



TOWN OF NORTH HAMPTON, NEW HAMPSHIRE

**SELECT BOARD DRAFT MINUTES**

**NOTICE OF PUBLIC MEETING**

**MONDAY, SEPTEMBER 25, 2017**

**5:00 PM**

**NON PUBLIC SESSION I: 5:00 O'CLOCK P.M.**

**EXECUTIVE CONFERENCE ROOM**

**TOWN ADMINISTRATIVE OFFICE**

**233 ATLANTIC AVENUE**

**NON PUBLIC SESSION II: 5:30 O'CLOCK P.M.**

**EXECUTIVE CONFERENCE ROOM**

**TOWN ADMINISTRATIVE OFFICE**

**233 ATLANTIC AVENUE**

**NON PUBLIC SESSION III: 6:00 O'CLOCK P.M.**

**EXECUTIVE CONFERENCE ROOM**

**TOWN ADMINISTRATIVE OFFICE**

**233 ATLANTIC AVENUE**

**NON PUBLIC SESSION IV: 6:30 O'CLOCK P.M.**

**EXECUTIVE CONFERENCE ROOM**

**TOWN ADMINISTRATIVE OFFICE**

**233 ATLANTIC AVENUE**

1. 5:00 p.m. Non-public Session I Pursuant to RSA 91-A:3, II (a)
2. 5:30 p.m. Non-public Session II Pursuant to RSA 91-A:3, II (e)
3. 6:00 p.m. Non-public Session III Pursuant to RSA 91-A:3, II (c)
4. 6:30 p.m. Non-public Session IV Pursuant to RSA 91-A:3 II (a)
5. 6:55 p.m. Return to Regular Session and Recess to Town Hall
6. 7:00 p.m. Reconvening of Public Session at Town Hall and Pledge of Allegiance

Chair Maggiore called the meeting to order at 7:05 PM. Those in attendance were Selectman Miller, Selectwoman Kilgore and Town Administrator Apple.

Chair Maggiore led the Pledge of Allegiance.

**Motion by Selectman Miller to direct the town attorney to act in conformity with the discussion with the town attorney. Seconded by Selectwoman Kilgore. Motion carries 3-0.**

**Motion by Selectwoman Kilgore to seal the minutes of Non Public sessions 1, 2 and 3. Seconded by Selectman Miller. Motion carries 3-0.**

Chair Maggiore stated the fourth Non Public meeting will take place at the Select Board workshop on Monday, October 2, 2017 at 8:00 AM.

Chair Maggiore stated he would like to change the order of the agenda and move up items 13.3 and 13.1 in that order. All board members were in agreement.

Maxwell Reich, a North Hampton resident and Sophomore at St. Thomas Aquinas presented the Select Board with a rendering of his suggestion of a new flag and seal for North Hampton.

The Select Board thanked Master Reich, and noted that in order to change the town seal, there must be a warrant article submitted to the Select Board for inclusion on the official ballot voted on by residents. The board provided Master Reich with the dates in which his proposal should come before the Select Board in order to meet the deadline of inclusion on the Town Warrant.

Selectman Miller asked if this were to go before the Deliberative Session, he would like to see a full size replica to show to the residents. Selectman Miller also offered to pay to have this done.

Chair Maggiore stated the board would like to recognize Town Administrator Apple and presented him with an engraved clock. Each of the board members thanked Mr. Apple and wished him well.

Town Administrator Apple thanked the board, as well as the employees of the town in what he called the best job he has had since he began working at age 15.

## **7. 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

*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](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.*

79 speak, and people who have already spoken will be asked to wait until everyone has had the  
80 chance to speak once. The total time devoted to this agenda item is fifteen (15) minutes.  
81 Individuals who are not able to speak during the First Public Comment Session will be given first  
82 opportunity to speak during the Second Public Comment Session at the end of the Meeting.  
83

84 Cynthia Swank, Hobbs Road thanked Town Administrator Apple stating of all the town  
85 administrators, he was the “best of the lot.”  
86  
87

## 88 **8. Consent Calendar**

- 89 8.1 Payroll Manifest of 09/14/2017 in the amount of \$57,872.72
- 90 8.2 Payroll Manifest of 09/21/2017 in the amount of \$60,936.77
- 91 8.3 Accounts Payable Manifest of 09/21/2017 in the amount of \$1,105,930.65
- 92 8.4 Approval of Veteran Tax Credit
- 93 8.5 Approval of Abatement Recommendation
- 94 8.6 Approval of MS-1 Extension Request Form
- 95 8.7 Approval of Abatement Recommendation  
96

97 Selectwoman Kilgore inquired as to whether the town was late in filing the MS-1 extension as the  
98 date on the form indicates it was due on September 15.  
99

100 Town Administrator Apple explained this was a second extension request due to the fact the State  
101 of New Hampshire has not completed the utility values ,therefore a second extension is needed to  
102 comport with the 30 day extension request.  
103

