

**MINUTES OF THE SELECT BOARD**  
**Monday June 20, 2022 7:00 PM**

**Present:** Dave McGuckin, Chair, Bill Stewart, Selectman, Jane Finn, Selectwoman, and BJ Riordan, Secretary.

**Also present:** Pam Cullen, Bernice Barnes, Curt Springer, Nick Diana, John Mortimer.

Chair McGuckin opened the meeting at 7:00 PM and before proceeding with the agenda, he introduced Bernice Barnes, the Town's new Administrative Assistant to the Select Board. Chair McGuckin indicated Ms. Barnes and Pam Cullen will work together for the next several weeks to assist Ms. Barnes in familiarizing herself with the many tasks involved in the position. Chair McGuckin thanked Pam for her time support and willingness to assist with the transition.

Chair McGuckin proceeded with the agenda.

**1. Approve Select Board Minutes of June 6, 2022.**

After review, Selectwoman Finn made a Motion to Approve the minutes of the Select Board meeting of June 6, 2022 as amended. Selectman Stewart seconded and the Motion carried unanimously.

**2. Public Questions and Answers.**

Ms. Cullen suggested that the office hours of the Administrative Assistant be reviewed. She had indicated in an Email to the Select Board that the current schedule has the Select Board Office closed to the public on Tuesdays in order to provide time for administrative tasks. She proposed what she characterized as a more cohesive schedule of office hours by switching the closed to the public day to Fridays. Currently, the Building Inspector is open to the public on Tuesdays, and often members of the public end up going to the Select Board Office requesting services, which interrupts and impedes completion of necessary administrative work. Switching the closed day from Tuesday to Friday aligns better with other town offices' hours. The Town Clerk and Building Inspector's offices are currently closed to the public on Fridays. Many other Towns have similar Closed on Friday schedules and the public would benefit from consistency with Friday closures. She also asked the Select Board if the Administrative Assistant's (Select Board) office hours should remain 8-2 or be changed to 8-4.

The Select Board began discussion, with Selectwoman Finn noting that she has observed the disruptive effect of customers seeking Resident and Non-Resident passes, and would like to revisit this process to find a more efficient process for issuance of these stickers that better serves both the public and the employees. Selectman Stewart stated he recalls dealing with changing hours and moving the closed day previously, and while he is not opposed to changing to Fridays, he would like to review his notes and possible effects on employee hours. There had been concerns about how the days were laid out, and issues with Covid, so no change was made at that time. He believes now is a good time to reset and review the schedule and

proposals. Resident Curt Springer supported the Friday closure as benefitting the public. Chair McGuckin agreed to table the issue until the next meeting.

The Chair recognized Nick Diana to address issues involving the 2023 Road Race, which is **Agenda Item 4a. under Old Business.**

Mr. Diana first asked for feedback from last year's race. Chair McGuckin said there was nothing negative. Mr. Diana introduced his new associate, John Mortimer who will be involved in the race event. He stated they are very focused on safety. The date for next year's event has been moved to two weeks later for April 29, 2023, in order to avoid any conflict with Easter. The Chair asked if the Police Chief had approved, and Mr. Diana stated he was very positive. The Chair asked Ms. Cullen if she was aware of any conflicts and her response was, she did not believe so, other than the Town Meeting, scheduled for the second Tuesday in May. Mr. Diana asked if there were any construction projects planned during or around that date, and the Chair stated he would check with Public Works and get back to Mr. Diana. Selectman Stewart asked about the Garden Club Tour, however Selectwoman Finn that there would be few flowers April 29, but would double check dates with the Garden Club.

Mr. Diana questioned who should be his primary contact for communication with the Town and the Chair stated it would be the Administrative Assistant. Mr. Diana then asked about use of the Recreation Building. He would like to use it as a backup location in case of inclement weather for registrations. The Chair advised that the kitchen area is off limits. He reminded Mr. Diana that he is still required to have porta potties on site for the race.

Mr. Diana asked about the fee and if the fee was still \$300 plus a \$1.00 per runner. This led to a discussion by the Select Board about the status of the revised fee schedule and Selectman Stewart asked the Board to review prior to any decision on the fee. The Chair will get back to Mr. Diana on this matter.

Mr. Diana expressed concerns about other events or rentals of pavilions at the Common on the race date, due to possible parking problems. Ms. Cullen and the Board stated that rentals begin after May 15<sup>th</sup>, and otherwise the park is open to the public, so there is really no way to guarantee that there may not be other private uses on that date. The Chair will get back to Mr. Diana with answers to his questions.

