



TOWN OF NORTH HAMPTON, NEW HAMPSHIRE

**SELECT BOARD MINUTES
NOTICE OF PUBLIC MEETING
MONDAY, JULY 24, 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**

- 1. 5:00 p.m. Call To Order of the Regular Session**
- 2. 5:01 p.m. Non-public Session I Pursuant to RSA 91-A:3 II (b)**
- 3. 5:30 p.m. Non-public Session II Pursuant to RSA 91-A:3 II (c)**
- 4. 6:00 p.m. Non-public Session III Pursuant to RSA 91-A:3 II (a,c)**
- 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**

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.

Chair Maggiore called the public meeting to order at 7:00 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 seal the Non Public minutes from Session 1 and Session III. Seconded by Selectwoman Kilgore. Motion carries 3-0.

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 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.

No comments were made.

8. Joint Meeting with North Hampton Public Library Trustees

8.1 Discussion of Approved Repairs and Operations

Chair Maggiore stated Library Trustees Susan Leonardi and Jackie Brandt were in attendance for the joint meeting with the Select Board as well as Library Director Susan Grant.

After Mrs. Leonardi opened the Library Trustees meeting, she stated they have received a proposal from Ricci Construction regarding the demolition of 1,500 square feet of ceiling tile and insulation and the replacement of 95 existing lights.

Mrs. Leonardi stated the proposal included the following:

- Shelves
- Affixed furniture
- HVAC Supplies and Returns
- Demolish and removal and disposal of 1,500 square feet of existing ceiling tile and insulation and 95 existing lights
- Furnish and installation of 12 feet of bat insulation above the ceiling tiles
- Furnish and installation of 5,400 square feet of Armstrong 769 Cortega ceiling tile
- Furnish and installation of 95, 2x4 LED lights and troffers into the existing ceiling grid where the existing lighting was removed.

Mrs. Leonardi stated the final clean up will involve vacuuming carpets and wiping down horizontal surfaces at the completion of the project. She further stated the cost of the project is \$69,977 with a projected time of ten days to complete the project.

Mrs. Leonardi stated the library will have to be closed during the period of time that the renovations are taking place.

John Ricci stated if the library is closed, he would like to have his team work longer hours and improve on the two week schedule, accelerate the project and would complete the project in two weekends and one week. Mr. Ricci asked that all computers be disconnected and personal items removed during this period.

Susan Grant, Library Director discussed the possibility of closing during slower than normal times in September or November. Discussion also ensued regarding holding programming in the Town Hall for Story Time as well as a location for library employees to set up their computers to allow them to continue to work during this time frame.

Town Administrator Apple offered space in the Town Hall, Stone Building and the Town Offices. He further stated notice would be given of the library closure through the Friday Folder, Channel 22, Signs/Boards as well as on the town website.

Mr. Ricci stated September 9 through September 18 would be a good time frame for him, and he would report back to his office for confirmation and will let the trustees know by August 9.

Selectman Miller stated he would like to be part of the decision on the light fixtures to be purchased for the library.

9. Consent Calendar

9.1 Payroll Manifest of 07/13/2017 in the amount of \$246,914.98

9.2 Payroll Manifest of 07/20/2017 in the amount of \$68,120.65

9.3 Accounts Payable Manifest of 07/13/2017 in the amount of \$1,816,794.52

9.4 Accounts Payable Manifest of 07/07/2017 in the amount of \$3,333.33

9.4 Approval of Abatement Recommendation

Motion by Selectwoman Kilgore to accept the Consent Calendar as stated in the agenda items. Seconded by Selectman Miller. Motion carries 3-0.

10. Correspondence

No Items

11. Committee Updates

11.1 Budget Committee

Town Administrator Apple stated he met with Jonathan Pinette, Chair of the Budget Committee to set an agenda for the July 31, 2017 joint meeting with the Select Board. Items to be considered are the schedule, as well as goals for the Select Board and the Budget Committee would like to convey to administration as the budget is being constructed.

11.2 Economic Development Committee

Town Administrator Apple stated he is in touch with a former Planner that the prior Economic Development Committee wanted to hire and will have a proposal once the revisions to the charge of the Economic Development Committee are finished. A meeting is expected for mid August.

