

## COMMUNITY GOALS

### Introduction

Presented below is a list of goals developed by the Planning Board as part of the 1998 Master Plan update. The goals were developed after review of the results of the 1988 and 1998 Citizen's Surveys, existing development policies, and Board experience. It is important that these goals be adopted by the Planning Board and supported by the Board of Selectmen, so that subsequent planning recommendations can be set forth affording the citizens the opportunity to effectively guide the development of the Town of North Hampton.

These Goals are an integral part of the Master Plan and serve as an overall umbrella for the Town's development plan.

***Definition of Goal:*** A Goal is defined as a fundamental purpose that requires the application of long-term effort and energies of the Town. It is designed to give direction, guidance and coordination to the Town's changes and future development.

### Goals of the North Hampton Master Plan, Planning Board and Citizens:

#### **1. Retention of the Quality of Life for North Hampton Residents**

This basic and broad goal is one upon which subsequent goals must rest. It is stated here, though broad, for true value and planning purposes. This goal assures the continued focus on the quality of life in North Hampton.

In order to attain such a fundamentally important goal, the Town must accept the responsibility of creating conditions for all citizens that may best meet basic human needs and are commensurate with individual desires. To attain this, it is important that both the individual and the community follow through with a plan (*this Master Plan*) that has as its aim a balanced program for change and development.

The Master Plan must provide the framework for the continuation and improvement of policies aimed at providing for the well being of the present and future citizens of North Hampton and for providing for growth without detracting from North Hampton's well established high quality of life.

## 2. Open Space Planning

The Planning Board encourages the establishment of conservation areas and the protection of open space and natural resources (ponds, wetlands, woodlands, prime agricultural land and unique and fragile areas).

This goal is based upon the results of the survey which shows maintenance of open spaces and preservation of wetlands to be a high priority. The Conservation Commission has continued to protect North Hampton's conservation lands and wetlands. By coordinating open space preservation concerns with the need to protect water resource areas, land can be protected for a variety of reasons and uses. In conjunction with this effort, the town should carefully review the location of existing town owned properties and develop a strategy for future acquisitions.

## 3. North Hampton's Role in the Regional Setting

In recognition that North Hampton has developed into a predominantly residential community, the Town should continue to maintain its well established existing land use patterns. The effects (transportation, aesthetics, community character, environmental) of commercial or industrial zoning district expansions should be carefully considered by the Planning Board.

The Town must maintain a Land Use Plan and a regulatory framework that maintains a desirable residential environment.

## 4. Recreation

North Hampton should make every effort to expand existing and acquire additional recreational facilities for the town. This goal is to provide for the continued opportunity for residents of all ages to enjoy physical activities.

Consideration should be given to the establishment of a long-range open space and recreational improvement program that provides for strategic locations of publicly owned lands and facilities. To further this goal, the Town should continually pursue land and other donations, and all possible sources of funds to make appropriate purchases.

## 5. Roads

The Town should maintain a road network that minimizes major through traffic and is designed to primarily serve the residents of North Hampton. In addition, North Hampton should actively cooperate with area towns to assure that regional highways meet the needs of all communities. Traffic congestion, safety and access to developments on Route 1 has become increasingly important to the Town.

Policies regarding street lighting and sidewalks should be carefully developed by the Selectmen in cooperation with all Town Officials.

The Master Plan and Capital Improvement Plan should include a periodically updated comprehensive roads strategy, since roads represent a significant part of North Hampton's budget.

## 6. Sewage Disposal

North Hampton should continue to maintain a sufficiently low development density in order to allow for individual sewage disposal facilities. The purpose of this goal is to continue the well-established development density and to avoid the large capital expenditure required to provide public sewage disposal. In order to avoid the need for town sewer, an objective is to maintain appropriate development densities. Regulations must adequately address subsoil conditions to ensure individual water supplies and sewage disposal systems remain feasible without ground water or surface water pollution.

## 7. Housing

The Planning Board understands the importance of allowing a broad range of housing opportunities and recognizes the potential need for the development of elderly housing in North Hampton. The results of the 1998 Citizen's Survey also identified elderly housing as a type of housing lacking in North Hampton. The Planning Board should, therefore, seek to examine strategies for encouraging the provision of elderly housing opportunities appropriate for North Hampton.

## 8. Maintenance of the Master Plan

A master plan is not a static document. Information and conditions change, and the citizens of North Hampton need to provide continued input to the planning process. The Master Plan will be reviewed annually by the Planning Board to determine if significant changes have occurred in its underlying assumptions. Any changes of these underlying assumptions will be cause for an update.

### Conclusion:

North Hampton's citizens have voiced a strong desire to maintain the Town's rural character. The residents, through surveys and Town meetings, have demonstrated continued support for the protection and maintenance of the Town's open space. In addition, support for preserving the Town's natural resources is also very strong. The Town's citizens have gone to great lengths to preserve many of the Town's important natural resources.

It is these attributes that drew many of North Hampton's current residents to the Town. Herein lies a problem facing North Hampton today. The very features that make North Hampton such a desirable community to live in also have the effect of attracting people to Town. North Hampton's growth can be directly attributed to the great lengths its residents have taken to make it a wonderful place to live.

North Hampton's goal for the coming years is to balance its small town atmosphere with the inevitable growth throughout the region. Examples are abundant of communities that have sacrificed their small town lifestyle by allowing uncontrolled and poorly planned development. The Planning Board understands that stopping growth is neither appropriate or legal. It is the goal of the Planning Board to follow a path that has proven elusive to many; to preserve the rural character of the Town so enjoyed by all of us while, at the same time, finding a way to share the Town's amenities with the Town's future residents.

**The foundation of North Hampton's Master Plan is the establishment of specific community goals. Attaining these goals in large part rests on the enthusiasm with which town residents embrace them. The recognition and expression of the above issues, as reflected in the results of the survey, suggests that support does indeed exist for the goals as described.**



**Recommendations:**

1. The Planning Board should establish the necessary committee(s) to ensure that the recommendations made in this Master Plan are properly implemented.

[illegible]



# **Town of North Hampton Master Plan**

## **Community Facilities and Services Chapter: Update 2006**

**North Hampton Planning Board  
Adopted: 6 March 2006**

# Community Facilities and Services Update 2006

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### **Introduction**

One of the primary responsibilities of local governments in New Hampshire is to provide community facilities and services for residents and businesses. The availability and quality of these facilities and services are major factors in determining the quality of life and general character of a community. It is extremely important to consider the effect population and economic growth will have on a town's ability to provide essential services and facilities for its residents, and it is also important to consider the long-range needs of town Departments in order to effectively plan for the financial impact to taxpayers of meeting these needs. In considering these issues, we are guided by the principles of the Vision Statement, the concerns of citizens, and the articulated needs of the town Departments.

It has become increasingly evident in recent years that the relative location of one land use to another is very important. This relative geography of different land uses is important because the location of commercial facilities, residential areas, and services may affect and also be affected by the growth patterns in a town. The town may wish to direct commercial growth towards certain areas of town that have the required infrastructure and services, and away from other areas, such as those with valuable environmental resources or those with historic character. A town must ensure that residential areas will be able to be served by town emergency rescue, fire, and police services within a reasonable response time and that town Departments are adequately staffed and have the necessary equipment and facilities to perform their duties in providing for the public safety and welfare of town residents.

While zoning traditionally separated uses into separate and distinct areas, more recent planning theory and practice have shown that towns and the neighborhoods within them function better and promote higher levels of economic and social interaction and civic life when there is a mix of compatible uses in certain areas. Thus a town center design, including civic buildings, some retail and commercial activities such as offices and services, and some limited residential housing can serve not only as a convenient and functional center for residents to carry out their day to day activities; it can also help municipalities control the costs of providing services to these diverse land uses by concentrating and combining compatible uses in a more central area of the town.

It is thus critical to look at community facilities and services in terms of the quality of services rendered, the impact of those services and facilities on land use, the financial considerations in providing and improving town facilities and services, and the relative locations of different land uses. From this perspective, problems can be defined and future needs addressed consistently with the Vision Statement articulated in this Master Plan.

This chapter individually addresses each of the facilities and related services provided by the Town, providing recommended actions for planning future facilities based on the articulated needs of Town Departments, the Vision Statement of this Master Plan, and the recommended actions voiced by citizens at the Community Vision Forums conducted in order to solicit public input into the Vision Statement. Information contained in the individual Departmental sections of this chapter was generated from

materials submitted by Department heads and through discussion with them and does not necessarily reflect a consensus opinion of the Planning Board, Selectmen, or the Long-Range Planning Committee. This chapter presents the information that has been gathered for consideration by the Long-Range Planning Committee, the Planning Board, and the citizens for public comment. Recommendations are from the Long-Range Planning Committee and the Planning Board, and they were adopted after a public hearing held by the Planning Board. Actions on these recommendations, which are advisory only, are the responsibility of the Board of Selectman and, ultimately, the legislative body.

### **Vision for Community Facilities and Services**

In the fall of 2005, the Planning Board conducted a Community Survey and two Vision Forums. Residents of North Hampton were invited to discuss their opinions about the Community Survey results, to help develop a Vision Statement to guide the Master Plan, and to brainstorm possible planning actions to address issues related to Community Facilities and Services, among other topics. As a result of the Community Visioning process, three main principles emerged as the Community Vision to guide the Master Plan. These principles are:

1. As the state and region develop in the future, North Hampton should maintain its rural New England seacoast character and heritage.
2. North Hampton should continue to spend wisely for municipal services and facilities – that is, the Town should exercise “Yankee thrift” in all decisions about expending taxpayers’ funds.
3. North Hampton should strengthen the Town’s methods for building a sense of community.