### **3. New Business.**

#### **a. Fire Chief Agreement.**

Chair McGuckin stated that several months ago, the Fire Department Chief Ted Hartmann had asked the Select Board to consider providing him with an agreement that he would continue as the NC Fire Chief for a prescribed period of time. This something that most, if not all Fire Chiefs have as part of their employment. It is not a contract per se, nor is any compensation tied to the agreement. Compensation for the Fire Chief, like all town employees, would be part of his annual performance review. A typical agreement period would run for 3 years, after which it would or would not be renewed. It is also important to note that this agreement would

conform to, and not be in conflict with any state or town policies. The Chair asked the Chief to draft an agreement that the Select Board and town legal counsel could review, and gave a copy to each Select Board member. Selectman Stewart explained the Chief is asking for a commitment. It's basically a good faith process. The Chair stated he has done a remarkable job for the Town, has put a lot of programs together, and we are now staffed 24-7. Selectwoman Finn supports this and noted that surrounding towns do the same process. Selectman Stewart agrees but the Select Board agreed to review and take up this matter at the next Select Board Meeting in July.

Curt Springer called attention to a NH RSA which requires the Town to give "formal directions" to the Fire Chief. Selectman Stewart stated the Select Board does give guidance to the Chief on what they would like to see achieved. Examples: Interaction with the community, 24-7 coverage, etc. So, there is ongoing communication between the Town and the Chief.

Chair McGuckin advised the Board that he forwarded the documentation on this issue to Town Legal Counsel.

**b. Holiday for first week of July Meeting.**

Chair McGuckin noted the first Monday in July is the 4<sup>th</sup> and proposed moving the meeting to Tuesday, July 5, 2022.

**c. Computer and E-mail address – Supv. Of Checklist.**

Selectman Stewart indicated to Selectwoman Finn that she is the Select Board liaison to Portsmouth Computer Group. He explained that he had met with the Supervisor of the Checklist Carl Roediger, about the need for a dedicated computer for the work of the Supervisors. Ms. Riordan suggested checking with Town Clerk to clarify the request and Selectwoman Finn agreed to meet with Town Clerk to get more detail. She will also check with former Select Board member Maher. Chair McGuckin thought the request was not for a new computer, but access to an existing computer which would be dedicated to the Supervisors of the Checklist for election related matters. Chair McGuckin stated this issue would be placed on the next month's Agenda.

**d. Abatements – Pam Cullen**

Ms. Cullen reported that the Town received 23 abatements this year. Twelve were denied by Avitar Associates; nine were granted, and two have been misplaced. These two have been resent to Avitar. She needs a vote of the Select Board., as Avitar recommended the vote within this fiscal year which is quickly approaching. Selectman Stewart needs to review them.

After discussion, Selectman Stewart made a Motion to Approve the abatements as recommended by Avitar, subject to review and acceptance by Ms. Cullen, Tax Collector. Any issues to be resolved at a subsequent meeting. Selectwoman Finn seconded and the Motion carried unanimously.

Ms. Cullen offered to provide the Select Board with interest and principal information since December 14, 2021 on the subject properties.

**4. Other Business.**

**a. Reception. Selectwoman Finn**

Selectman Finn stated she plans to have a reception for some new employees on Wednesday, June 29<sup>th</sup> at 10:00 AM at Town Hall. The Board thanked her and will be attending.

**b. Request from owners of 106 Beach Hill Road – Chair McGuckin**

The Chair received a request from the owners to host a party at their home on Saturday, July 30, 2022 as they did last year; however, they asked to increase the approved number of attendees by 100 (400) and keep it open until 9:00 PM instead of 8 PM. The private homeowner's association has approved. The Police Chief said last year's event went well. He has no objection. Select Board agreed to request.

**c. Request from Town Clerk – Chair McGuckin.**

Chair McGuckin reported he had received a request from the Town Clerk regarding staffing needs and funding to catch up and bring the office up to speed. After brief discussion, the Select Board agreed that more discussion needs to take place. The Chair will check with the Town Clerk.

**d. Challenges to hiring employees for the Common. – Chair McGuckin**

After conferring with Mr. Robillard, Supv. of Public Works, the Chair discussed the possible need to switch to a kiosk system for collecting fees at the Common in light of the inability to adequately staff the gate. Costs range from \$50,000 to \$60,000 to purchase and install. This is a non-budgeted item. After brief discussion, the Chair stated he would ask Mr. Robillard to do a presentation at a future Select Board meeting.

**5. Committee Reports. None**

**6. Adjourn.**

There being no further business to come before the Board, Selectman Finn made a Motion to Adjourn, which was seconded by Selectman Stewart. Motion carried unanimously. Meeting adjourned at 8:30 PM.

Respectfully submitted,  
Bette Jane Riordan  
Recording Secretary