



TOWN OF NORTH HAMPTON, NEW HAMPSHIRE

SELECT BOARD DRAFT MINUTES  
TUESDAY, MAY 29, 2018  
NOTICE OF PUBLIC MEETING  
NORTH HAMPTON TOWN HALL  
231 ATLANTIC AVENUE  
7:00 O'CLOCK PM

1. **Call To Order by the Chair**

Chair Maggiore called the meeting to order at 7:00 PM. Those in attendance were Selectman Miller, Selectwoman Kilgore and Town Administrator Kaenrath.

Chair Maggiore led the Pledge of Allegiance.

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 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 during the First Public Comment Session will be given first opportunity to speak during the Second Public Comment Session at the end of the Meeting.

Nancy Monaghan, Chair of the Capital Improvements Committee questioned why agenda item 9.6 was on the agenda. Ms. Monaghan stated a CIP member had brought the idea up last year. She has since spoken with Interim Town Administrator Tully and current Town Administrator Kaenrath. She further stated Kathleen Kilgore had asked her about filming CIP meetings, and she told her the subject would be brought up at the CIP meeting being held on June 8.

Ms. Monaghan respectfully requested the Select Board table the agenda item, and allow the committee to proceed and finalize the televising of the CIP meetings.

Ms. Monaghan stated "it has been disheartening over the past year to watch the tone of the Select Board meetings when it comes to the town committees and the townspeople that volunteer their time to serve. The impression left is that our committees are incompetent or acting improperly. I believe it is a disservice to many volunteers who work long hours to complete their work for the town. No one is intentionally trying to do wrong or keep secrets from the public as is often implied."

Ms. Monaghan asked the Select Board to allow the CIP committee to do its due diligence.

### 3. Consent Calendar

3.1 Payroll Manifest of 05/17/2018 in the amount of \$72,434.42

3.2 Payroll Manifest of 05/24/2018 in the amount of \$72,983.85

3.3 Accounts Payable Manifest of 05/17/2018 in the amount of \$58,318.67

3.4 Dearborn Park Field Rental Permit and Policy

**Motion by Selectman Miller to accept the Consent Calendar as presented. Seconded by Selectwoman Kilgore. Motion carries 3-0.**

### 4. Correspondence

No Items

### 5. Committee Updates

5.1 Economic Development Committee

5.2 Heritage Commission

5.3 Water Commission

5.4 Bandstand Committee

5.5 Budget Committee

5.6 Capital Improvements Committee

5.7 Cable Channel 22

*(Scrivener's Note: The written reports of Chair Maggiore and Selectwoman Kilgore will be attached to the finalized and approved version of the minutes.)*

Selectwoman Kilgore asked whether the Water Commission had scheduled a meeting to review the hydrant reports.

Chair Maggiore stated he has reached out twice to Henry Fuller and Tim Harned, but have not heard back on a date. He further stated Richard Bettcher has moved out of town and is no longer a commissioner. Chair Maggiore stated Mr. Bettcher has not sent in a formal resignation, and therefore the Select Board cannot post the opening.

Selectman Miller stated there had not been a Budget Committee meeting since the last Select Board meeting.

John Savastano, Channel 22 reported the Memorial Day festivities went well and a video has been posted on YouTube, and will also be available to view in the Friday Folder.

Mr. Savastano stated there has been no communication between the School Board and his office for a year, and therefore he would not be taping future School Board meetings until the issues are resolved. He further stated they are more than welcome to come to the Town Hall to hold their meetings as equipment is already in place for a televised meeting.

Mr. Savastano stated Atlantic Avenue will be making a comeback, as well as the recording of future Bandstand concerts.

### 6. Public Hearing

6.1 Pursuant to RSA 79-D:5 (2002) the North Hampton Select Board will conduct a public hearing to consider a Discretionary Barn Easement Application for Tax Map 009, Lot 035, 75 Exeter Road, Lauri & Donna Etela

Chair Maggiore explained the purpose of a Discretionary Barn Easement and the process that is followed in order to obtain one.

Chair Maggiore stated the Heritage Commission and unanimously recommended the full benefit of 75% whereby the barn will be assessed at 25% of its value.

Chair Maggiore opened the Public Hearing at 7:24 PM.

Chair Maggiore closed the Public Hearing at 7:25 PM.