These three principles guide the analysis and recommendations contained in this chapter.



*Town Common*

**Maintain Rural New England Character and Heritage**

Residents of North Hampton have repeatedly voiced a desire to maintain the rural New England character of the town. In a 2005 survey, respondents were asked to what extent they agreed or disagreed with the following statement:

**“As the state and region develop in the future, North Hampton should maintain its rural New England seacoast character and heritage.”**

Over 70 percent of respondents indicated that they strongly agreed, and another 23 percent agreed with the statement.

Defining what rural character means in terms of community services and facilities was discussed at greater length in a series of the two Vision forums. Out of this discussion and from Survey results, the following proposed implementation strategies for maintaining rural New England character and heritage emerged:

**Preserve the Town’s heritage** by maintaining and restoring historic public buildings, antique houses and barns, and old stone walls.

**Design and site buildings and facilities so as to maintain rural character:** buildings should be purposefully located in town center areas if possible and designed to reflect **traditional New England architecture**.

**Recreational opportunities** should include **traditional uses of working landscapes** in New England and be **integrated with protection of natural resources**.

**Community facilities should serve as a central location for civic activity** in the town: meetings, events, gatherings, information, and provision of town services

**“Yankee Thrift” in Town Decisions About Municipal Services and Facilities**

The second major principle that guides this chapter of the Master Plan is the principle of Yankee Thrift. Another way that this can be expressed is to say that North Hampton should continue to “spend wisely” when making decisions about municipal services and facilities. Residents at the Vision Forums proposed the following strategies to adhere to the principle of Yankee Thrift in decisions about municipal services and facilities:

**Maintain existing facilities and equipment** for longer useful life of buildings and equipment.

**Share facilities** when possible, such as shared meeting rooms, workout rooms for police and fire, and shared repair facilities.

**Co-locate facilities** on town-owned land, move historical buildings if necessary to open up the municipal site.

**Explore alternative funding** such as donations or estate planning tools to relieve the tax burden for expanding existing facilities or constructing new ones.

**Energy-efficient design** should be used for all buildings to achieve long-term savings in operating costs and to conserve natural resources.

**Use North Hampton School facilities** as fully as is reasonable for municipal activities and events

· **Conduct a thorough, independent, professional needs assessment** to identify and prioritize Departmental needs

The town survey also addressed the issue of Yankee Thrift. Although Survey respondents indicated a willingness to invest in vehicles and equipment necessary for maintaining current levels of services and facilities, they were reluctant to expand or build new facilities due to potential tax increases. Two exceptions respondents indicated were: First, that with some convincing they might support a new Highway Department building and, second, that they might support expanding the existing Library building.

### **Strengthening a Sense of Community: Coordination and Communication**

The last principle of the Vision Statement that guides this chapter is the principle of Coordination and Communication. Residents want open, honest, and frequent communication among Town Departments, between Town Departments and residents, and among residents. This communication is desired not only to ensure fairness and representation in town matters, but also to ensure that town residents have the opportunity to become informed about town issues, events, and decisions. Suggested ways to improve coordination and communication from the citizens attending the Visioning Forums included the following:

**Digitize town records** for ease of access and efficiency of storage space, but recognize that not all records can or should be digitized.

**Formulate a standing committee on the Planning Board to facilitate communication** among Town Departments and Town boards.

**Continue to work with Town Departments in site plan and subdivision reviews through the Planning Board's review committee.**

**Use the Library as Communication Center for the Town.**

**Coordinate activities with North Hampton School and distribute information through the School's channels to parents.**

**Develop detailed, clear, and accurate methods and materials** for informing residents about operating expenses, spending policies and spending practices.

**Develop and use more effective means for routinely informing and educating citizens** about services and facilities issues the Town faces.

### **Requests from Department Heads**

In 2004 the Municipal Facilities Advisory Committee ("MFAC") of the Planning Board solicited from Department Heads their requests for capital expenditures on equipment and facilities. In 2005 the Long-Range Planning Committee ("LRP") of the Planning Board asked Department Heads to review and resubmit their requests. In November 2005 the Chair of the LRP, the Chair of the Planning Board, and the RPC Circuit Rider met with Department Heads individually to discuss their requests and to address questions or clarify issues raised by the requests. The sections that follow discuss Departmental needs and plans as articulated by the Department heads.

Recommendations for action from the LRP and Planning Board are presented at the end of each Department section and at the end of the CSF Chapter.



Currently, the Highway/Public Works Department, Fire/EMS Department, Police Department, Town Administrative Offices, Public Library and Old Town Hall are all located on a site consisting of three parcels that total 2.5 acres. A fourth parcel that abuts the site to the west was purchased by the Town in 2004 and provides an additional 1.05 acres for expansion.

### **Highway Department**

The Highway Department garage and maintenance facility consists of a wooden structure dating from 1930 or possibly earlier, located behind the Fire and Police Stations and Town Hall and abutting what is now a residential neighborhood. The total building is 2,670 square feet; the two bay portion of the building is the only heated area and amounts to 1,140 square feet. At one end is the salt storage area of 330 square feet, and on the other end there is a 360 square foot storage area for hanging a spreader, and keeping lawn mowers, grass trimmers, and hand tools. At the western-most end there is a lean-to of 840 square feet where three vehicles may be partially covered.

The 2005 Survey of Town residents indicated that residents were generally satisfied with the level of service provided by the Department, and that residents would be willing to support investments in necessary equipment and vehicles to maintain existing levels of service. Residents also appeared to be open to supporting construction of a new highway building if they were persuaded of the necessity, in contrast to an overall reluctance to build new facilities for other Town departments.

The Highway Department has four full-time employees, including the Road Agent, and three part-time employees. Two of the part-time employees work 24 hours per week at the Recycling Center, and one part-time employee is seasonal and works 8 hours per week from April to November at the Brush Dump/Compost Center. In addition, two of the three part-time members of the staff fill in when needed on summer projects and in the winter for plowing.

There are approximately 56 miles of roads in North Hampton. Of these, 33 miles are the responsibility of the Town's Highway Department, as well as the parking areas and driveways around Town buildings. The State Highway Department is responsible for the remaining 23 miles. Major departmental duties include snow plowing, sanding and salting roads, sealing roads, patching road shoulders and potholes, street sweeping, grass-mowing and removal of roadside litter and fallen trees. Specific attention is paid to the area around the Town Buildings and 20 commons in various locations about the community.

Other duties include maintaining signage, set up duties for the road race during Old Home Day, and set up and take down of voting booths. The Highway crew also has responsibility for the brush dump, chipping brush and mixing compost, and the Recycling Center's bailing of cardboard and handling of paper and plastic, in addition to loading materials for market. Large projects such as paving, tree work, storm drain cleaning and equipment repair are contracted out, although the highway Department is responsible for cleaning and maintaining catch basins, culverts, and other drainage structures as required by MS#4 storm water federal regulations.

The following table lists the nine major pieces of equipment owned and operated by the Department.

### Public Works and Highway Department Equipment

Model Year	Equipment Type
2004	John Deere Tractor - Loader
2004	Husqvarna O-Mower
2003	F350 4x4 Pickup Truck with 9' Plow
2003	F550 2-Ton Dump Truck with 9' Plow/Wing and Slide-in Salt/Sand Spreader
1999	International Dump Truck with Plow/Wing and Multipurpose Dump Body
1998	Case Backhoe
1995	International Dump Truck with 1996 Slide-in Salt/Sand Spreader
1995	F350 1-Ton Dump Truck with 9' Plow
1969	Baker Forklift

The Highway Department's major problem is the small size, poor condition, and wooden construction of the garage and the lack of a salt and sand storage shed that meets the Town's needs and adheres to environmental standards. Currently only three pieces of equipment can be stored indoors with the remainder stored out of doors.

The Department needs separate buildings to store and maintain vehicles and to house sand and salt. Keeping the sand and salt separate from vehicles will prolong the life of the vehicles. Space amounting to 8,000 square-feet – for example, a building of 80'x100' -- would house every piece of equipment that the Department has. The Department Head has stated that if the Fire Department is relocated to another building, small vehicles could be stored in the Fire Department garage, which would reduce the requirement for additional garage space to approximately 3,200 square feet. For salt and sand storage the Department needs a 3,600 square-foot building, or 60'x60. The building for vehicles should be a durable metal building, and the sand and salt storage shed should be a wood building.

#### RECOMMENDATIONS:

1. Contract with a qualified, independent professional to assess the needs of the Highway Department that are necessary and sufficient to maintain levels of service for the next 20 years.
2. In conjunction with assessing the needs of other Departments, determine whether the current municipal site is adequate for all municipal services and facilities.
3. Evaluate the benefits and costs either (1) of building and relocating new Fire/EMS Department facilities and renovating the existing Fire/EMS Department facility to meet some of the needs of the Highway Department or

- (2) of building and relocating new Highway Department facilities.
4. Relocate the Department to larger, adequate facilities that conform to all code and safety requirements with separate buildings for vehicles versus sand and salt storage and that meet the verified needs of the Department.

