



TOWN OF NORTH HAMPTON, NEW HAMPSHIRE

SELECT BOARD DRAFT MINUTES
MONDAY, JULY 9, 2018
NOTICE OF PUBLIC MEETING
NORTH HAMPTON TOWN HALL
231 ATLANTIC AVENUE
6:00 O'CLOCK PM

NON PUBLIC SESSION I: 6:01 O'CLOCK P.M.
EXECUTIVE CONFERENCE ROOM
TOWN ADMINISTRATIVE OFFICE
233 ATLANTIC AVENUE

NON PUBLIC SESSION II: 6:20 O'CLOCK P.M.
EXECUTIVE CONFERENCE ROOM
TOWN ADMINISTRATIVE OFFICE
233 ATLANTIC AVENUE

NON PUBLIC SESSION III: 6:40 O'CLOCK P.M.
EXECUTIVE CONFERENCE ROOM
TOWN ADMINISTRATIVE OFFICE
233 ATLANTIC AVENUE

*These minutes were prepared as a reasonable summary of the essential content
of this meeting, not as a transcription*

1. 6:00 p.m. Call To Order by the Chair
2. 6:01 p.m. Non-Public Session I Pursuant to RSA 91-A:3, II (a,b,c)
3. 6:20 p.m. Non-Public Session II Pursuant to RSA 91-A:3, II (a,b)
4. 6:40 p.m. Non-Public Session III Pursuant to RSA 91-A:2, II (a,b)
5. 7:00 p.m. Reconvening of Public Session at Town Hall and Pledge of Allegiance

Vice Chair Kathleen Kilgore called the meeting to order. Those in attendance were Selectman Miller, Chair Maggiore, via Sykpe and Town Administrator Kaenrath.

Vice Chair Kilgore stated she would be acting as Chair as Mr. Maggiore was out of town. She further stated the board had voted earlier to allow Mr. Maggiore to participate via Skype.

Vice Chair Kilgore led the Pledge of Allegiance.

Vice Chair Kilgore stated there had been three Non Public sessions, and in Non Public session II, the board voted unanimously to hire Travis Murray as the part time Building Inspector.

Motion by Vice Chair Kilgore to accept the nomination of David Ciccalone to fulfill the open, vacant position on the Water Commission to serve out the balance of the term until the next election. This opening was caused by the resignation of Richard Bettcher. Seconded by Selectman Miller. Roll call vote: Maggiore: Aye; Kilgore: Aye; Miller: Aye. Motion carries 3-0.

Vice Chair Kilgore stated in Non Public session III the board voted unanimously to hire Brendan Tangney as a full time firefighter and will be attending paramedic school to become a full time paramedic once he completes school, and this will bring North Hampton Fire Department back to 24/7 paramedic coverage.

6. 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.

George Chauncey, Hobbs Road thanked the following for their matching donations for the recreation van: John Bottomley, Chief Tully, the Simmons family, the Fogwell family, the Pohl family, the Boesch family, Jim Weldon and Casey O'Kane from 03862, the Marquis family, the Ferraro family, the Bottomley family, the Hillier family, the Kilgore family, the Chauncey family, the North Hampton Animal Hospital, Alissa Bournival, who made a huge contribution and Wally Kilgore for soliciting donations with him.

Mr. Chauncey asked the Select Board if they had sent out a thank you card to John Bottomley of the Fuller Foundation.

After discussion, the board agreed it would be appropriate to send out a thank you card to all those who donated.

Frank Ferraro, Post Road stated he had information he would like to share with the board regarding the recreation van and asked if they would permit him to speak during the agenda discussion. All board members agreed.

7. Consent Calendar

- 8.1 Payroll Manifest of 06/14/2018 in the amount of \$65,200.18
- 8.2 Payroll Manifest of 06/21/2018 in the amount of \$72,224.60
- 8.3 Payroll Manifest of 06/28/2018 in the amount of \$73,892.37
- 8.4 Payroll Manifest of 07/05/2018 in the amount of \$73,189.33
- 8.5 Accounts Payable Manifest of 06/14/2018 in the amount of \$153,096.82
- 8.6 Accounts Payable Manifest of 06/28/2018 in the amount of \$92,258.91
- 8.7 Accounts Payable Manifest of 07/02/2018 in the amount of \$1,273,953.04
- 8.8 Cemetery Deeds

- 8.9 Approval of Veteran Tax Credit
8.10 Approval of Abatement Recommendations
8.11 State of NH/DRA PA-28 Inventory Form

Vice Chair Kilgore stated there were four payroll manifests and three accounts payable manifests. She stated the accounts payable manifest of July 2, 2018 was a special check run to pay Winnicunnet High School, North Hampton School and the North Hampton Public Library.

