



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

OCTOBER 25, 2021 7:00 PM

NORTH HAMPTON TOWN HALL

DRAFT MINUTES

SELECT BOARD MEMBERS PRESENT: Chairman Jim Maggiore, Vice Chairman James Sununu, Selectman Jonathan Pinette

ALSO PRESENT: Town Administrator Michael Tully, Fire Chief Jason Lajoie, Police Chief Kathryn Mone

AGENDA

Chairman Jim Maggiore welcomed everyone to the October 25, 2021 North Hampton Select Board Meeting and called the meeting to order at 7:00 pm, followed by the Pledge of Allegiance.

Chairman Maggiore stated that Jonathan Pinette was running late.

First Public Comment Session

For comments please call 603-758-1447; email jmaggiore@northhampton-nh.gov

Susan Spencer of Chapel Road asked about the Town Complex and where they were in the process. She suggested carefully considering each line item in the Budget instead of just upping the amounts and felt there was a serious need for regionalization in Town. Chairman Maggiore said the Town Complex and Budget were both agenda items for this evening.

Jonathan Pinette arrived at 7:05 pm.

Consent Calendar

3.1 Payroll Manifest of September 30, 2021 in the amount of \$75,990.87

3.2 Payroll Manifest of October 7, 2021 in the amount of \$282,209.16

Disclaimer –These minutes are prepared by the Recording Secretary within five (5) business days as required by NH RSA 91-A:2, II. They will not be finalized until approved by majority vote of the Select Board.

A recording of the meeting can be found at: http://www.townhallstreams.com/towns/north_hampton_nh, and a DVD recording is available at the North Hampton Town Administrative Offices, 233 Atlantic Avenue, North Hampton, New Hampshire 03862.

- 3.3 Payroll Manifest of October 14, 2021 in the amount of \$78,332.62
3.4 Payroll Manifest of October 21, 2021 in the amount of \$78,260.29
3.5 Accounts Payable Manifest of September 20, 2021 in the amount of \$1,147,176.67
3.6 Accounts Payable Manifest of October 14, 2021 in the amount of \$216,146.17

Motion: To approve the Consent Calendar Items 3.1 - 3.6 as presented.

Motioned: Vice-Chair Sununu

Seconded: Selectman Pinette

Vote: Motion approved by a vote of 3-0

Correspondence

4.1 Correspondence from Eversource – Brochure mailed from Eversource regarding tree pruning to keep power lines safe; consent of residents needed before work can be performed. Eversource does this yearly and notifies all residents who have the option to opt out.

4.2 Correspondence from Lisa Wilson, Conservation Commission Chair – The Oliver Brook Trail has been completed and signage ordered; bridge is a natural stone crossing.

Committee Updates

Chairman Maggiore said the Heritage Commission met last Thursday and discussed the War Monument in front of the Stone Building and possibility of moving it; the building is on the National Registry and the monument was part of that application, making it unproductive to pursue relocation. The Water Commission is an agenda item for this evening.

Vice-Chair Sununu said Rails to Trails Committee again had to reschedule; no update there. The Budget Committee will be starting its schedule of meetings every other week beginning Monday

Report of the Town Administrator

A copy of the Report of the Town Administrator will be attached to these minutes.

September 28 to October 22, 2021: Finance 70% of Budget remaining and 37 weeks; Town will present a year-end review and draft Budget to the Budget Committee on November 1, 2021; Building Committee approved Fire and Police square footage requests and approved preliminary plans from Ricci Construction; Consolidated Communications not required to enter a franchise agreement; Route 151/111 Intersection work progressing; phone system ordered and installation being planned by MD-Com & PCG; Philbrick Pond bid higher than what funding will allow and contractor hired to complete project this fall.

Items Left on the Table – None

NEW BUSINESS

8.1 Discussion of Proposed Town Fee Schedule

Chairman Maggiore said Travis Murray, Building Inspector/Code Enforcement Officer, has reviewed the Town fee schedule and proposed changes; proposal has to go to Public Hearing before a Board vote; some fees are set by statute/ordinances.

Town Administrator Tully said fees have not been updated since 2014; they were compared with other towns and recommendations made; Ryan Cornwell ran some numbers and felt the Town was looking at approximately \$40,000 in additional income with this fee structure; looking for Board to discuss and determine whether or not to move forward with this project.

