Kevin Schultz – TOWN PLANNER – Jason Bachand

Chairman Griffin: Jason why don't you come up; similar departments.

Mr. Schultz: The Town has a lot of construction happening; very busy season this year; ahead of last year, which was 3<sup>rd</sup> busiest year.

Mr. Bachand: I have worked with Kevin in terms of our zoning ordinance.

Mr. Schultz: worked close together on amendments, and Jason has been a great addition to the Planning Department to work with.

Chairman Griffin: your department is a moneymaker. Mr. Schultz: last year busy permitting, inspections, generating revenue; think this year will surpass last year; 2 very large projects coming up; building everywhere.

Chairman Griffin: have you noticed the results with having Stephanie Welch working at Fire Department? Mr. Schultz: yes, it has been very helpful; starting to work out things; good to have someone there; it is all good; really getting better, great step forward.

Selectman Woolsey: good job on permits; but still losing a lot of money for infrastructure; if we had established impact fees, other than school; missing huge monetary opportunities.

Mr. Schultz: have to be careful you don't want to "fee" yourself out of development; don't want to discourage development; caution, the fees needs to be well thought out.

Mr. Bachand: have on my list of goals to have a discussion into expanding that or not.

Selectman Woolsey: missed opportunity for previous municipal infrastructure.

Mr. Schultz: looking at comparison of fees with other communities; adjustments have been made with other departments in town. Mr. Bachand: we are looking into that also.

Chairman Griffin: it is good that you are looking at other towns what they have done; what have been successful.

Mr. Schultz: wants to make sure we are not behind the curve by looking at other towns.

Selectman Bean: you are a long and valuable employees here; run an important platform; magnificent job, appreciates your work and the Town does as well.

Mr. Schultz: this meeting is a good thing; helpful; 100% behind Mr. Waddell's primary goal.

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#### FINANCE – Kristi Pulliam

Ms. Pulliam: improvements with the budget and budget process; contact school to see how they do their budgets; Paul discussed with her “365 Live”, this is computer related, lay the ground work for that; upgrading the gateway firewall.

Selectman Bridle: how we present it and let the voters know what it is; our budget wasn’t that far off, but we need to do a better job selling it.

Selectman Woolsey: school budget presentations are excellent; their power points presentations are marvelous.

Selectman Bean: compensated absences, we don’t require that be funded; great job with GASB; bonding; future costs to the Town, and the need to educate public.

Selectman Waddell: agree with Rusty on budget; great job on spread sheet; people are visual; and the board can do better job on presentation.

#### ASSISTANT TOWN MANAGER – Jamie Sullivan and LEGAL – Mark Gearreald

Mr. Sullivan: have set up task list; draft job descriptions.

Selectman Bean: very happy to have you aboard.

Selectman Waddell: we have seen the value of the position you have moved into; been positive.

Chairman Griffin: bringing a lot of value; looking toward the future.

Mr. Gearreald: collective bargaining team in house very productive; process from employee standpoint very good; contract negotiations; saved money from not using outside counsel.

Chairman Griffin: do you feel you have learned from the voter’s results and have a direction.

Mr. Gearreald: yes, had voters had more time to be better acquainted with employees giving to town; wasn’t just raises; positive synergy.

Selectman Woolsey: would like to see us consult with these 2 gentlemen on our guidelines for functioning of selectmen’s committees, get guidance on what to expect.

Selectman Bean: rezoning; warrant language; citizen interest; citizen warrant petition article.

#### LEGAL – Mark Gearreald and TOWN PLANNER – Jason Bachand

Mr. Gearreald: other goals for other departments; would Jason Bachand join us; Jason worked on the zoning amendments, which we had more this year in many years and they all passed; best coordinated efforts in years; the goal to achieve better coordination among boards when it comes to plans and developments through the planning board; he has fresh perspective; things running smoother; smoother relations between boards.

#### LEGAL – Mark Gearreald and ASSESSING DEPARTMENT – Ed Tinker

Can I get Ed Tinker up here? We are experiencing large tax based cases; involves abatements by utilities; large utilities trying to pay less than they are paying now; get a lot of large utility cases done this year; accountability.

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Mr. Tinker: revaluation coming up; having struggle getting out in the field; saw growth this year; next year more substantial; values are changing rapidly; staffing going forward; need to visit all sales; will get done but taking time.

Selectman Woolsey: I thought we discussed a part time position, you definitely need more help. Mr. Tinker: yes, we are in the process.

Selectman Bean: going to be busy with abatement cases; done magnificent job.

Selectman Waddell: does great job, benefit to town.

#### ASSORTED COMMITTEES

Chairman Griffin: We like to know what are your mission is; how do you conduct your meeting; agendas; minutes; websites, items to discuss?

#### MOSQUITO CONTROL COMMISSION – Ann Kaiser

Ms. Kaiser: we meet as required; we are in the last year of a 3-year contract; my concern is what is the policy for RFP's when there are only two bidders.

Chairman Griffin: how do you stay in contact with Fred in bringing your information to the town? Ms. Kaiser: we don't do a very good job of that; I receive reports every month along with an invoice; I go over the invoice to make sure it is correct before giving to Finance Department; our budget has been flat for last 4 years; the spray mixture is petroleum based; some for spraying; some against.

Chairman Griffin: do you have a mechanism for listening to both sides? Ms. Kaiser: people can call Dragon Mosquito Control or go on line; can be put on do not spray list; send request to be notified that day; town divided into 3 routes.