### **Fire and Rescue Department**



The North Hampton Fire and Rescue Department serves 13.6 square miles and approximately 4,500 residents with 14 uniform personnel and five on-call personnel operating from one station. The Department is staffed in four shifts with one Lieutenant and two Firefighters assigned to each shift that has the primary responsibility of providing emergency fire and medical transportation services for the Town of

North Hampton. The Chief and Deputy Chief work weekdays taking care of administrative duties. The Fire and Rescue Department also provides their own dispatch.

Currently the Fire and Rescue Department is staffed by full-time (career) and pay-per call (callmen) personnel. The Department is housed in the fire station on Atlantic Avenue, constructed in 1968, and is equipped with apparatus and equipment necessary for the delivery of a variety of protection services to the residents and visitors of North Hampton.

Fire service is a dynamic field that continues to evolve to meet the needs of the community it serves. In 1986, emergency medical services were incorporated into the Fire Department. All Firefighters are also cross-trained as Emergency Medical Technicians (EMTs). The level of protection provided by this force is currently adequate for twenty-four hour coverage of fire and emergency medical services. Accidents involving hazardous materials are handled in conjunction with Seacoast Technical Area Response Team ("START"), a part of the Seacoast Chief Fire Officer Association Mutual Aid District, which provides these services to the town because of the specialized training and additional costs of training and equipment necessary for responding to accidents involving hazardous materials.

### **Staffing**

The Fire and Rescue Department is currently staffed by 14 uniform Firefighters and five on-call Firefighters.

Emergency requests have been in the range of approximately 1170 annually for the past three years. This trend will most likely continue, barring a major population shift or influx of other causes for services. The following table shows requests for emergency services since 2001. As the table indicates, the Department implemented a new tracking system in 2003. The new system provides more accurate information on which to base future analyses.

**Call Requests**

<b>Year</b>	<b>Old Tracking System</b>	<b>New Tracking System</b>
2005		1,170
2004		1,118
2003	903	1,175
2002	792	
2001	735	

Chief Lambert has pointed out the value of callmen to maintaining service levels while exercising budgetary restraint, and he also notes that the number of callmen available for service is decreasing. The decreasing availability of callmen should be monitored in terms of the number of active personnel, the times of their availability and effects of these factors on delivery of emergency services. The number of people available to deliver services in a timely manner has a direct effect on outcomes of emergency situations. Equipment and technology have helped to streamline some techniques in the delivery of service, but fire service remains labor intensive. The defining of operational staffing and emergency scene procedures from regulatory agencies, inside and outside of government, imposes parameters that impact staffing.

The Fire Chief's letter of January 20, 2006 addressing future staffing levels states that an administrative assistant should be added as soon as possible and one additional Firefighter per shift, a total of four new Firefighters -- may need to be added within the next five years.

**Apparatus**

The replacement of fire apparatus should be planned and financed in a manner that balances the need to minimize the financial impact on the Town while at the same time maintaining a fleet that is reliable, safe and reasonable to maintain.

Currently, the Town is served by two (2) pumpers, a ladder truck, a tanker, an ambulance, a forestry unit, staff/command and utility vehicles.

The newest vehicle is a 1997 Central States Pumper truck. It has a completely enclosed cab, fire fighting foam system, roll-up compartment doors and many other features that make it safe and state-of-the-art. A 1987 FMC Pumper is used as a back up, which is equipped to supply water from a static source or hydrant.

Engine 1 is a 1968 Mack Pumper. Purchased new when the station was built, it has been updated and reconditioned at least twice. Most recently a one-thousand-gallon water tank was installed to meet its primary use, shuttling water in areas that hydrants are not available and static sources are distant. Pumpers are designed to last twenty to twenty-five years. After this time period, maintenance and parts availability become problematic.

Tanker 3 is a 2003 S&S custom tank truck on an International chassis. This truck has a tank capacity of three thousand gallons and a fifteen hundred gallon per minute pump. The main purpose of this vehicle is to bring water to non-hydrant areas.

The Ladder truck is a 1984 Emergency One with a 110' aerial ladder. This truck was purchased at a Special Town Meeting in the summer of 1997. It came to North Hampton used and reconditioned.

The ambulance is a 2004 Marque/Ford. It is a type III (box compartment on commercial chassis) used for the delivery of advanced care en route to the hospital. History has shown that these vehicles should be replaced every seven or eight years.

The forestry unit is a four-wheel drive pick-up formally used by the Highway Department. This truck was converted/adapted by members of the Department. It is now equipped with a pump, tank and cabinets for equipment and is used for brush, field, and forest fires that are off-road.

The utility and command vehicles are used for movement and transport of personnel and to provide support equipment for all emergency and non-emergency activities. These are four-wheel-drive vehicles so they can be used in all types of weather. They are also used for snow removal and emergency management purposes.

The following table shows replacement recommendations for vehicles:

**Recommended Vehicle Replacement Schedule**

<b>Recommended Replacement Year</b>	<b>Equipment</b>	<b>Estimated Cost (1998 Dollars)</b>
2006	1996 Explorer	\$30,000
2007	1987 FMC Pumper	\$330,000
2009	1999 ¾ Ton Utility	\$45,000
2010	1984 E-1 Ladder	\$250,000/600,000
2011	Forestry	
2012	2004 Marque/Type III Ambulance	\$150,000
2017	1997 Central States Pumper	\$360,000
2020	2000 Pumper/Tanker	\$280,000

### **Building**

The current fire station was built in 1968. At that time it was designed, it was adequate to house the latest available size of vehicles and an on-shift staff of one. Currently, there are at least two and often four people on duty, and as recently experienced with the replacement of the ladder truck, the overhead door height is a limiting factor that will continue to plague apparatus replacement. The total square footage of the entire facility is 5,040 square feet, divided by use as follows:

**Bay area** is 2,924 square feet, with 190 square feet used for storage. The Department states that a bay area alone of 7,620 square feet with a 16-foot ceiling would allow for two-truck depth and ample room between vehicles to open compartments of the vehicles and service vehicles

**Dispatch area** is 160 square feet including Deputy Chief's and Duty Officer's work area. The Department recommends a dispatch area of 480 square feet if the Department continues to dispatch themselves

**Training area** is currently shared with Police and Town organizations. Current area is 416 square feet. The Department recommends an area of 400 square feet of space shared only with Police and a 200 square feet physical

training room, which could also be shared with police (400 square feet, if shared with police).

**Dayroom** is currently 165 square feet shared with the public entrance as well as file cabinets. The proposed area is a non-public 240 square feet room.

**Bunkroom and lockers** currently occupy 205 square feet. The Department proposes three separate rooms, two (2) at 340 square feet each and the Officer's room at 380 square feet.

**Office area** is currently 156 square feet for the Chief's office, with its entrance through one of the bays. The Deputy's desk and duty officers' desk is shared with dispatch with each having a 46 square feet area. The Department proposes that the Chief's area be increased to accommodate a work area and changed entry to 200 square feet, office space for the Deputy Chief at 150 square feet, and 180 square feet for general office space. Also needed is a reception area with space for an office assistant of at least 200 square feet and a record storage area of 200 square feet. Records space may be shared with the Police Department or adjacent to Police Department records space, but security issues may prevent a total merger of the records spaces.

**Kitchen area** is currently 315 square feet, or 15 x 21 and is adequate for the Department's needs.

**Bathrooms** include one toilet and shower room and one toilet and sink room. The Department proposes updated, separate facilities for male and female personnel, each to include showers.

**Mechanics tools, communication and SCBA service areas** share a 96 square feet area. The Department proposes that each of the three functions should have its own room, with a mechanics room of 100 square feet, communications of 60 square feet, and SCBA of 60 square feet. The SCBA room should be a "clean room."

**Gear** is currently stored in apparatus bays. The Department proposes a room of 300 square feet to provide a clean area for drying and storage of gear

**Hose tower** is currently 60 square feet or 5' x 12'. The Department proposes an area of 120 square feet.

**Laundry room** is 35 square feet. The Department proposes a combined decontamination and laundry room of 150 square feet.

In the years since the facility was built, a number of renovations have occurred. During the energy crisis of late seventies and early eighties, a lot was done to make the building more energy efficient. These changes included replacing glass bay doors with aluminum insulated overhead doors, insulating the ceiling space and converting hot water heating to propane. Interior renovations have been made in the office and living areas of the building, such as the relocation of Chief's office, the meeting room, the kitchen, the creation of individual work areas, and the creation of a laundry area.

At the same time, space constraints have worsened in some respects: Demands for space in the municipal complex brought about the loss of the Department's dedicated meeting/training room, and a number of in-house maintenance projects and repairs are limited by the amount of available space.



### **Mechanical Systems and HVAC**

In addition to issues of space and work areas, building mechanical systems should also be updated and improved. Heat is supplied by the original hot water oil system, which is large, cumbersome and questionably efficient. A new HVAC unit would address a number of issues. Installation of a new forced air heating system would provide heating and air conditioning throughout the building. Currently inefficient and costly window units supply the only air-conditioning in the building. Furthermore, forcing air into living areas pressurizes them, helping to prevent seepage of contaminants from trucks and assisting the air evacuation system in cleaning the air.

### **Records**

Changes in fire service, including taking a proactive approach in fire prevention and inspections, increase the importance of record keeping and clerical duties. This requires more office space than is currently available.

### **Physical Training**

Physical fitness is an important part of fire fighting. A workout area is a necessity. At the present time, physical training is done in a small area in the rear of the apparatus bay. Among many drawbacks to this set-up, limited space and exposure to contaminants are the most obvious. The Department has stated that it would be willing to share a space containing weight lifting and cardio equipment for physical training with the Police Department.

