

**BOARD OF SELECTMEN**  
**Workshop of July 18, 2005**

**MEMBERS PRESENT:** Chairman Roger Hohenberger called the workshop to order at 7:05 PM, and announced that a workshop was scheduled with the Planning and Development Department, followed immediately thereafter by a non-public session.

Selectmen Bruce Breton, Galen Stearns, Margaret Crisler and Alan Carpenter were present. David Sullivan, Town Administrator, was also in attendance, as were Planning Director Al Turner and Assistant Planner Rebecca Way.

Mr. Turner reviewed the current Code Enforcement activities with the Board since the move several months back to shift these duties to Ms. Way. Mr. Turner noted he is still addressing several of the old cases, and that staff had been working on a transition plan to increase the efficiency of the department, by shifting some Code Enforcement and Health Officer duties to the Building Inspector.

Mr. Turner explained that he feels Ms. Way's talents are best utilized towards her strengths in areas such as zoning issues and mapping, rather than in issuing/monitoring blasting permits, etc. Ms. Way expressed concerns that some tasks, such as the GIS mapping project, have fallen by the wayside and noted there are several other tasks she would like to do but can't due to time constraints.

A discussion ensued regarding the current Building Inspector staffing issues, and the effects on other staff members. Mr. Turner explained that, with only one inspector on staff, everyone has to shift their duties to help and, as a result, reviews are slower.

Mr. Carpenter clarified that, previously, the department had two, thirty (30) hour inspectors on staff and, for the last two months or so only one was available. Mrs. Crisler sought clarification that, prior to that, the Town had employed one full-time and one twenty-hour seasonal Inspector. Mr. Sullivan confirmed that had been the case, and that the Board had then opted to staff two thirty hour positions to cover the sixty total hours of staff time.

After discussion regarding increased departmental duties versus staffing and the support offered by outside consultants such as CLD, Mr. Turner requested the Board consider replacing the position previously held by Bruce Flanders with a full-time Building Inspector/Health Officer that could also take over much of the Code Enforcement duties, as well as a 20-hour/week (on average year-round) part-time Inspector.

A lengthy discussion ensued regarding distribution of department duties between staff members, current training/certification expenses, and budgetary concerns.

Mr. Sullivan clarified that, due to the loss of one part-time employee, Mr. Turner's proposal would have no effect for this year. Next year, the Board would need to support an \$8,500 - 21,000 overall increase in the departmental budget, depending upon health benefit requirements.

Departmental duties were again discussed, as well as whether to wait to advertise for the position until the job descriptions are finalized. Mr. Sullivan indicated he could work on the necessary job description over the next few days for discussion at the next Board meeting.

Mr. Breton raised concerns regarding financial activities in the Department, specifically pertaining to timeliness of deposits and processing of bond monies. Mr. Sullivan noted that, currently, there are no policies in place defining the handling of departmental deposits, etc., but that the Finance

Director was addressing development of one. He further advised the Board that the vast majority of bonds are in the form of letters of credit, and that any such funds or developer/impact fees are immediately turned over to the Treasurer.

After some discussion, it was determined that, for the time being, the Planning staff will change procedure to make a deposit each time their building permit fees, etc. reach \$500.

*Mr. Hohenberger* announced that he had been approached with a request to read a letter given him by the Canobie Lake Protection Association into the record. Mr. Hohenberger read a portion of the letter accordingly, which pertained to installation of a tennis court by Mr. Lane on Woodvue Road and the Town's failure to issue a permit to do so, however, did not read it in its entirety due to the sensitive nature of some information contained therein. Mr. Hohenberger advised the Board that this matter had been submitted as a formal complaint against the Planning and Development staff.

Mr. Turner briefly explained events surrounding the construction of the tennis court, which had been determined not to be a "structure" by a staff member and thus exempt from any setback requirements. Mr. Turner further noted that, when he had been advised of the issue, he had inspected the court immediately and believed it fell only under the auspices of the Shoreline Protection Bureau. Mr. Turner then expressed concerns that, if this were indeed a formal complaint, this matter should not be being discussed in the public forum.

After discussion, it was determined this issue will be referred to the Town Administrator as a formal complaint.

*Mrs. Crisler* noted that the start of her term as Regular Planning Board member was nearing, and that Mr. Carpenter had expressed an interest in the Alternate seat.

After a somewhat lengthy discussion regarding the timing of the term commencement, Mr. Carpenter moved and Mrs. Crisler seconded that the Selectmen representatives to the Planning Board be rotated out effective immediately, with Mrs. Crisler assuming the Regular position and himself as Alternate currently, then Regular after four months. Passed 3-2, with Mr. Breton opposed and Mr. Hohenberger abstaining.

Mr. Breton momentarily stepped out of the meeting.

*Mr. Carpenter* requested an update on the Recreation Coordinator. Mr. Sullivan advised the Board that the offer of employment had been extended and, pending a successful background check, she will start work on Friday the 22<sup>nd</sup>.

*Mr. Sullivan* advised the Board that a request had been made to use the Searles School and Chapel for sale of Persian rugs. As the Board had expressed concerns the last time the building was used for such a commercial purpose, Mr. Sullivan was seeking their input.

After a brief discussion, it was the consensus of the Board that the facility was not intended for use by commercial ventures for these purposes.

**NON-PUBLIC SESSION:** Mr. Carpenter moved and Mr. Stearns seconded to enter into non-public session in accordance with RSA 93-A:3 IIa and c. Roll call vote, all members "yes", with the exception of Mr. Breton who was still absent from the meeting.. The topics of discussion were personnel and reputations. Mr. Breton returned to the meeting just prior to the first session.

*The Board*, Mr. Sullivan, Mr. Turner, and Ms. Devlin were in attendance in the first session. A discussion ensued regarding ongoing personnel matters and overall departmental issues, procedures and methods. No decisions were made.

*The Board*, Mr. Sullivan and Ms. Devlin were in attendance in the second session. The Board discussed an ongoing personnel matter and Mr. Sullivan suggested a change in the current complaint investigation procedure. After some discussion, it was the Board's consensus that such issues continue to be handled per current practice.

*The Board*, Mr. Sullivan and Ms. Devlin were in attendance in the third session. The Board discussed Mr. Sullivan's findings regarding Mr. Breton's request to review the right-of-way permitting documents. No decisions were made.

Mr. Breton moved and Mr. Carpenter seconded to adjourn. Passed unanimously.

The meeting was adjourned at 10:10 PM.

Respectfully submitted,

Wendi Devlin, Administrative Assistant

*Note: These minutes are in draft form and have not been submitted to the Board for approval.*