Motion by Selectman Miller to approve the consent calendar as presented. Seconded by Chair Maggiore. Roll call vote: Maggiore, aye; Kilgore, aye; Miller, aye. Motion carries 3-0.

8. Correspondence

- 9.1 Letter from Lisa J. Wilson, Chair, North Hampton Conservation Commission

Vice Chair read Mrs. Wilson's letter and all board members agreed letters should be submitted to the Town of Hampton, Department of Public Works and the New Hampshire Department of Environmental Services to see whether or not Hampton has found the source of contamination.

Motion by Selectman Miller to ask the Town Administrator to write two letters as suggested by Lisa Wilson, and to have them bear the Select Board's signatures. Seconded by Vice Chair Kilgore. Roll call vote: Chair Maggiore, aye; Vice Chair Kilgore, aye; Selectman Miller, aye. Motion carries 3-0.

9. Committee Updates

- 9.1 Economic Development Committee
9.2 Heritage Commission
9.3 Water Commission
9.4 Bandstand Committee
9.5 Budget Committee
9.6 Capital Improvements Committee
9.7 Channel 22

Chair Maggiore stated he had no updates for the Heritage Commission or the Water Commission as there hasn't been a meeting for either commission since the last Select Board meeting.

Vice Chair Kilgore stated the Economic Development Committee would be meeting on July 11, 2018 at 4:00PM in the Town Hall. Guest speaker David Walker from the Rockingham Planning Commission will be in attendance to discuss redevelopment along Route 1. She further stated they are looking for volunteers to walk and talk to local businesses to collect their thoughts on the development on Route 1.

Vice Chair Kilgore stated the Capital Improvements Committee will be meeting on July 13, 2018 in the Mary B. Herbert Conference Room where they will discuss the North Hampton Fire and Rescue department's report. Also noted was the fact the meeting would be recorded and played on Channel 22 as well as Town Hall Streams.

Vice Chair Kilgore stated the next concert at the Bandstand will feature the "Swing Band" which is a family band from Bristol, New Hampshire and on July 18 "Rico Barr" will be performing.

Selectman Miller stated there were no updates from the Budget Committee as they have not met.

John Savastano, Channel 22 Director stated the Skype work was provided by Luke and Troy and thanked them for their assistance.

Mr. Savastano stated the equipment inventory had been completed, the new web page for Channel 22 was in process, the video production truck will be up and running by the end of August, and there will be a

professional piece done on the CRASE Training whereby members of the police department will be presenting the presentation, which will be a separate piece than the one currently playing on Channel 22.

Mr. Savastano stated he would be meeting with the North Hampton School Board on July 13 to discuss videotaping of their meetings.

10. Report of the Town Administrator

11.1 General Report

During the Town Administrator's report discussion regarding agenda items for Rail to Trail and a grant for Little River Water Shed, similar to the Philbrick Pond grant were discussed. Selectman Miller stated he would like the Town Administrator to find out before the scheduled meeting who the contacts are in regards to the grant.

Vice Chair Kilgore asked about repainting the pickle ball lines at Dearborn Park and Town Administrator Kaenrath stated Recreation Director Joe Manzi had discussed this issue with members of the pickle ball group.

11. Items Left on the Table

No items

12. New Business

13.1 Legislative Update ó Representative Henry Marsh

Mr. Marsh stated SB309 would be signed by Governor Sununu on July 10 at Jenness Beach at 9:30AM. He stated the bill sets more protective standards for PFA's in local water and also regulates the number of PFA contaminants the state will regulate.