### **Storage**

Storage is also a problem. The space for the storage of rotating stock is limited and spread throughout the building. The storage of large or bulky items is spread throughout the Town complex. Items that are not used on a regular basis are inconveniently stored and not practical to access easily. Storage of vehicles in the building is inadequate, as at least one truck must be outside all year round.

The expansion of the apparatus bay (one bay width the length of the building) with maintenance storage is suggested. The expansion upwards of the living area by two rooms should meet the needs of Department for the next fifteen to twenty years. This would make existing space available for office, clerical or storage usage.

The concession of giving up the training and meeting room for the construction of the Police Station was a decision that has come back to haunt us many times. With the Town Offices having been moved to the second floor of the Police Department, this trend will likely continue, if not worsen. A major benefit for the organization and the Town would be the construction of a meeting/training room above the existing office space.

### **RECOMMENDATIONS:**

1. **Before any action is taken, the Town should commission an independent professional to assess the needs of the Fire and Rescue Department in relation to applicable codes, regulations, and professional standards, as well as in relation to expected service requirements for the Department.**  
The product of the needs assessment should delineate actions that are, first, necessary and sufficient to maintain levels of service for the next 20 years



and, second, to bring facilities into compliance with applicable standards for comparable public safety departments.

2. **In considering expansion and upgrade of existing facilities the following considerations should be included:**

- Expansion of the apparatus bay by one bay-width the length of the building, with room for storage and vehicle maintenance.
- Expansion of the living area by two rooms to meet the needs of Department for the next fifteen or twenty years. This would make existing space available for office, clerical or storage usage.
- Installation of gender-specific facilities.
- Provision of hazardous materials storage.
- Installation of slip resistant floors.
- ADA and Life Safety Code standards -- required minimum hallway and bay widths, fixtures, adequate exhaust gas evacuation and emergency egress.

3. **Relocation, if necessary, based on the following considerations:**

- Response time: Currently the Department's average response time is four (4) minutes.
- Area of response coverage
- Ability to concentrate and use efficiently the Department's resources
- Locating stations for future growth of the Town
- Locating fuel sites in the event of disasters
- Emergency power needs in the event of prolonged power outages
- Response with apparatus in more than two directions (works well from current location)
- Ample parking for personnel working at the facility
- Training needs: Currently outside training is limited because of pedestrian and vehicle traffic around the facility, and the Department's training room is a meeting room used heavily by Town departments and Boards.
- Communications ease and efficiency
- Distance of the station from the curb to avoid potential pedestrian or vehicular accidents

## **Police Department**

The Police Department offices have been located since January 1991 in a facility adjacent to the existing fire station. North Hampton is currently served by a police force comprised of 12 full-time sworn personnel and one full-time civilian administrative assistant.

### **Staffing**

The organization structure of the police Department consists of the following positions by rank and responsibilities:

**Chief of Police** - Responsible for the direction, control, and operation of the Department.

**Executive Officer** - Rank Lieutenant. The rank of Lieutenant was introduced when the rank structure of the police Department was re-organized during the

winter of 1998. This position eliminated two Sergeant-level slots and streamlined day-to-day operations of the agency. The Lieutenant is second in command. The responsibilities include: administration, investigations, patrol service, and staff development.

**Patrol Commander** - Rank Sergeant. The Patrol Commander has direct control over members of the Department assigned to his/her command. Duties of the Patrol Commander include: supervising personnel assigned, submitting evaluations as required, assisting in coordinating Departmental in-service training, maintaining the Department's motor fleet; creating, developing and maintaining schedules; directing the special officers force, and serving as the Department's prosecutor.

**Detective** - The detective has primary responsibility and full authority over investigations of all felonies and misdemeanors assigned to his/her division.

**Patrol Officers** - Patrol officers perform patrols, investigations, traffic controls, and other duties designed to preserve peace and order and to protect life and property in the Town.

**Part-Time Officers** - Part-time officers are required to perform the same duties as a full time officer.

**Administrative Assistant** - Performs highly responsible secretarial work and administrative support duties for the Department head.

All members of the Department are highly trained. Areas of specialized training consist of the D.A.R.E Program, firearms instructing, accident reconstruction, photography, prosecution, and juvenile services.

Demands on police services have increased annually with the rise in population and residences, but most of the increase, according to Police Chief Brian Page, comes from recent business development along Route 1. The need to provide coverage to all areas of the town necessitates a mobile force capable of providing coverage to all areas of the community – residential and commercial.

Chief Page states that the "number of additional Officers needed over the next five years will be a maximum of three," based on current trends and the number of crimes that are taking place in North Hampton. He emphasizes that the need for additional personnel is driven primarily by commercial growth in the Industrial-Business/Residential District along Route 1. He says, "these estimates are based on an assumption that the commercial growth on Lafayette [Road] will continue, which is the area that greatly impacts the number of crimes, the types of crime, and of course the number of personnel hours required to respond to those crimes." [Letter dated January 20, 2006]

### **Building**

The Police Department offices have been located since January 1991 in a facility adjacent to the existing fire station. This separate facility includes a reception area, Chief's office, Lieutenant's office, Sergeant/Detectives office, officers' room, records room, and Administrative Assistant's office. Additionally, the facility is equipped with holding cells, an evidence room and an attached garage with inside access to holding areas and offices. The current 103' x 40' facility may lead the layperson to believe that

the police facility is 4120 feet of usable workspace. In reality the actual office/interview space for the facility after all storage, hallway, and maintenance areas are deducted is 964 square feet. The square footage available for every day operations is greatly decreased by the increased need for storage of records, forms, supplies, vehicles, and, of course, proper storage of evidence that is so critical to assure successful prosecution of crimes.

The following is a brief description of each space, how it is utilized. Some adjustments have been made to continue efficient, safe, and priority operations.

**Sallyport/Garage Area:** The sallyport is 500 square feet. Its primary use is to ensure a secured area to unload prisoners from a police cruiser. It is also used to store abandoned property that the police are required to hold after removing the property from the place of abandonment. Fluids for maintaining and cleaning cruisers are also stored on shelves in the sallyport area to ensure that residents see well-maintained, clean vehicles on the road and to clean and decontaminate the interiors of cruisers when necessary. Although the sallyport is 21 feet wide, it is inadequate to house safely two cruisers simultaneously because bicycles and supplies must be stored in that area, and also because the sallyport door is only sixteen feet in width. During winter months this creates delays in responding to emergency calls with second and third vehicles because they have often iced over in snowstorms and cannot be safely driven for at least five to six minutes until ice and snow has been removed. During summer months the police motorcycle is also stored within the sallyport area.

The Department recommends a minimum of 2000 square feet for a sallyport area in order to properly store cleaning and maintenance fluids, and to store at least two cruisers and the motorcycle inside. This would also provide adequate space to unload prisoners safely.

**Evidence Room:** Currently the evidence room is 104 square feet. This is greatly undersized. Currently, evidence has spilled over into two of our four holding cells. A large number of items of evidence we are retaining are from felony cases for which we must hold evidence for up to three years after conviction.

The Department recommends an evidence/property area of at least 500 square feet. This would allow the police to properly store evidence as well as store a number of bicycles.

**Prisoner Holding Cells:** Currently, the Department's four holding cells take up a total of 416 square feet. These four cells are needed because female prisoners must be held separately from male prisoners. They are also critical to ensure that juveniles are held separately and confidentially from all adult civilians and adult prisoners. The Department reports that it regularly encounters situations in which they hold from six to forty arrested persons for alcohol-related violations. In these situations the Department routinely has juveniles (under 18) and females who must be held separately.

The 416 square foot cells are acceptable to the Department, but the Department recommends an additional 100 square foot area to hold problem juveniles overnight at the facility, after a judge has ordered the police to do so. Currently, the Department has only two usable cells because evidence and property must be stored in the other two.

**Dispatch/Records:** Currently the 162 square foot room originally designed for use as a Dispatch area is being used as a records storage area.

The Department recommends that two separate rooms are necessary for the separate functions of dispatch and records retention. The current room of 162 square feet would be large enough for a dispatch area, but the Department recommends a separate room of at least 150-200 square feet for storage of paper records.

**Sergeants'/Detective's Office:** This office is 153 square feet. The Department states that this room was sufficient until it became absolutely necessary to add a Lieutenant to the structure of the Department. Since the Lieutenant was added, the Department has put the Detective in an office with the two Sergeants. This creates conflicts, given needs of the Sergeants and needs of the Detective to conduct interviews or counseling in a confidential environment. Although there is also an interview room within the facility, the current level of activity and the types of crimes with which the Department deals create situations where members on patrol who have made a self-initiated, unexpected arrest are using the interview room, when the detective also needs access to it.

The 153 square feet of office space is sufficient only for two Sergeants to share. The Department strongly recommends an added office for Detectives. Based on the Department's twenty-year plan for a facility, it recommends an office for three Sergeants of 220 square feet. Based on the same twenty-year plan, the Department recommends a Detective's office of 160 square feet in order to house a second Detective.

**Interview Room:** The current interview 104-square-foot room would be of sufficient size if there were ample private office space in which some interviews could be conducted. Sufficient interview room space is becoming more and more imperative because sound and sight recording of interviews is important to lessen greatly the potential for use-of-excessive-force lawsuits and additionally to ensure that confessions are admissible in court.

The Department states that based on current trends of suppressed confessions in criminal cases and a twenty-year building design, it would recommend at least two interview rooms of 104 square feet each, with sight and sound recording built into the design.