Selectman Bridle: when do you post your meetings; if people are interested how would they know? Ms. Kaiser: we post 24 hours in advance at Town Hall and the library.

Selectman Bridle: how many on your committee; is anybody up this year? Ms. Kaiser: Three; I am up this year.

Selectman Woolsey: all the committees need to coordinate with Paul Paquette to make sure agenda is posted on the website and the minutes are posted on the website. Mosquito control does great job with public notice. Ms. Kaiser: I believe it is posted; that is one of the requirements.

Selectman Bean: Ann thank you for your report, you do a fabulous job.

Chairman Griffin: are you looking for more members for your committee? Ms. Kaiser: the wording in statute was for 3 members. Chairman Griffin: does it work well with the three? Ms. Kaiser: it could be better, people are busy. Chairman Griffin: would you like more members? Ms. Kaiser: I think so, yes.

#### ENERGY COMMITTEE – Dick Desrosiers

Mr. Desrosiers: our meetings scheduled first Thursday every month, televised, agenda published to the four members, to Kristina and to channel 22 and put on the energy website, which is linked to town's; working on two projects.

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Chairman Griffin: do you use the town website? Mr. Desrosiers: no, because our website is linked with towns.

Chairman Griffin: you have been on many committees in town, we appreciate all you do.

#### HIGHWAY SAFETY COMMITTEE – Walter Kivlan

Mr. Kivlan: we have a wonderful committee: Larry Douglas, Lt. Gidley and Superintendent Noyes which his retirement made a void, spoke with Chris Jacobs and he was going to speak with Fred as he would like to serve on committee also; just had that discussion tonight. Our focus is to keep people from public comment coming before you complaining about trivia matters that we can correct with police and highway department; we talk a lot about worker safety.

Chairman Griffin: how do you receive the complaints? Mr. Kivlan: Kristina will call me; Linda Stiles would call me if there was call to police station; go and take pictures of complaints; our committee is great; safety is paramount; ordering shirts need to be lime green not orange, orange is illegal; electrical hazard work boots; beautiful sidewalks in Kittery used Federal money.

Selectman Bridle: both committees have purpose, crosswalk safety and signage; better access to parking lot and crosswalks downtown.

Mr. Kivlan: Selectman Waddell is not a fan of signs. Selectman Waddell: in the woods.

Mr. Kivlan: our biggest problem in highway safety is our own town's folks; the complaints are the drivers from our town and they are the biggest offenders.

Selectman Woolsey: Walter, I would like to see what you just described to put on the website. Dick I only found 2 agendas and 2 minutes from 2014. Mr. Desrosiers: we are just starting to do that.

Selectman Woolsey: you are public committees and everybody is entitled to look at it online; if committees have an issue procedurally, maybe look to our Assistant Manager to look for assistance.

Selectman Bean: gentlemen appreciate your contributions to town.

#### CONSERVATION COMMISSION – Jay Diener

Mr. Diener: we meet month on 4<sup>th</sup> Tuesday of every month; our meetings are posted on the town website and the library; also working with Planning Department to include dates of Conservation Commission meetings with letters of people who are applying for permits so they could attend our meetings; we post our minutes at town hall and on the town website.

Chairman Griffin: this information will help us to have standard for all committees.

Selectman Bridle: Jay brings a lot on many committees; are there any openings on your committee? Mr. Diener: are limited to seven full members always looking for more people; no limit to alternates.

Chairman Griffin: is that the way to become member to become an alternate? Mr. Diener: yes, it is a way to ease into commission.

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#### CABLE TV ADVISORY COMMITTEE – Brian McCain

Mr. McCain: we have meetings as needed; we post the agenda not sure if it is put on website will look into that; our minutes are behind by a few meetings and will look into that; we are a working committee.

Chairman Griffin: your committee is unique; are there paid members? Mr. McCain: yes, they are paid a stipend, they are technicians.

Chairman Griffin: are the technicians necessarily members of the committee? Mr. McCain: no.

Chairman Griffin: how do you decide to bring more technicians in? Mr. McCain: as needed; we have the committee and most are active in working; 3 technicians that work their shift; then have on call.

Selectman Waddell: I am a representative of that committee and they do a good job; if they are behind there is a reason; Brian does a lot of work here; keep things running smoothly; should be commended for what they do with the resources that they have, good job.

Chairman Griffin: would it be fair to ask Mark or Jamie for guidelines for the committees.

Mr. Sullivan: The board appears to want an updated list of what committee's; how many members, what openings and what are their goals and tasks and then work with them to find solutions about agendas and minutes.

Selectman Waddell: thank you to all the committee's; these are volunteers, doing a good job.

Mr. Kivlan: the Village District has made a point on putting on their website to stop for pedestrians in the crosswalks.

#### PUBLIC PARTICIPATION – Sunny Kravitz

Mr. Kravitz: encouraged by what I am hearing.

Chairman Griffin: Sunny and his wife mentioned about having guidelines; we appreciate that everyone who came tonight; am sure that Mr. Sullivan or Mr. Gearreald would welcome any further input. We appreciate everybody's service; thank you for coming in tonight.

#### II. Closing Comments

Selectman Bridle: we have heard a lot of good conversation; have some guidelines.

Chairman Griffin: asking Mr. Sullivan to come up with some guidelines and Mr. Welch has listened to everything and come up with a synopsis.

#### III. Adjournment

Selectman Waddell MOVED to ADJOURN at 09:30PM SECONDED by Selectman Bridle.

VOTE: 5-0-0

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Chairman