Vice-Chair Sununu said he had not had time to review the 5 pages of departmental fees but did want to update the Fee Schedule and asked if questions could be compiled and submitted. Selectman Pinette said there are a few things other towns do charge for that North Hampton does not and felt it should be consistent with Hampton and abutting towns.

Mr. Tully asked that the Board take the next 2 weeks to review the document, forward any questions, and have on the agenda for November 8, 2021; Public Hearing at end of November; Board will then decide on when fees begin.

8.2 Discussion of Municipal Buildings

John Tuttle, Architect; John Ricci, Construction

Chairman Maggiore said a Building Committee was enjoined to advise the Select Board on modernization of Municipal Buildings for Police, Fire, and Town Administration; made motions at last meeting regarding renovations, asked Board to consider connecting Stone Building with existing library, and adopted square footage and footprint of "proposed" Police/Fire Station. Information was forwarded to John Ricci, Construction and John Tuttle, Architect; Board met with them and asked for a "proposed" plan; Board has not yet voted on a plan. Vice-Chair Sununu said he would like to hear how they worked with the Building Committee and came up with recommendations and guidance which steered them to this particular plan.

Fire & Police Safety Building

Mr. John Tuttle started with the Safety Complex and discussed the proposed overall floorplan and elevations. Building is just under 16,000 sq ft first floor; second floor just at 8,700 sq ft with a 2,000 sq ft mezzanine for storage; used dual vestibule approach to Police & Fire to share spaces. Mr. Tuttle said they were asked to look at what it would take to separate Police and Fire and possibly put Police in the existing library: would be a lot of duplication of spaces and it is best to combine in same facility.

Mr. Tuttle said the first floor is for Police and Fire offices more apt to be used by public with more non-public spaces on second floor; both floors are fully ADA compliant with elevator; for vehicles and equipment decided on a 4-Bay drive-through scenario due to turning radius; far end bay has reduced ceiling height due to mezzanine above. Second floor has fitness rooms, EOC rooms, some storage, training rooms, locker rooms and bunk rooms for Fire Department.

Mr. Tuttle said for the exterior some of the flat roofs seen in library were mimicked onto Fire Station apparatus bay to tie together; clapboards and shakes used to maintain context with neighborhood; some brick wainscotting around office portion of safety building; split base granite-look material along wainscotting of fire apparatus bay; wrap-around porch draws eyes to Fire and Police and cornered entries.

Mr. John Ricci of Ricci Construction said they did look at Police going into the existing library but combining safety in one facility saves a lot of space used by both departments and one floor for Town Offices seems natural. Some pricing done and cost to renovate Fire Station a little more than to demolish and build new with all the structural modifications; Building Committee voted to recommend new construction because

of safety. The Building is well-lit, plenty of space, and allows both departments to have the equipment they need.

Susan Spencer asked if recommendations of past building committees were taken into consideration. Vice-Chair Sununu said the first order of business when John Ricci and John Tuttle were selected was to review the 18-20 years of reports done. Ms. Spencer said a Town of this size needs to look back at affordability and look into sharing and regionalization and examine how we can do things differently.

Frank Ferraro of Post Road asked where vehicles and staff would be housed during demolition and construction. Mr. Ricci said nothing definite has been decided; possibly use existing library to house some staff and locate an area in North Hampton for temporary vehicle and equipment storage. Mr. Ferraro asked how it was determined that building new would be less expensive without adding temporary costs.

Mr. Ricci said their cost analysis was based on comparing Fire Station new and Fire Station renovated, and with Police and Town offices as well; have not settled on temporary, but believe we have options that will satisfy everybody's needs. Vice-Chair Sununu said there are relocation costs under each scenario, and new construction on a clean site will allow for faster completion. Chairman Maggiore said they are not yet at point to get a tight number on temporary costs.

Lisa Gallagher asked the cost to build a 16,000 sq ft building. Mr. Ricci said they have not put a cost to this yet because floor plans were just agreed upon and these are the first elevations that been done. He said if Select Board were to agree to authorize us to move forward on pricing, could get costs in a week or two. Ms. Gallagher asked about interior offices and space comparisons with other towns. Mr. Tuttle said they received a list of areas required for Police and Fire to function and offices needed, and the spaces are all in sync with what they were asking for; all are typically found in any other facility; it is extremely appropriate for what Police and Fire need today. Chairman Maggiore said they also looked at other fire stations for towns similar in size and at different construction methods, and said North Hampton has a fulltime staff.