**Officers' Office/Work Area:** This area is currently 220 square feet. Six full-time officers and three part-time officers share this area.

The Department recommends that the current space be doubled, based on the current need to add more computer workstations and also based on projected future staffing needs. This space should be designed with built-in desks and filing cabinets to hold officers' operational paperwork and with the capacity to provide at least three computer workstations. Currently, in this area there is also a mold problem due to a leak that occurred during the year.

**Booking Area:** The current 195 square foot booking area is slightly cramped when the Department experiences multiple arrest situations. This area also houses the

Intoxilyzer 5000 alcohol testing machine that is used regularly by the Department and neighboring Departments for DWI arrests.

Based on current activity and a twenty-year building design, the Department recommends a booking area of 220-250 square feet. This area would also need built-in sight and sound recording to monitor the interaction between officers and their arrestees.

**Kitchen/Locker Area:** This area is currently 130 square feet. The lockers consume about 36 square feet of that area, reducing the kitchen area to 94 square feet. The use of this area as a locker/shower area makes it difficult to use this area effectively as a break/lunch/dinner area. This 94 square foot room and the 148 square feet of bathrooms within that area will become even more inadequate if Departmental efforts to recruit female police officers are successful.

The Department states that it is imperative to separate these areas. The recommendation is for a separate kitchen area of 160 square feet. Separate locker/shower areas for male and female officers are needed. According to the Department, current trends in law enforcement indicate the need for an additional shower/locker area of 140 square feet for female officers and an additional locker/shower area of 320 square feet for male officers.

**General Storage/Closets:** Currently the Department must store its ammunition in a converted bathroom. This situation is not ideal, although it is an improvement over prior locations where the ammunition was susceptible to condensation that may render it partially or completely ineffective and dangerous.

The Department requires a weatherproof and secure area to store ammunition and adequate space to store other supplies. The Department suggests that one way to resolve the storage issue would be to build an armory to store all firearms and ammunition and to provide benches and unloading areas for firearms.

**Training Areas:** The Department routinely conducts hands-on training activities such as defensive tactics, handcuffing, police baton recertification, and pepper spray refreshers. The Mary B. Herbert Conference Room was formerly used for many training activities, but since the closure of the Town Hall, town boards or other town meetings often occupy that room.

#### Summary of Space Requirements:

Room or area	Current area	Requested area	Net increase
Sallyport/ garage	500 sq ft	2000 sq ft	1500 sq ft
Evidence room	104 sq ft	500 sq ft	396 sq ft
Prisoner holding cells	416 sq ft	516 sq ft	100 sq ft
Dispatch/Records	162 sq ft	362 sq ft	200 sq ft
Sergeants/Detectives Offices	153 sq ft	380 sq ft	227 sq ft
Interview room	104 sq ft	208 sq ft	104 sq ft
Officers' office/work area	220 sq ft	440 sq ft	220 sq ft
Booking area	195 sq ft	250 sq ft	55 sq ft
Kitchen/Locker area	94 sq ft	160 sq ft	66 sq ft
Locker area/ Bathrooms	184 sq ft	Women: 140 sq ft Men: 320 sq ft	276 sq ft
<b>Total</b>	2132 sq ft*	5276 sq ft	3144 sq ft

\*964 sq ft usable for office space

**Relationship to Other Town Departments**

The Department notes that currently there are safety issues because the entrance to Town offices is located at the rear of the building off the alley between the building and the Old Town Hall. The Department also notes that it has a good relationship with the Fire Department and that much of the space needed by the two separate Departments, such as training rooms and meeting rooms, could be co-located or shared space.

**Vehicles**

The Department currently has four police vehicles. Cruisers generally will travel close to 100,000 miles before they are replaced. Currently the Department has a replacement program that removes the oldest vehicle in the fleet when a new cruiser is purchased. This rotation should keep the town in the cycle of replacing only one cruiser annually.

**Calls for Service**

During 2005, the Department received 9,206 Calls for Service. Although calls from the commercial areas do not necessarily make up 60% of calls for service, according to Chief Brian Page, historically since 2001 police officers spend at least 60% of their personnel hours investigating crimes committed in commercial areas. These investigations include, but are not limited to shoplifting, consumer thefts, employee theft, armed bank robberies, false prescriptions, vehicle thefts, theft of vehicle parts, and recently an armed convenience store robbery. The following table shows the annual number of Calls for Service from 2001-2005.

Calls for Service	
Year	Total Calls
2,005	9,206
2,004	9,084
2,003	8,506
2,002	8,400
2,001	8,474

**Communications**

The Department is currently revamping its communication equipment. New cruiser radios and portable radios have been added to the Department's inventory. This now gives the Department access to speak directly with surrounding towns, which was not previously possible. The Department would like to purchase laptop computers for each of the cruisers, allowing the patrol officer to stay on the road allowing for better response time.

**RECOMMENDATIONS:**

1. Before any action is taken, the Town should commission an independent professional to assess the needs of the Police Department in relation to applicable codes, regulations, and professional standards, as well as in relation to expected service requirements for the Department. The product of the needs assessment should delineate actions that are, first, necessary and



sufficient to maintain levels of service for the next 20 years and, second, to bring facilities into compliance with applicable standards for comparable public safety departments.

2. **In considering expansion and upgrade of existing facilities the following considerations should be included:**

- Potential co-location of facilities with the Fire Department consistent with Yankee Thrift principle.
- Co-location opportunities as a means to fulfill the Coordination and Cooperation principle of the Vision
- Installation of gender-specific restroom, shower, and locker facilities.
- Support purchase of equipment and vehicles necessary to maintain current levels of service as well as anticipated increased need for services
- Repair and maintain existing facilities to the extent possible with existing funds

## **Library**

The mission of the North Hampton Public Library is to provide Library resources and services to meet the evolving educational, cultural, informational and recreational needs of the community of North Hampton. At community meetings in 1996 and 2000, public input identified and prioritized the following as core Library needs:

- Collection: Need for more materials of all types, specifically more in both adult and juvenile collections, more magazines, more audio and visual formats (CDs, DVDs), more computer software

- Space for Quiet Study: Provision of a quiet area within the Library for research, study and reference work. Currently there is no space of this type in the Library.

- Programming: More cultural and informational programs

Other areas of concern that came out of both meetings were:

- Children's Facilities: a separate children's room

- Municipal cooperation of all types: Include all town and school property in future plans; join with town offices; provide space for historical museum and historical research; connect with school resources

- Technology: More computers and space to use them

- Community space: More meeting room space available for community use

- Parking: Additional parking spaces

It is the vision of the Library Trustees to provide a Library for North Hampton that meets these needs, incorporating more space for collections and technology, for community information and for parking, some quiet space for study and research, a separate room for children and young adults, ADA compliant restrooms, and adequate space for staff work and breaks.

The Board has begun a long-range planning process, to be completed in 2006, which will confirm or update the Library's priorities and aid in setting service goals for the next 3-5 years. The Board has also decided to establish a capital reserve fund for future Library construction of a new or expanded facility that will meet the Library needs of our community for at least the next 20 years.



**Existing Conditions**

The North Hampton Public Library is located on Atlantic Avenue adjacent to the Town Offices, Police and Fire Stations. It is the third location for a library in North Hampton; the first was established by vote of the townspeople in 1892, and was housed in the southwest corner of the Town Hall. Within fifteen years the Library had outgrown its single room, and voters approved construction of a new Library building in 1907, the stone building currently housing the Town Clerk and Tax Collector. With an addition in 1955 and slow population growth, this facility served the town for over 60 years, but ultimately more space was needed. In 1973 the Town voted to appropriate funds for a new Library building. The Friends of the Library and the Fuller Foundation contributed substantially to furnishings and equipment for the new building.

The present Library measures 75' by 75', or 5,625 gross square feet. It is served by a full-time staff of three employees, with three other regular part-time employees. An automated circulation system and catalog were installed in 1999. New computer furniture has been purchased and wiring added so that the Library now provides four computers for public use and has three computers available in the staff workroom, two at the main desk, and one in the Director's Office, for a total of 10 computers in the building. The Friends of the Library also purchased a laptop computer for public use and provided for wireless access, which was added in 2004.

Usage of the Library can be measured in a number of ways. The number of registered borrowers is currently at 3123, or 69% of the town's population. Circulation of materials totaled 46,939 for the year ending in June 2005, up more than 45% from the circulation on opening day in 1973, and an increase of 25.1% since 2000. Visits to the Library in the past year totaled 19,656, up 25% from the previous year. Attendance at programs for the year reached a total of 2397, an increase of 37% just since 2001. Use of the Library's computers has increased by 252% since 2002.

The Library book collection has also grown, from 14,072 volumes in 1973 to 28,535 volumes in 2005. The Library subscribes to 91 periodical titles, has a collection of over 1000 audiocassettes and CDs, and more than 1100 videocassettes and DVDs, as well as a small collection of CD-ROMs available for Library users to borrow. New shelving has been added where possible to house these new materials, often requiring the removal of tables and chairs. Seating today has been reduced by 40% from what it was in 1988 to make this accommodation, while the town's population has grown by approximately 23% in that time.

Besides housing its collection of materials for all ages, the Library building is used extensively for programs and meetings. In 2004 there were 110 Library programs presented, including pre-school story times, after school programs, book discussions, and evening programs for adults, as well as 152 non-Library programs, involving meetings of civic groups, clubs, other town boards, and associations. This is an average of one meeting being held at the Library every day the Library is open, compared with a total of 28 programs for the first year this building was in use. The increased number of programs and meetings held at the Library, and the greater numbers of people attending programs both contribute to the Library's need for increased parking space.