11.3 Heritage Commission

Chair Maggiore stated a historic inventory of the town is underway with the help and guidance of Lisa Mausolf. He further stated a picture of the town boundary monuments was provided by the Town of Hampton.

Chair Maggiore discussed sending out Requests for Qualifications (RFQ) to contractors approved by the NH Department of Historical Resources for repairs on the town hall. State and Federal grants are only approved for historical buildings if contractors on the NH Department of Historical Resources are used.

Motion by Selectman Miller to send out at least three if not more Request for Proposals bids for the restoration of the east and west sides of town hall. Seconded by Selectwoman Kilgore. Motion carries 3-0.

11.4 Water Commission

Chair Maggiore reported there are no updates at this time.

11.5 Capital Improvement Committee

Selectwoman Kilgore reported the committee reviewed the Fire Department on July 14 and on July 21 the Police Department. She further stated the Department of Public Works will be on the July 28 meeting and if time, the North Hampton School.

Selectwoman Kilgore stated the CIP Committee would like to have a discussion about expanding its commission, and felt this should be a Select Board agenda item.

Chair Maggiore stated it was removed from Items on the Table because he went back in the minutes and the Select Board voted to remove it for now and have as a discussion item when the warrant is set. He further stated upon further review of the minutes the discussion was the CIP Committee was expanded to add a library trustee and that was done by warrant article, so the question is whether the Select Board should go back to the warrant for an expansion of the CIP Committee.

11.6 Bandstand Committee

Selectwoman Kilgore reported there was a packed crowd at the July 19 concert. She further stated the Freeze Brothers would be playing on July 26 and on August 2 the On Tap Band. She went on to state there had been no rainouts so far this summer.

12. Public Hearing Pursuant to RSA Chapter 31:95-b III (a)

12.1 Acceptance of Funds in the amount of \$5,953.77 from the State of New Hampshire
Chief Tully reported the Fire Department had been successful in receiving a grant from the State of New Hampshire in the amount of \$5,953.77 for personal protection equipment and medical supplies for both the fire and police departments.

Chair Maggiore opened the Public Hearing at 7:41 PM.

There were no questions or comments from the public.

Chair Maggiore closed the Public Hearing at 7:42 PM.

Motion by Selectman Miller to approve the acceptance of \$5,953.77 in the form of a grant. Seconded by Selectwoman Kilgore. Motion carries 3-0.

13. Report of the Town Administrator

13.1 General Report

Town Administrator Apple stated he had been on vacation during the reporting period, and thanked Chief Tully for his work as Deputy Town Administrator while he was away.

Selectwoman Kilgore inquired when the closing of the books for 2017 was expected.

Town Administrator Apple stated once the audit is complete, which looks to be sometime in August.

Selectwoman Kilgore asked to have preliminary reports.

14. Items Left on the Table

14.1 Discussion of Economic Development Committee Charge Revisions

Chair Maggiore stated he would like to combine items 14.1 and 15.2 if there was no objection from the board.

Chair Maggiore stated Town Administrator Apple and Selectwoman Kilgore would be working together on a draft of the charge for the EDC and it would be ready the first week of August. Town Administrator Apple and Selectwoman Kilgore agreed to work on the draft on Thursday, July 27, 2017.

Chair Maggiore stated a vote had been taken by the Select Board to allow more volunteers to express their interest in an appointment to the Economic Development Committee.

Chair Maggiore stated requests to serve had been submitted by Rick Stanton, Joseph Bernardo, Leszek Stachow and Dr. Anthony Pastelis. Chair Maggiore noted that Dr. Pastelis did not volunteer for a specific committee, but that the others had specified their interest to serve on the Economic Development Committee.

Selectwoman Kilgore stated she would like to vote on the members individually.

Selectman Miller nominated Rick Stanton to serve on the Economic Development Committee for a term of one year. Nomination carries 2-1.

Selectman Miller nominated Joseph Bernardo to serve on the Economic Development Committee for the term of one year. Nomination carries 3-0.

Selectman Miller nominated Leszek Stachow to serve on the Economic Development Committee for the term of one year. Nomination carries 3-0.