Mr. Marsh reviewed a number of legislative accomplishments including reductions in rate of business profits tax and reduction of business enterprise tax; increase in the amount of expense deductions under business profit tax from \$100,000 to \$500,000 in order to allow more investment in business and the opportunity to create more jobs; Meals and Room Tax revenue distribution increased by \$5,000,000; \$36,000,000 approved for road and bridge aid; \$20,000,000 to address red listed bridges; several education bills, Health and Human Services committees established to help deal with the opioid crisis in New Hampshire and the children affected.

Selectman Miller asked Mr. Marsh on the status of the offer from the State of New Hampshire to Guilford Rail, and Mr. Marsh responded there was no updates at this time.

Selectman Miller suggested the Representatives from the four surrounding towns get together to form a committee on Rails to Trails.

Vice Chair Kilgore asked Mr. Marsh why surplus funds from the State at the end of the year weren't given to help fund the New Hampshire Retirement System to help relieve towns of that burden.

Mr. Marsh stated there was a bill reference that but it was "killed." He further stated that is something that would be an actual bill and it wouldn't come from end of year surplus funds.

13.2 Approval of North Hampton Business Association Raffle ó Kirsten Larsen Schultz

Kirsten Larsen Schultz asked permission from the Select Board for a onetime 50/50 raffle to be held at the August 15, 2018 bandstand concert. She further explained the raffle helps to raise funds for the North Hampton Youth Association.

Motion by Vice Chair Kilgore to approve the North Hampton Business Association's request for a single permit to hold a 50/50 raffle on August 15, 2018 at the Bandstand concert. Seconded by Selectman Miller. Roll call vote: Maggiore, aye; Kilgore, aye; Miller, aye. Motion carries 3-0.

202 13.3 Yankee Thermal Imaging Energy Audit Report

203 Town Administrator Kaenrath started the discussion on the energy audit report stating there were
204 recommendations included in the report regarding the need for a lot of ceiling insulation as well as air
205 sealing. The cost for the project is estimated at \$34,930. Town Administrator Kaenrath stated the office
206 would have to be closed for a few days during the work, however some work could be completed during
207 the evening when the offices are already closed.

208
209 Selectman Miller stated he would like to see this completed before next winter.

210
211 Vice Chair Kilgore and Selectman Miller stated they would like one or two more estimates.

212
213 Town Administrator Kaenrath will follow up with the Select Board on additional quotes received.

214
215 13.4 Appointment of Nancy Monaghan to the Economic Development Committee

216 **Motion by Selectman Miller to appoint Nancy Monaghan to the Economic Development Committee**
217 **to serve as a representative from the Heritage Commission. Seconded by Vice Chair Kilgore. Roll**
218 **call vote: Maggiore, aye; Kilgore, aye; Miller, aye. Motion carries 3-0.**

219
220 13.5 Financial Policies Review

221 The board discussed adding suggested changes by them into the documents and review the new draft at the
222 next meeting for final approval.

223
224 13.6 Discussion of Document Management System

225 Chair Maggiore stated a proposal from Shaun Mulholland had been received several weeks ago and the
226 board realizes it would not be possible to go back into old records and start digitizing as that would cost the
227 town hundreds of thousands if not a millions of dollars to accomplish. The board stated the town does have
228 the funds in the Capital Reserve Fund to start doing things moving forward and asked the Town
229 Administrator to create a Request for Proposal and send out.

230
231 Vice Chair Kilgore stated she felt it would help deliver better service to the town's residents.

232
233 Chair Maggiore stated perhaps the Town Administrator could reach out to Mr. Mulholland for help.

234
235 **Motion by Chair Maggiore to empower the Town Administrator to reach out to Shaun Mulholland,**
236 **Town Manager of Lebanon New Hampshire to begin the process of creating an RFP for digitizing**
237 **town records. Seconded by Vice Chair Kilgore. Motion carries 3-0.**

238
239 13.7 Discussion of the Recreation Van

240
241 Town Administrator Kaenrath stated Recreation Director Joe Manzi had received a quote from McFarland
242 Ford but has not been successful in receiving others he has reached out to.

243
244 The board was in agreement that the town needed at least two more quotes for the van.

245
246 Frank Ferraro, Post Road stated the Town of Exeter went through a similar process in 2017 when they put
247 together a spec sheet and sent out to bidders. He stated they received four bids, and that three of the
248 bidders agreed to provide municipal pricing which drove the cost down.