### Needs Assessment

A growing awareness of the ever more limited space available for housing Library materials and functions led to public meetings in 1996 and 2000 to determine from public input the direction the Library should follow in the coming years. A list of needs and priorities was produced. In 2001 a Library consultant hired by the Board of Trustees confirmed these needs and added more. They include:

**ADA Compliance:** The Library's restrooms and entry do not meet ADA requirements.

**Space:** No further increase of any collection is possible without discarding items already on the shelves. To make room for new formats (CDs, DVDs, etc.) shelving has been added to ends of shelves and former walk-through areas. Computers are located in a busy, noisy and very public area in front of the main desk, making research difficult. No space is available in the Library for quiet study, away from the public areas. The meeting room is often not large enough for meetings held there.

**Children's Room:** There is no separate children's room or space in the children's area for the Children's Librarian's desk or office.

**Seating:** Seating has been eliminated to make room for additional shelving space. Currently there is seating for 7 adults, 10 schoolchildren and 4 preschoolers.

**Parking:** Parking is currently shared with town offices, and is frequently inadequate, especially when programs or meetings are being held concurrently with regular Library service or town events such as elections.

**Storage:** There are no storage closets for chairs, tables, or supplies in the multipurpose room because an oil furnace was installed in that designated space in the 70s. Other Library storage is minimal. Books for the annual book sale must be carried up a spiral staircase to the attic, which is not reinforced for this heavy load.

**Staff:** Staff space has been converted to working space for staff members and volunteers, leaving little room or privacy for breaks and meals. Because of crowding, this staff space is also noisy, making it difficult for staff members to focus on work.

Standard formulas for space needs indicate that the present Library building, at 5,625 sq. ft., is some 2,488 square feet too small for the activities and collections it provides now. In planning for the future, a Library design should accommodate space needs as projected out for 20 years. Population estimates show North Hampton's population increasing to about 6,000 by 2025. Space standards for Library collection size, staff space, seating and furniture, computer space and meeting room space to meet the needs of a population of that size indicate that North Hampton should plan for a Library building of about 12,000 gross square feet, with parking for at least 30 vehicles.

### RECOMMENDATIONS:

1. Before any action is taken, the Town should commission an independent professional to assess the needs of the North Hampton Public Library in relation to applicable codes, regulations, and professional standards, as well as in relation to expected service requirements for the Library.

This needs assessment should take full advantage of the considerable work that has already been done on determining the needs of the Library to accommodate future growth.

The product of the needs assessment should delineate actions that are, first, necessary and sufficient to maintain levels of service for the next 20 years and, second, to bring facilities into compliance with applicable standards for comparable public facilities. Of specific concern with respect to the Library are compliance with ADA requirements and safety standards for the upper level storage facility.

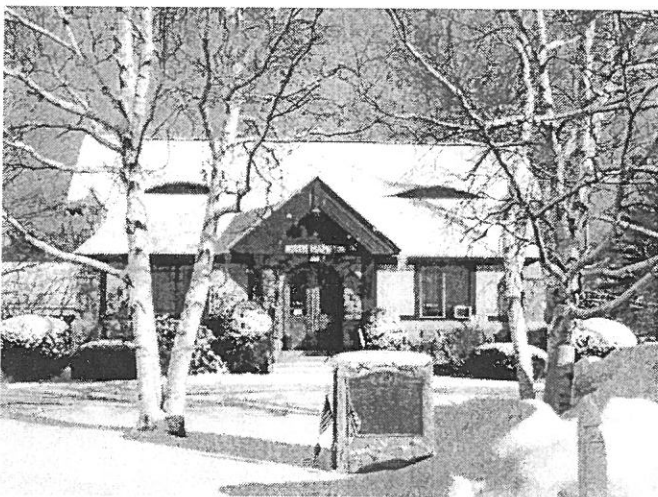
**2. In considering expansion and upgrade of the existing Library the following considerations should be included:**

Possible funding sources beyond appropriations of tax revenues.

Requirements for using the Library as the communications “hub” of North Hampton, consistently with the Vision Principle of strengthening community through better communication.

Potential for co-location of facilities with other departments and cross-functional use of facilities.

## **Town Offices**



Town Offices that serve many of administrative functions are located in the second floor of 233 Atlantic Avenue, above the Police Department. The Clerk's and Tax Collector's Offices are located in the Old Town Library building, which is the building pictured at left. Administrative services in these locations include the following:

In the second floor of 233 Atlantic Avenue:

- Town Administrator's Office
- Administrative Assistant's Office
- Building Inspector's Office
- Planning and Zoning Administrator's Office
- Recreation Director's Office
- Recreation Department Programmer's Office
- Assessing Agent's Office
- Reception/Assessing Assistant's Workspace
- Welfare Assistance Office

In the Old Library building:  
The Town Clerk's Office and  
Tax Collector's Office

Currently, the second floor of 233 Atlantic Avenue provides 1040 square feet of employee workspace in an area that totals 2,960 square feet. Concerns of Town employees about the layout of these offices include confidentiality, safety, and records storage. Although several short-term measures are suggested in the report prepared by the Municipal Facilities Advisory Committee of 2004, the Committee recommends a change to a more appropriate office space that will meet the longer-term needs of the community and address concerns raised by Town employees. The current space is considered adequate for the two to five years time period.

The location of the offices is an ongoing problem in terms of entry and egress and outdoor signage to indicate the location would be helpful. Some equipment upgrades are recommended including additional computers, copier, and miscellaneous office equipment but the main concern seems to be the layout and the issue of records.

#### **RECOMMENDATIONS:**

**The Town should commission an independent professional to assess the needs of the Town Administrative departments in relation to expected service requirements for each function.** The product of the needs assessment should delineate actions that are necessary and sufficient to maintain levels of service for the next 20 years and to bring facilities into compliance with applicable standards for comparable public facilities. Of specific concern with respect to the Old Public Library building is compliance with ADA requirements for access and for accessible restroom facilities.

#### **Records**

In 1998 there were at least 600 cubic feet of town records in 17 locations within town-owned buildings and in an unknown number of private homes. Eight of the spaces in municipal buildings were unsatisfactory for storage of any records, let alone the approximately 150 cubic feet of records that must be retained permanently according to state and federal regulations and statutes. Town officials, staff, and taxpayers were frustrated by their inability to find needed records quickly, if at all.

Since then the Town has made some progress in gaining physical and intellectual control over its records:

The voters approved a warrant article to hire a records manager on a temporary, part-time basis to collect, identify, clean, and in some cases fumigate, organize, box, label, and enter into a spreadsheet non-current records found in these various storage areas.

The voters approved a warrant article the following year to enable all administrative functions except the Town Clerk and Tax Collector to move to the 2nd floor of the Police Station on a temporary basis. Office and work space increased; and records were better organized with the purchase of more space-efficient lateral file cabinets for active records and the purchase and installation of open shelving in a new records storage room for non-current records.

Records of these particular town functions are now in a location above grade and in a building with a dry pipe fire suppression system and with heat and air conditioning. Although not up to the various standards and guidelines for the storage of permanent paper, film, magnetic or electronic media and records, the storage area is a great improvement.

The Town employs a part-time "receptionist" who, in effect, has assumed many responsibilities relating to improving access to some of the Town's records. The development of the Town website and the posting of agendas, minutes, application forms, planning and zoning ordinances and regulations, and other information offers another avenue of access for some residents.

While progress has been made for the above functional areas, other functional areas -- fire, police, highway, town clerk, tax collector -- all have records storage needs noted in preceding sections of this plan that have not been met. The Police Department has not been able to expand to the 2nd floor of its building as originally intended. The Fire Department has no additional space. The Highway Department has no additional space, and their existing facility is dilapidated and deteriorating. The Town Clerk does not have a vault, must use fire-rated file cabinets to protect records in her custody, and cannot assume the responsibility given a Town Clerk by state statute (see RSA 41:58) to keep and preserve those records created by other officers, committees or boards and that are not needed elsewhere. In fact, some of the Town's earliest records remain in a safe that is not fire-rated and is located in Old Town Hall. Only the Tax Collector has gained above-grade space for records for which she is responsible. The volunteers and elected members of various Town boards and commissions continue to store records, some of which are certainly the "official" copy, in their homes rather than in a central, secure, and accessible location.

Much remains to be done. The Town has not convened a Municipal Records Committee (see RSA Section 33-A:3), developed a town-specific records retention schedule, or developed the policies and procedures required to manage records effectively, to preserve permanent records, and to safeguard and improve access to all records. Scanning (digitizing) microfilmed or paper records can improve access to frequently requested records, but if the record must be kept for ten years or longer, a paper or microfilmed copy must be maintained. In fact, electronic records further complicate recordkeeping. Replacing hardware, updating or replacing software, migrating data (and deciding what must be migrated or what data can, in effect, no longer exist), daily backups, security issues, policies for electronic mail communications to, from and among town officials, and many other records issues will require staff time and money.

The needs assessments relating to space requirements for all Town functions must include office space for the storage and use of active records, storage space for non-current permanent records, and storage space for non-current records that must be kept for a certain length of time and can then be discarded. The growth rate of major record series must be determined. Increases in residents and in businesses mean more records and more permanent records. Adequate office space and equipment for active records, and a vault or file room that meets the standards detailed in National Fire Protection Association [NFPA] 232 *Standard for the Protection of Records* and other guidelines for



permanent records and for vital records (those necessary for the town to resume operations after a disaster) are the two givens.