Fire Chief Jason Lajoie said the building does not close; 3 firefighters are on duty 24/7 with administrative staff Monday through Friday; building constructed in 1968 for 1 fulltime firefighter; have hired 8 additional firefighters so they could take over Ambulance Service. For regionalization they have Seacoast Fire Chiefs Mutual Aid District of 42 towns that provide mutual aid to each other; have to stage strategically to regionalize equipment; North Hampton currently has no space to store a "mutual" piece of equipment.

Chief Lajoie said they are planning 50 years ahead with this design and looked at what they have been missing for 20-30 years. The Fire Station has been busier, which is not the number of fires but the number of emergency calls. We are an "all-hazards" department; have 80,000-100,000 people passing through the Town daily and are responsible for vehicles transporting hazardous materials and responsible for people working in Town businesses.

Police Chief Mone said there are 12 fulltime Police Officers providing 24-hour coverage; have done over 200 arrests from DWI to felony; some offices shared by 3 different people doing 3 different tasks in a very small room with phone calls; eat our meals and clean our guns in the same room; kitchen originally inside men's locker room; no private areas to speak with victims or witnesses; no separation for juveniles which is a federal law. Ms. Gallagher said there is no dispatch and calls go the Sheriff's Office. Chief Mone said they have 1-2 persons working overnight and rely on other towns as officers are patrolling, and they do not have the employees or a system in place for dispatch.

Renovation of Old Library for Town Offices.

Mr. Ricci said the structural assessment of the old library was done and inspection was favorable; building in great condition; all services for Town Offices located on one floor to get in and out easily; best fit for the building.

Mr. Tuttle said the goal was to create the same experience currently in Town Offices and keep as close to original as possible for least impact; common core area for community to enter with two windows providing all services; small addition to building needed on side closest to Town Hall of 2,000 sq ft for additional storage and archiving. Town Administrator Tully explained that there are 2 windows: one for Town Administration/Building & Planning, and a separate window for vehicle registration/Town Clerk services, with possibility of a separate area for assessing.

Vice-Chair Sununu said the old library is a very constrained piece of property and felt they came up with a very effective use of that space. He said there is separation of town offices and library to one end of campus with Fire & Safety Building at the other providing separation of vehicles and pedestrians for safety, with traffic flow taken into consideration. He said he liked the designs and elevations and felt confident having them go ahead with costing this out.

Selectman Pinette agreed with Mr. Sununu's comments and said the bottom line is bringing everything up to code in both buildings and making sure there is needed space. He said after going back and forth for years it is time to move forward with some type of floor plan which will save the Town money in the long run.

Chairman Maggiore said a vote of the Board tonight would be to allow Mr. Tuttle and Mr. Ricci to get cost analysis for what this is going to be; does not lock us into a plan, have to have a Public Hearing.

Donna Etela asked the status of the connection of the old library to the Stone Building. Mr. Tuttle said at the moment they were able to design without the need to connect the 2 buildings.

Motion: To approve this conceptual plan and ask Mr. Ricci and Mr. Tuttle to go forward and establish cost information.

Motioned: Vice-Chair Sununu

Seconded: Selectman Pinette

Chairman Maggiore said he received calls over the weekend from people accusing the Board of dereliction of duty for ignoring possibilities of Grant opportunities. He said this is not remotely true and the Board will be pursuing all grant opportunities as they move forward; North Hampton also does not qualify as a low-income community or lack resources to fund the project, and certain grants will not be available.

Vote: Motion approved by a vote of 3-0

8.3 Consideration of Aquarion Water Rate Case Consultant

Chairman Maggiore said the Water Commission is moving ahead as an intervener in the rate case which will happen within the next 12-18 months. PUC and the Water Commission voted unanimously to hire an expert in water rates and rate cases, Bion C. Ostrander, with cost of hiring to be split 60/40 with Hampton. There will not be a claw-back of rates but will use that data to establish the Town's standing in this case; could be a \$300,000 to \$1 Mil discrepancy between what Aquarion would like to see and where Mr.

Ostrander thinks the fair number should be; funding from Water Commission Capital Reserve Fund with Select Board approval for difference.

Town Administrator Tully said the Water Commission has approximately \$7,500 in their CRF; 40% of \$20,000 with cushion for extra costs would mean an additional \$2,500 to cover cost for Water Commission to go forward.