249
250 Mr. Ferraro provided the Select Board with the information the Recreation Director in Exeter had given
251 him.

252
253 Mr. Ferraro stated the Town of Exeter had awarded the bid to Irwin Ford of Laconia, New Hampshire for a
254 priced of \$37,334 which is \$5,000 less than the towns bid. He also noted the Exeter van included important
255 features such as hands free navigation and power running boards.

256

Mr. Ferraro suggested the board use the Irwin Ford spec sheet and send out to Ford dealers and ask if they provide municipal pricing.

13.8 Discussion of Conservation Commission Water Testing

Vice Chair Kilgore stated the board has directed the Town Administrator to write the two letters suggested by Conservation Commission Chair Wilson. She further suggested moving this item to the next meeting.

Motion by Vice Chair Kilgore to table for discussion at the next Select Board meeting on July 23. Seconded by Selectman Miller. Roll call vote: Maggiore, aye; Kilgore, aye; Miller, aye. Motion carries 3-0.

13.9 NHMA Legislative Policy Process

Chair Maggiore explained the legislative process through the New Hampshire Municipal Association in which three committees are formed from NHMA to review different policies that are being considered and current policies in place. He further stated in September there will be a large meeting where delegates are sent to vote for their municipality on the final policies.

Chair Maggiore stated the proposed policies were included in the Select Board's packet and suggested board members read through and discuss as an agenda item at the August 13 meeting.

Chair Maggiore stated for the official record that part of the policy allowing him to participate in the meeting by phone is to disclose if anyone else is in the room with him and he stated his daughter had just walked in however would probably not be staying.

13. Minutes of Prior Meetings

13.1 Approval of June 11, 2018 Meeting Minutes

Selectman Miller stated line 48 should perhaps read "schedule" and not "station."

Chair Maggiore stated lines 51-59 regarding the speed limit on Route 1A should be addressed at a future Select Board meeting.

Motion by Selectman Miller to approve the June 11, 2018 meeting minutes as presented. Seconded by Vice Chair Kilgore. Roll call vote: Maggiore, aye; Kilgore, aye; Miller, aye. Motion carries 3-0.

13.2 Approval of June 11, 2018 Non Public Minutes

Motion by Vice Chair Kilgore to approve the June 11, 2018 non public minutes as recorded. Seconded by Selectman Miller. Roll call vote: Maggiore, aye; Kilgore, aye; Miller, aye. Motion carries 3-0.

13.3 Approval of June 20, 2018 Workshop Minutes

Motion by Chair Maggiore to approve the June 20, 2018 workshop minutes as presented. Seconded by Vice Chair Kilgore. Roll call vote: Maggiore, aye; Kilgore, aye; Miller, aye. Motion carries 3-0.

13.4 Approval of June 20, 2018 Non Public Workshop Minutes

Vice Chair Kilgore noted that the time stamp on the minutes was incorrect and needed to be changed.

Motion by Vice Chair Kilgore to approve the June 20, 2018 non public minutes with a correction to the time stamp. Seconded by Selectman Miller. Roll call vote: Maggiore, aye; Kilgore, aye; Miller, aye. Motion carries 3-0.

Motion by Vice Chair Kilgore to unseal the June 20, 2018 non public minutes. Seconded by Chair Maggiore. Roll call vote: Maggiore, aye; Kilgore, aye; Miller, aye. Motion carries 3-0.

14. Any Other Item that may legally come before the Board

312 The Board reserves the right to take action on any item relative to the prudential administration of the
313 Town's affairs, which circumstances may require

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315
316 **15. Second Public Comment Session**

317 See Item 6, above

318
319 Laurel Pohl, North Road asked where the Channel 22 website would be hosted; what are the requirements
320 for developing the web site; and will there be public input.

321
322 John Savastano, Channel 22 Director stated it is a work in progress and they are still in the planning and
323 design stages. He also stated he was not sure where it would be hosted and they would not be consulting
324 with anyone.

325
326 **16. Adjournment**

327 Vice Chair Kilgore adjourned the meeting at 8:45PM.

328
329 Respectfully,

330
331 Janet Facella
332
333