#### RECOMMENDATIONS:

The Board of Selectmen and Town Administrator should review the above assessment and recommendations, develop an implementation plan, and systematically follow up on establishing fully compliant and adequate records capabilities for the Town. The plan should delineate actions that are necessary and sufficient to bring recordkeeping policies and facilities into compliance with applicable standards for comparable municipalities and to establish levels of service required for the next 20 years. (This recommendation is based in part on voluntary work conducted in 1998 by professional consultants in this field who are also residents of North Hampton.)

#### North Hampton School

North Hampton School is located on Atlantic Avenue and provides educational services to students in grades Preschool - 8. Since its initial construction in 1949-50 the school has been renovated several times, most recently in 1997. The building is 71,264 square feet and is sited on 77 acres. This long and narrow property is ideal for outdoor education, academic enrichment and recreation. A softball field and a combination soccer/baseball field provide space for school interscholastic and recreational activities. The Jaguar Jungle playground, funded through community donations and installed in 1998, provides a variety of equipment that children may access during daylight hours.

#### Facility Capacity and Guidelines

Current State minimum standards limit class size to a maximum of 30 students and a square foot requirement of 30 square feet per student in grades 1 - 8, and 50 square feet per student in Kindergarten. North Hampton classrooms range in size from 700 to 1000+ square feet.

700 - 799 square feet.....	11 classrooms
800 - 899 square feet.....	4 classrooms
900 - 999 square feet.....	9 classrooms
1000+ square feet.....	3 classrooms

Under current State minimum standards, 40% of the classrooms can accommodate no more than 25 students each. North Hampton School Board policy, adopted in 1993, recommends that class size be limited to 20 students in grades K - 4 and 25 students in grades 5 - 8. Currently, all 27 classrooms are in use. Filling each class to capacity would theoretically bring the building total to approximately 600 students. However, should there be a large influx of students in one particular grade, there would not be classroom space available without dislodging existing programs.

In addition to classroom space, special purpose space includes:

## Special Purpose Space

	<u>Actual</u> Square Feet	Recommended Square Feet
Cafeteria/Multi-Purpose	2,596	3,156
Library	1,296	3,156
Administration	1,208	1,420
Faculty	500	789
Nurse	360	473
Guidance	200	473

Note: The cafeteria and administrative offices are calculated by square foot and a specific formula per pupil.

## Enrollment

After a sharp decline in enrollment between the academic years 2000-2001 and 2001-2002, enrollment has stabilized, as shown in the following table.

## Enrollment History by Grade by Academic Year 1998-99 to 2005-06

	<b>98-99<sup>2</sup></b>	<b>99-00<sup>2</sup></b>	<b>00-01<sup>2</sup></b>	<b>01-02<sup>2</sup></b>	<b>02-03<sup>3</sup></b>	<b>03-04<sup>3</sup></b>	<b>04-05<sup>3</sup></b>	<b>05-06<sup>3</sup></b>
Pre-Sch'l	21	17	16	12	11	14	26	24
K'garten	35	41	45	38	39	49	36	39
Grade 1	53	45	51	50	50	41	56	47
Grade 2	51	52	48	51	52	54	39	56
Grade 3	65	54	54	49	49	47	53	41
Grade 4	53	65	59	51	52	49	47	57
Grade 5	63	55	60	59	58	54	53	47
Grade 6	80	63	54	55	55	60	51	58
Grade 7	56	79	64	54	54	58	65	50
Grade 8	49	53	77	59	59	58	61	68
<b>Total</b>	526	524	528	478	479	484	487	487
<b>FTE<sup>1</sup></b>								
<b>Total</b>	498	495	497.5	453	454	452.5	456	455.5

<sup>1</sup>"FTE" means one student for a full day. Hence, one AM Kindergartener plus one PM Kindergartner is one "FTE Student." These data are taken from Town annual Reports and North Hampton School Directories.

<sup>2</sup>Data from North Hampton Annual Report

<sup>3</sup>Data from North Hampton School Directory

## RECOMMENDATIONS:

1. Renovations of North Hampton School that were completed in 1997 appear to have been sufficient to provide necessary services for the foreseeable future. The School Board has requested no extraordinary capital improvements.
2. School administration should conduct a preschool census every two to three years
3. School administration should make yearly school enrollment projections and publish these projections along with enrollment data from recent years.
4. School administration should publish annual staffing data showing types of positions and numbers of personnel in each.



5. The School Board and Board of Selectmen should collaborate to inform residents and foster better civic participation in school governance and budgeting.

### **Recreation**

North Hampton is home to a number of recreational facilities that are used by local residents and residents of abutting communities alike. Private and publicly owned recreational land holdings offer a diversity of recreational opportunities from tennis to bird watching, all within town limits. With this wealth of resources, the North Hampton Recreation Department, assisted by many active participants and volunteers, offers a variety of organized recreational opportunities. In addition to local recreational offerings, many residents are able to take advantage of nearby regional recreation opportunities such as swimming/picnicking at state beaches, boating/fishing in regional waters, and skiing/hiking in the nearby White Mountains.

As the resident population of North Hampton grows, the Town will need to further its commitment to recreation by maintaining the quality and access to all its existing facilities and by expanding its facilities to accommodate growth in participation and by planning for new opportunities in recreation as desired by its residents.

### **Existing Recreation Facilities**

The Recreation Department includes one fulltime position and 23 seasonal employees, consisting of the Summer Recreation Director, an Assistant, and counselors. The Department organizes all recreation programs. The North Hampton Recreation Commission, which consists of up to seven volunteer members appointed by the Board of Selectmen, serves in an advisory capacity. The Department works to provide residents with opportunities to participate in social, creative, and physical activities. During the summer, the Commission organizes an extensive six-week recreation program for children grades K-8. The majority of the children attending are grades 1-5. Various other lessons and activities are organized by the Program Director who is contracted to work for the Recreation Commission on a part-time basis. Some of these programs include tennis lessons, for adults and children, golf lessons, private music lessons, Junior High (age) trips to Montreal, Summer Adventure Camps, and youth swim lessons.

During the fall and winter, the following activities are provided for youths and adults: pickup basketball games, held three times weekly; co-ed volleyball; and tot fitness. In the past year the Commission has arranged for children from the town to participate in an alpine night skiing and lesson program at Gunstock Ski area. The Commission also pays the Hampton Recreation Department so that North Hampton's senior citizens can take part in senior activities sponsored by Hampton, at residents' rates.

The Recreation Director has sought to increase the number of programs offered to North Hampton's senior citizens. Some of the activities that have been made available include knitting classes; day trips to Boston, including Museum of Fine Arts, afternoon matinees to shows, The Boston Flower Show, and Quincy Market treks; lunch cruises aboard the M.S. Mount Washington and trips to Foxwoods Casino in Connecticut.

The Summer Rec camp has been held at the North Hampton School for the last six years. Due to the heavily attended program of between 90-100 campers daily, the Dearborn Park could not house such a large program. During the summer months, tennis

pro Sean Stanton teaches children, adults, and seniors at the park's tennis courts. A new program for preschoolers will be held at Dearborn Park three days per week.

Programs that have been successful for Rec Department include theater programs, homework club for grades 4-8, Chess Club, Piano Lessons, Archery, Ski Bradford Club, Bridge for Seniors, First Tee, Mens Over 35 Hoop, Men's Open Hoop and Boys High School Rec Basketball Team, Seasonal Coaches Sports (Basketball, softball/baseball, Lacrosse, Soccer) Clinics, Coates Hoop Camp for Kids, Pitching clinics, and preschool soccer at Seacoast United.

### **North Hampton School**

Since being renovated, North Hampton School has once again become an important recreational facility for the community. The new school gymnasium is used for organized volleyball and basketball games. The land and trails behind the school are used for jogging, walking and cross-country skiing. The local Boy Scout Troop 162, also uses the wooded areas behind the school for their inaugural camp out with new scouts. This Ashakedown@ camp out allows new scouts to become part of the scout troop in somewhat familiar setting and environment. The North Hampton Youth Association (NHYA), a private non-profit parents organization provides support for the Town's youth sports, organizes spring and fall soccer, T-ball, baseball and softball activities at the School, Dearborn Park, and Knowles Field.

### **Dearborn Park**

The other major town-owned recreation facility is Dearborn Park, a 5.4-acre parcel located on Route 111 just east of Interstate 95. Facilities at the park include two ball fields, four tennis/multipurpose courts, a playground, sliding hill and picnic tables. The ball fields are in good condition and the tennis courts are adequate, as the surface has been repaired biannually. Both ball fields are used extensively during softball season by the School's teams and the NHYA softball teams. In the summer the North Hampton Co-ed softball program uses the larger field several evenings weekly.

Several years ago the Commission developed a long range strategic plan to rebuild the tennis courts by establishing a Capital Reserve Fund. Responding to community interest, the original plan was accelerated and in June 2003 reconstruction of the courts was completed well ahead of the original plan.

The Commission also supported a Boy Scout from Troop 162, Nathan Tharp, in his pursuit of his Eagle Service Project. Plans have been prepared and the necessary approval granted for the construction of a covered pavilion on the southeastern side of the tennis courts, providing a covered picnic and shade area at the park. The Commission has also overseen the installation of a pay phone allowing communication for the Park.