104 **Motion by Selectman Miller to approve the Consent Calendar as presented. Seconded by**  
105 **Selectwoman Kilgore. Motion carries 3-0.**  
106

## 107 **9. Correspondence**

- 108 9.1 Correspondence from Rockingham Planning Commission  
109

110 Chair Maggiore read the letter into the record in which the Rockingham Planning Commission  
111 states 2018 dues for North Hampton are \$4,514 which is based on 2016 data from the Office of  
112 Energy and Planning whereby the cost is \$1 per resident.  
113

## 114 **10. Committee Updates**

- 115 10.1 Budget Committee

116 Selectman Miller stated the budget committee met on September 18 and an Economic  
117 Report was given by James Sununu. He further stated the proposed numbering system for  
118 the budget books was not approved. The committee did agree to post all versions on the  
119 website i.e., Version 1, Version 2 and so on.  
120

*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](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.*

121 10.2 Economic Development Committee

122 Selectwoman Kilgore stated the next meeting is on October 4 at 4PM and Zachary Azem of  
123 the UNH Survey Center would give a presentation on polling strategies. She further stated  
124 the EDC named three subcommittees in their group: Nuts and Bolts; Route 1, Route 111;  
125 and Branding. Also, the committee voted unanimously to review the possibility of asking  
126 the North Hampton residents what they thought Economic Development should be.  
127

128 10.3 Heritage Commission

129 Chair Maggiore stated he and Donna Etela would be attending a meeting in Concord on  
130 September 21, 2017 regarding the Department of Transportation and the Drake Bridge  
131 project. He further stated the monument that sits at Hubbington Furniture is in the State's  
132 right of way and will need to be moved before they can begin work. Any changes done to  
133 the building or property where Hubbington's sits affect the owner's tax incentive program  
134 that he receives from the Federal Government.  
135

136 10.4 Water Commission

137 Chair Maggiore stated that most items that are ongoing with the Water Commission are Non-  
138 Public in nature, but that there is a lot of work being done.  
139

140 10.5 Capital Improvement Committee

141 Selectwoman Kilgore stated the final CIP meeting was held in which a final review of the  
142 report was done. A request was made to schedule another meeting to review the edits done  
143 on the draft at that meeting however the motion failed. She further stated she hasn't signed  
144 the report yet as she is still reviewing. A presentation to the Select Board will be made in  
145 October.  
146

147 10.6 Bandstand Committee

148 Selectwoman Kilgore stated the buy a brick sale will continue through January, 2018. Order  
149 forms can be found online as well as the Town Offices, Town Clerk's office and the North  
150 Hampton Public Library.  
151

152 10.7 275<sup>th</sup> Anniversary Committee

153 Chair Maggiore stated the committee met a week ago and final preparations have been made  
154 for the celebration weekend of October 13, 14 and 15. A harvest dinner will be at the  
155 Throwback Brewery on November 9.  
156

157 **11. Report of the Town Administrator**

158 11.1 General Report

159 Town Administrator Apple stated there is currently four vacancies in the police department  
160 and a hiring process is ongoing. He further stated the hiring process is ongoing in the fire  
161 department with a potential candidate that is a paramedic.  
162

163 Town Administrator Apple stated RFP's have gone out for the Town Hall assessment and  
164 the Select Board should have three or four to chose from.

*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](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.*

Town Administrator Apple stated the library project is for the most part completed with a punch list of items to be finished by the following Monday, October 2.

Town Administrator Apple asked the board for guidance on budgeting for health insurance within the police department. He asked the board if they would like to budget for two family plans and two single plans; four buyouts; or four family plans. The board agreed to budget for two family plans and two single plans.

Town Administrator Apple asked the board for guidance on budgeting for the Emergency Management budget. He further explained this position is mandatory however; the salary for a director is not. The proposal for the budget will be \$33,335.

Town Administrator Apple asked the board for guidance on budgeting for Social Services. A discussion ensued regarding putting the requests into the operating budget or having warrant articles. The board agreed to discuss this at their next budget workshop.

Town Administrator Apple stated the Town Administrator's job has been posted and resumes will be received until October 20, 2017.

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

### **12.1 Discussion of Economic Development Committee Charge Revisions**

Selectwoman Kilgore stated there hasn't been a change to the charge, however the committee is currently working on a vision and mission statement.

## **13. New Business**

### **13.1 Presentation to Town Administrator Paul Apple**

(This item was taken up at the beginning of the meeting, before Public Comment.)

### **13.2 Planning Board Survey Update**

Chair Maggiore stated the purpose of the survey was intended to look at a general condition of where the town was at compared to prior surveys, and it is not to be used a scientific survey. (A copy of the executive survey is attached.)

Selectwoman Kilgore stated she was looking for the Economic Development piece and asked who would be producing that.

Chair Maggiore stated Dan Derby and Shep Kroner are in charge of that piece.