Selectman Miller nominated Dr. Anthony Pastelis to serve on the Economic Development Committee for the term of one year. Nomination carries 3-0.

Town Administrator Apple stated that each member would need to be sworn in.

Selectwoman Kilgore asked Chair Maggiore if item 15.3 could be addressed next, and Chair Maggiore agreed.

14.2 Approval of Meeting Minutes of June 12, 2017

(Secretary's Note: This item taken up with Agenda Item 15.1 below)

15. New Business

15.1 Discussion of Meeting Minutes Content

Chair Maggiore asked Selectman Miller and Selectwoman Kilgore for their thoughts on what they would like to see for minutes; did they prefer the transcript on the "Facella" version.

Selectwoman Kilgore and Selectman Miller agreed the transcript was "cumbersome" and not an improvement over the "Facella" version. Selectwoman Kilgore stated however, that pertinent information was left out of the "Facella" version of the March 20, 2017 meeting minutes.

Chair Maggiore asked Town Administrator Apple if the DVD recording of the meeting was the official record, and Town Administrator Apple stated it is not at this time.

John Savastano stated that viewers could go on Town Hall Streams to watch the meeting at any time or a DVD could be purchased.

Laurel Pohl, North Road stated the transcript is "bulky" but the executive summary provided isn't enough and there is a need for "a compromise of the two worlds." She further stated to have a light version of the June 12, 2017 minutes done as the "Facella" version available along with the transcript for people to download.

Discussion ensued with Selectwoman Kilgore suggesting a footnote appear on all meeting minutes noting that the meeting is also available on Town Hall Streams and a DVD is located at the Administrative Offices.

Motion by Selectwoman Kilgore to approve the "Facella" version of minutes for June 12, 2017 with the addition of the referral back to the video presentation available on Town Hall Streams with the web address and on a DVD located in the Administrative Offices. Seconded by Selectman Miller. Motion carries 3-0.

Motion by Chair Maggiore to accept the "Facella" version of minutes going forward with the aforementioned disclaimer. Seconded by Selectwoman Kilgore. Motion carries 3-0.

261
262 15.2 Discussion of Appointment to the Economic Development Committee
263 *(Secretary's Note: This item taken up with Agenda Item 14.1 above)*
264

265 15.3 50/50 Raffle for North Hampton Business Association
266

267 Nancy Jane Luff, North Hampton Business Association member stated she was before the Select
268 Board to ask permission to have a 50/50 raffle at the North Hampton Bandstand on August 30
269 when the North Hampton Business Association is sponsoring the concert.
270

271 Mrs. Luff explained the raffle was consistent with the North Hampton Business Association's
272 mission and stated proceeds from the raffle go to an organization in town that association votes
273 on. She further stated in prior years donations had been given to Centennial Hall, the North
274 Hampton School Greenhouse as well as the North Hampton Youth Association.
275

276 **Motion by Selectwoman Kilgore to approve the raffle permit pursuant to RSA 287-A:7 to**
277 **the North Hampton Business Association for a 50/50 raffle to be held on August 30, 2017.**
278 **Seconded by Selectman Miller. Motion carries 3-0.**
279

280 **16. Minutes of Prior Meetings**

281 16.1 Approval of July 10, 2017 Meeting Minutes
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283 Minutes tabled until the August 7, 2017 in order to have Jan transcribe.
284
285

286 **17. Any Other Item that may legally come before the Board**
287

288 The Board reserves the right to take action on any item relative to the prudential administration of
289 the Town's affairs, which circumstances may require.
290

291 Selectman Miller asked Town Administrator Apple the status of air conditioning in the Town
292 Hall.
293

294 Town Administrator Apple stated Mr. Marshall from Lamprey Energy was working on the
295 proposal and would have it for the August 7, 2017 meeting.
296

297 **18. Second Public Comment Session**

298 See Item 8, above.
299

300 Nancy Monaghan stated she would put together a written review of the last Capital Improvements
301 Plan committee meeting for the next Select Board agenda.
302

303 **19. Adjournment**

304 Meeting adjourned at 8:19 PM.
305

306 Respectfully,
307 Janet L. Facella