Selectman Pinette said regarding the 60/40 split with Hampton, he is under the impression Hampton's water use far exceeds 60% of total volume between the 2 towns and asked if 40% was accurate. Vice-Chair Sununu said he had the same question and said population is 14,000:4,000. Selectman Pinette said 10% more is a 50:50 split and guessed 60:20 as more accurate. Town Administrator Tully said they have a history of using 60:40 with Aquarion but did not know how it originated. Chairman Maggiore said he would definitely ask the question.

Selectman Pinette said even with 60:20 that would not account for all the private wells in Town. He said take the population and subtract all the private wells and it might be closer to 10% for North Hampton. Vice-Chair Sununu said he would like to know more about how 60:40 was arrived at before money is appropriated. Board needs to make sure the rate is correct as well as the language in the rate determination; a mechanism should be built in so excess Aquarion profits can be recouped.

Town Administrator Tully said the Water Commission has already expended their \$7,500 and were told not to overspend that amount.

8.4 Discussion of Town Hall Safety Inspection

The Heritage Commission made a motion to have the Fire Department inspect Town Hall for possible violations or hazards, and deficiencies were found which must be fixed. Vice-Chair Sununu agreed there are safety issues and deficiencies not up to code, plan and budget needed to address them.

Town Administrator Tully said the costs are not currently budgeted for, would probably come out of Building Capital Reserve Fund, and some will be done as separate projects. Town Administrator Tully said said he needed consensus to move forward, split projects for costs, and bring back to Board for a vote. The Select Board agreed by consensus for Town Administrator Tully to move forward.

8.5 Discussion of Proposed FY2023 Budget

Chairman Maggiore said Department Heads met with Town Administration and came up with a draft Budget presented to the Select Board for review; Board met, and after consideration and some adjustments, voted unanimously to approve a Budget of \$7,639,737; total is without the Library Budget which will be presented directly to the Budget Committee; Board voted out Town's portion of the Operating Budget.

Vice-Chair Sununu said he appreciated the work by department heads to come up with cost savings, keeping the overall increase to a reasonable amount. Selectman Pinette said he thought they were forwarding a very responsible budget to the Budget Committee and said the Social Services line item was removed and would be put out as a Warrant Article.

Vice-Chair Sununu said Budget Books for Town and School will be delivered to Budget Committee members later this week, as well as Library Budget. Budget Committee reviews last year's budget closed out June 30, 2021 and a Default Budget (Select Board sets Town and School Board sets School District) for

next year which is last year's budget adjusted only by specific contractual obligations. Budget Committee has 2 full sessions for each budget (Town and School) and goes through Budget Books in detail. Becomes Budget Committee's budget and they put forth a final number making adjustments to the bottom line; numbers go to Deliberative Session in February and Ballot in March.

APPROVAL OF MEETING MINUTES

Approval of the Regular Meeting Minutes of September 27, 2021

Motion: To approve the Regular Meeting Minutes of September 27, 2021 as presented.

Motioned: Selectman Pinette

Seconded: Vice-Chair Sununu

Vote: Motion approved by a vote of 3-0

Approval of the Budget Workshop Minutes of October 4, 2021

Approval of the Non-Public Meeting Minutes of October 7, 2021

Approval of the Non-Public Meeting Minutes of October 14, 2021

Approval of the Budget Workshop Minutes of October 21, 2021

Motion: To approve the Budget Workshop Minutes of October 4, 2021, Non-Public Meeting Minutes of October 7, 2021, Non-Public Meeting Minutes of October 14, 2021, and Budget Workshop Minutes of October 21, 2021 as presented.

Motioned: Vice-Chair Sununu

Seconded: Selectman Pinette

Vote: Motion approved by a vote of 3-0

Any Other Item that may legally come before the Board

Second Public Comment Session

For comments please call 603-758-1447; or email jmaggiore@northhampton-nh.gov

Donna Etela, Heritage Commission Chair, said one of the main concerns in this building are the wires under carpets, a potential trip hazard.

Channel 22 Directors John Savastano said Broadcast and Telecommunications industry has changed dramatically; a group of municipal professionals met with Building Inspector and mapped out a plan for changes and recommendations in this building; Building Inspector has the plan which includes moving 98% of cables: some will stay, some moved under the floor, with flat-level plugs added for computers or other devices.

Next Regular Meeting: November 8, 2021

Adjournment

Chairman Maggiore adjourned the meeting at 9:03 pm.

Respectfully submitted,

Patricia Denmark, Recording Secretary