Chair Maggiore stated he believes the responses show the need for better communications to the residents. He further stated all narratives have been captured in his executive summary

*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](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.*

and noted respondents were pleased with roads, bridges, code enforcement, controlling crime, and open spaces which is consistent with the past three surveys.

Selectwoman Kilgore asked if it was/is posted on the town website and Chair Maggiore stated as it was a “cumbersome” document, it was not on the website.

#### 13.3 Town Flag Redesign

(This item was taken up at the beginning of the meeting, before Public Comment.)

#### 13.4 Update on FY19 Budget

(This item was taken up under the Town Administrator’s report.)

#### 13.5 Tax Prepayment Authorization

Town Administrator Apple explained the prepayment of taxes is allowed under RSA 80:52-a. Town Clerk/Tax Collector Susan Buchanan has asked that the Select Board adopt this to allow residents to prepay their property taxes.

**Motion by Selectwoman Kilgore to authorize the Town Clerk/Tax Collector to accept payments in prepayment of taxes pursuant to RSA 80:52-a. Seconded by Selectman Miller. Motion carries 3-0.**

#### 13.6 Highway Projects in re: SB38

Public Works Director John Hubbard stated the Capital Improvements Committee updated Road Maintenance plan has completed five of the 15 year plan.

Mr. Hubbard suggested using the SB38 funds to either complete an overlay on Goss Road which has been deteriorating at a rapid pace over the past three years, or to pave Woodland Road, from Atlantic Avenue to the Hampton town line.

Selectwoman Kilgore asked for costs on each project, and Mr. Hubbard stated the Goss Road project is in the CIP plan for FY2018 at a cost of \$87,000, and the Woodland Road paving project was \$95,000 in the CIP plan however the cost has come down to \$85,000.

Dan Derby, Mill Road suggested using the surplus money to correct a section of Mill Road in front of his house that has recently seen three accidents in a period of two weeks. Mr. Derby further stated that he doesn’t have a solution but encouraged the board to review.

Mr. Hubbard stated that particular section of road has no shoulders, and the road isn’t very wide. He further stating most motorists are using Mill and Woodland Roads as a “cut through” to avoid Route 1 traffic.

*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](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.*



Mr. Hubbard stated he needed to check to see if there was enough real estate to actually make a difference. He further noted his concern for disrupting the Little River culvert.

Selectwoman Kilgore stated there seems to be a speeding issue throughout town, as she has heard many complaints with residents, and more recently Pine Road residents concerned with a particular vehicle that continues to travel down Pine Road at an excessive rate of speed.

Driver feedback signs were encouraged by the board, and a suggestions to have Mr. Hubbard and Mr. Derby put together a proposal and report back to the board at their October 23 meeting.

#### 13.7 Adoption of Smoke Detector Program

Deputy Chief Jason Lajoie explained to the Select Board the fire department were awarded a grant from Kidde whereby they donated 20 smoke detectors to the town. Deputy Lajoie stated he has seen many instances where the fire department has gone into homes and noticed there are no working smoke detectors. With this grant, the fire department will know be able to install a smoke detector with a 10 year sealed battery life span.

Deputy Lajoie stated he is working on the plan administration at this time.

**Motion by Selectman Miller to accept the donation of 20 smoked detectors with an estimated value of \$25 each. Seconded by Selectwoman Kilgore. Motion carries 3-0.**

#### 13.8 Discussion of Interim Town Administrator and Plans for Permanent Town Administrator

### 14. Minutes of Prior Meetings

#### 14.1 Approval of September 11, 2017 Meeting Minutes

**Motion by Selectwoman Kilgore to approve the minutes as amended. Seconded by Selectman Miller. Motion carries 3-0.**

### 15. 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.

Selectwoman Kilgore inquired about the status of the banners that are to be placed on the electric poles in town.

Town Administrator Apple stated the town is awaiting approval from Eversource.

*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](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.*

286  
287 **16. Second Public Comment Session**

288 See Item 8, above.

289 John Anthony Simmons asked the Select Board to explain the hiring process for the new Town  
290 Administrator, what the qualifications are, what the interview process would be like and what is  
291 the anticipated time frame.

292  
293 Chair Maggiore explained the resume “sort and stack” process and stated it would happen in mid  
294 October and envisioned it to be a week long process. The next process would be to have  
295 applicants appear before an Oral Board in the November/December time frame. He further stated  
296 the board would not be part of the oral board process, but that a member of the public, department  
297 heads and Jan Facella would possibly make up that committee.

298  
299 Selectwoman Kilgore stated the town knows what they want so they did not hire Municipal  
300 Resources Incorporated to perform the hiring process.

301  
302 Mr. Simmons thanked the board for the information and wished Town Administrator Apple “the  
303 best in the future.”

304  
305 **17. Adjournment**

306 Meeting adjourned at 9:30 PM.

307  
308 Respectfully,

309  
310 Janet Facella  
311  
312

*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](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.*