Selectwoman Kilgore noted it was a very detailed package of information.

Selectman Miller asked Mr. Etela why they hadn't applied for the easement before.

Mr. Etela stated the change in the tax laws was the reason they were just now applying.

Selectman Miller stated that all criteria has been met and there are no code violations.

**Motion by Selectman Miller to approve the grant with 75% benefit bringing the assessed value to 25% of the value for a period of 10 years. Seconded by Chair Maggiore. Motion carries 3-0.**

Selectwoman Kilgore asked if the easement follows the property and whether or not the new owners would be responsible to maintain the barn as laid out in the application.

Rick Stanton noted the easement runs with the property.

## **7. Report of the Town Administrator**

### **7.1 General Report**

*(Scrivener's Note: This report will be attached to the finalized and approved version of the minutes.)*

Town Administrator Kaenrath stated all avenues have been exhausted in trying to get the state to fix the section of sidewalk along Ocean Boulevard that was destroyed by the March storm.

The next Select Board meeting scheduled for June 25 will be changed due to Selectwoman Kilgore's unavailability. No new date was set at this time.

Chair Maggiore stated at this time there is approximately \$400,000 that will be left in the budget due to employee shortages, which represents salaries and benefits.

Selectwoman Kilgore asked Finance Director Cornwell if billing related to the SB 38 grant had been completed, and Mr. Cornwell replied the grant is a non lapsing grant and therefore there is significant time to complete.

Selectwoman Kilgore stated she did not believe it was a non lapsing grant and asked Mr. Cornwell to check into it.

## **8. Items Left on the Table**

### **8.1 Document Management System**

Chair Maggiore stated the Select Board had received a presentation from Town Manager Shaun Mulholland and this would be an agenda item at the June 11 meeting.

## **9. New Business**

### **9.1 Financial Audit Request for Proposals – Finance Director Cornwell**

Finance Director Cornwell stated 10 Request for Proposals were sent to qualified New Hampshire firms, with only three responses.

Finance Director Cornwell reviewed the requirements of the Request for Proposals and asked the board if they had any questions or comments.

Selectwoman Kilgore stated she had just received the information today and has not had time to review.

Finance Director Cornwell stated Melanson and Heath are the best municipal auditors in New Hampshire with over 100 employees always available to answer questions promptly. He further stated they had not raised their contract fee in seven years.

**Motion by Selectwoman Kilgore to contract with Melanson and Heath Company, PC for the annual audit for Fiscal Year 2018 through 2020. Seconded by Selectman Miller. Motion carries 3-0.**

#### 9.2 Appointment of North Hampton Public Library Trustee Alternate

**Motion by Selectwoman Kilgore to accept the appointment of Margaret Delano as recommended by the North Hampton Public Library Trustees for a term of one year. Seconded by Selectman Miller. Motion carries 3-0.**

Town Administrator Kaenrath swore in Margaret Delano.

#### 9.3 Discussion and Approval of Town Sign

Town Administrator Kaenrath stated the North Hampton Business Association has agreed to contribute \$1,100 toward the cost of a new sign provided they have a small plaque or sign recognizing their contribution.

After some discussion, the board agreed they would like to see the sign depicted on the wooden posts exchanged for the granite posts.

Selectwoman Kilgore reminded the board members of the policy that three quotes are needed.

**Motion by Selectman Miller to waive the requirement of three bids on this project due to the amount of money and the generous donation of matching funds. Seconded by Selectwoman Kilgore. Motion carries 3-0.**

**Motion by Selectwoman Kilgore to modify the design of the sign to be granite posts with the flat bottom and to add the credit for the North Hampton Business Association in an amount not to exceed**  
**(Scriveners note: The not to exceed amount was unclear as Selectwoman Kilgore stated \$6,000 and Chair Maggiore and Selectman Miller asked for \$6,500. A second was made by Selectman Miller and the motion passed 3-0, however the amount is unknown as there was not an agreement to which amount.)**

#### 9.4 Discussion of Reinstallation of Street Lights

Chair Maggiore stated he had been approached by a resident wanting to have some street lights turned back on. Several years ago, a committee determined what street lights in North Hampton could and should be turned off to save money, and with the recent change to LED lighting perhaps some could be turned back on.

Chair Maggiore stated this should be an agenda discussed at a future meeting with input from residents. He further stated he would distribute to the other members copies of reports from 2011 and 2013 showing which lights were shut off.

#### 9.5 Discussion of Exeter Road and Post Road Intersection

Sharyl Murphy, 5 Exeter Road stated the intersection of Exeter and Post Roads is extremely dangerous and she sees near accidents every day. She further stated since moving into her home, there have been three people killed in accidents.

Mrs. Murphy suggested a sign underneath the flashing light that says, "One Way Stop," or "Cross Traffic Does Not Stop," to help prevent accidents.

Chair Maggiore stated the request will have to go to the State of New Hampshire as both Exeter and Post are state roads.

Chief Tully volunteered to look into the possibility of have a visual strobe light placed on the sign.

#### 9.6 Discussion of Recording Capital Improvements Committee Meetings by Channel 22

Selectwoman Kilgore stated she realized the CIP will be talking about this agenda item on June 8, however the CIP committee is advisory only to the Select Board. She further stated great strides were made last year on getting more information out to the towns people via the budget meetings and the "good questions" that were asked and answered and all of the information that was shared.

Selectwoman Kilgore stated the CIP process of budgeting is extremely important because of all of the capital projects. She further stated she wanted the Select Board to discuss whether its valuable information that could be given to the people that helps them along the budget process and when it gets to the March ballot and are asking for money for big initiatives.

Selectwoman Kilgore stated that even Select Board workshops had been moved to the Town Hall. She further stated she feels this would be another valuable tool for the townspeople to be a part of the process and to be able to reach out during the whole process.

Chair Maggiore stated he has no objection to the meetings being televised and encouraged it. He further stated he is hearing the question that will come up on whether or not the committee will submit to being televised, and hoped they will meet the goal of being televised.

Selectman Miller stated he would let the CIP handle this issue themselves, and preferred to wait and see what they are going to do.

Selectwoman Kilgore asked to move this item to "Items Left on the Table."

#### 9.7 Proposed Financial Policy Review

Chair Maggiore stated the financial policies need to be ratified each year, and it has been 15 months since the last ratification. He further stated one of the goals of the Select Board is that it had to be moved on this year. Chair Maggiore stated in the Select Board goals session they agreed to do three policies per month. The board also agreed the policies need to have a unified look, with the town seal and page numbers.

Chair Maggiore discussed the spreadsheet he worked on with his suggested amendments. He asked if the board should meet in a workshop or a regular meeting to review.

Selectman Miller suggested Town Administrator Kaenrath could send the board members three policies per meeting, mark them up and send back to him for discussion at the next meeting or workshop.

The Select Board agreed to review the Credit Card Policy, Purchasing Policy and the Investment Policy at the June 11 meeting.

### 10. Minutes of Prior Meetings

#### 10.1 Approval of May 14, 2018 Regular Meeting Minutes

Selectwoman Kilgore stated she would like the Town Administrator's report attached to the minutes and posted on the website. She also asked for the following changes:

- Line 137 should read “asked”
- Lines 155 through 169 should include her conversation regarding the Cable Funds and the conversation regarding putting a warrant article on the ballot regarding the 25% and the 75% funding information. (*Scrivener’s Note: this information had already been reported in the draft minutes in the last paragraph of that agenda item.*)
- Line 210 should state the second meeting of the month

**Motion by Selectman Miller to approve the draft minutes of May 14, 2018 as amended. Seconded by Selectwoman Kilgore. Motion carries 3-0.**

10.2 Approval of May 14, 2018 Non Public Meeting Minutes, Session I & II

**Motion by Selectwoman Kilgore to accept the Non Public Meeting Minutes of Session I and Session II as reported. Seconded by Selectman Miller. Motion carries 3-0.**

**Motion by Selectwoman Kilgore to unseal the minutes of Session I. Seconded by Selectman Miller. Motion carries 3-0.**

10.3 Approval of April 23, 2018 Non Public Meeting Minutes

**Motion by Selectman Kilgore to accept the minutes of the April 23, 2018 Non Public Meeting Minutes. Seconded by Selectman Miller. Motion carries 3-0.**

**11. 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

**12. Second Public Comment Session**

See Item 6, above

*No comments*

**13. Adjournment**

Meeting adjourned at 8:47 PM.

Respectfully,  
Janet L. Facella