### **Knowles Field**

Another important recreational area in North Hampton is Knowles Field, located off Birch Road. Knowles Field is owned and maintained by the NHYA for residents of the town. The 4.91-acre parcel has a 200-foot by 300 foot playing surface that incorporates a Little League field and a junior soccer field. The playing fields are in good condition. The NHYA also uses Dearborn Park and two private baseball fields (Sanderson's Field on Hobbs Road and Johnson's Field on Post Road).

**Woodland Road Conservation Land**

The Town owns a 50-acre parcel of conservation land off Woodland Road providing opportunities for passive recreational uses. Repairs and reconstruction of hiking trails were completed as part of a Service Project by Jeff Bucklin, assisting him in the achievement the Eagle Scout rank. In the winter, when snow cover is adequate, cross-country skiing is a popular use of the property. Several years ago the Conservation Commission prepared a pamphlet describing the land and mailed it to every resident to inform them of the parcel's existence and available uses.

**North Hampton State Beach**

The State Beach in North Hampton is a regional recreation facility serving residents from throughout Rockingham County and tourists from many areas. Located on Ocean Boulevard, the 2.5-acre parcel includes a 1,000 foot sandy beach owned and maintained by the State of NH Department of Resources and Economic Development. There is a small building with dressing rooms and restrooms on the site. Lifeguards and cleaning services are provided by the State. There are 110 metered parking spaces available for the public use. The 1967 North Hampton Master Plan listed the lack of parking spaces reserved for town residents as a major concern. Convenient access and parking facilities are necessary in order to allow North Hampton residents to fully utilize the recreational opportunities available at the State Beach. In 1989 the State agreed to lease twenty parking spaces at the State Beach to North Hampton. The town now sells parking stickers to North Hampton residents, which allows them to park in the leased spaces. In the 2005 Community Survey the desire for more resident parking spaces appeared once again as one of the most frequently cited items by residents. Funds received offset the Recreation Commissions annual expenditure for rental of the spaces from the State.

In addition to the State Beach, North Hampton's remaining coastal shoreline provides many recreational opportunities. Bass Beach, north of Fox Hill Point, is a stony beach used in great part by surfers and saltwater fishermen. The shoreline around Little Boar=s Head is a scenic area that attracts many people that come to watch the surf from the sea walls and walk the rocky coastline.

A list of recreation land owned by the Town, State or other groups are provided on Table R-1. Each of the recreational land areas is shown on the Recreations Land Map that is attached.

**Importance of Recreational Areas**

Open space for recreation serves a variety of purposes and in many ways becomes an economic necessity if a community is to continue as a desirable place to live. Included in this category is open space that provides a natural or green area just for passive recreation such as walking or taking in the scenery for its visual beauty. This provides relief from the normal suburban tempo of life and its demands and allows the participant to enjoy the wonders the Town. The purposes of open space for recreation are:

To provide space for recreation activities that individuals could not provide for themselves,

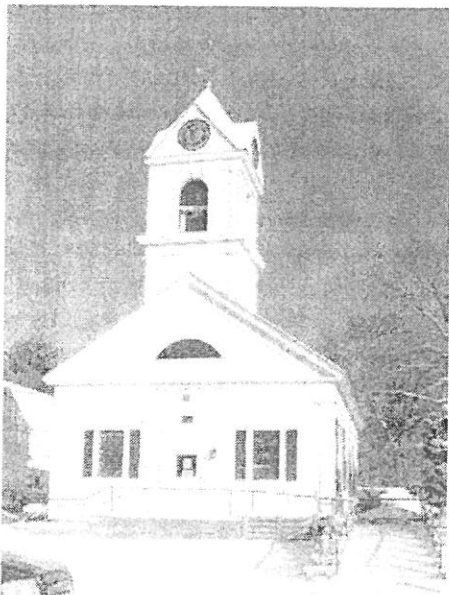
To improve a community's attractiveness,  
 To preserve and conserve a reasonable balance of nature and keep  
 development from occurring in areas that would be harmful or  
 uneconomical to the community, and  
 To prevent overcrowding and repetitious development.

There is some thought that a community cannot afford to have a single piece of property taken off its tax roll to provide public open space for recreation. In fact, the opposite is true, because a well-conceived system of open space creates increased tax revenues from visitors and people willing to live in such a well-maintained region.

#### North Hampton Recreation Lands/Facilities

OWNER	TAX MAP/LOT	ACREAGE	DESCRIPTION/LOCATION
State of NH, DRED	001-000	2.5	State Beach, Popes Beach
State of NH	None	---	Little Boar=s Head
State of NH	None	---	Fox Hill Beach area
State of NH	None	---	Bass Beach
Town	002-051	50.66	Conservation Commission Land, Hiking Trails, Picnic Area
School District	007-161	82.76	School Play Fields
North Hampton Youth Association	014-101	4.91	Off Birch Road, Youth Baseball & Soccer Fields
Town	014-103	5.4	Dearborn Park: Tennis Courts, Play Fields, Baseball fields.

#### Town Hall Possibilities



The Recreation Department states, "The Old Town Hall's possible future use for a community center would be a wonderful stepping-stone towards the needs and future goals of North Hampton's community both young and old." The Old Town Hall has been considered by the Department as a place that would naturally house North Hampton's community and activities. Further, the close proximity of the Town Hall to the North Hampton School would be a convenient location for recreational activities, as children could either walk, ride their bicycles, or get dropped off by bus from the school. The Department foresees a number of suitable activities for the Old Town Hall, including after school programs, music and art, book clubs, senior programs, and clubs/organizational meetings.

The Department has discussed with the Building Inspector several improvements and updates that would be needed in order for the building to be used, but a full-scale needs assessment would be necessary to identify all improvements needed and to prepare cost estimates. Several possible funding sources and approaches have been identified by the Department, including the following: registry of the building as a National Historic building, creation of a revolving fund (as used by the Towns of Rye and Newmarket), Land and Water Conservation Fund Program grants, and contributions from local businesses and the public.

#### **RECOMMENDATIONS:**

1. The Recreation Department should maximize the effectiveness of the Town's various programs by publishing information in newsletters and on the Town's website, consistent with the principle of strengthening community.
2. The Recreation Department should explore strategies to increase revenues from fees without preventing anybody in Town from participating in programs.
3. Consistent with the Vision Principle of Yankee Thrift, the Recreation Department should explore all funding sources to identify the means to support the expansion of the Recreation Program and any necessary improvements or expansions of existing buildings and grounds for Recreation Programs.
4. The Department should engage the public through a variety of methods to solicit public input about long-range needs for recreation facilities. Consistent with the Vision Principle of Coordination and Communication, the Department states that community involvement is key to identify the needs, purposes, and vision of the possibility of a future larger facility with another gymnasium, a pool, and other recreation areas for all ages.

#### **Cemeteries**

There are two large, active cemeteries in North Hampton: Center Cemetery on Post Road and East, or "Little River", Cemetery on Atlantic Avenue, with most activity occurring at Center Cemetery.

With the exception of space remaining in family-owned plots, no more burials are possible at East Cemetery because of a lack of available land. A small amount of semi-wet land may still be used for the burial of cremated remains, and can be sold for that purpose only.

There are still approximately three acres of undeveloped land left at Center Cemetery, plus much unused space in family-owned plots, which should be ample space for the town's needs in the foreseeable future. Some of the unused land requires re-claiming, at the present time, from indigenous tree and brush growth. However, a cleared and mowed area is in the process of being laid out for the sale of new plots.

An area of flush markers and single graves has become the preferred choice for many, and more land for this purpose will be planned.

In general, North Hampton does not face any severe cemetery problems. However, an infusion of some minor funds will be necessary to prepare land that is still



available for current and future needs. Although a maintenance trust fund is growing slowly, town funds are still necessary, particularly for capital expenditures.

The town has received many compliments for the beauty and well-maintained condition of its cemeteries, which have played a major role in municipal beautification awards received by North Hampton.

#### **RECOMMENDATIONS:**

**None.**

### **CONCLUSION**

After several years during which municipal facilities have not been upgraded and have been allowed to deteriorate, the Town faces the need for large-scale renovations or new construction for the Highway Department, Police and Fire and Rescue Departments, and the Public Library. While these projects are clearly seen as necessary by the respective Department Heads, who have submitted requests for capital improvements that they believe are required to remedy the situation, the voters of North Hampton have not supported actions taken by Town leadership in recent years to begin funding improvement projects – most notably, projects to remedy deficiencies in the Highway Department's facilities. The 2005 Community Survey suggests that voters have not been adequately informed about situations that many Town employees face every day in providing services that the townspeople perceive as satisfactory or better. The Town should take action soon to address the twofold problem of:

1. Educating residents about deteriorating conditions of municipal facilities and engaging them in a process of identifying remedies, and
2. Developing, with the participation of residents, a comprehensive plan spanning several years to implement an investment program voters will support, including a routine maintenance program that will prevent the recurrence of the current problem.

### **SUMMARY OF RECOMMENDATIONS**

Actions on these recommendations, which are advisory only, are the responsibility of the Board of Selectman or School Board and, ultimately, of the legislative body.

#### **Overall Recommendations for the Town**

1. A thorough needs assessment of the Library, Police Department, Fire and Rescue Department, Town Administration, and Highway Department facilities should be conducted with output as a menu of options and plans including cost estimates and trade offs between different options. One or more independent professionals should conduct the needs assessment. The assessment should determine for each department:
  - a. What is **necessary** to bring facilities into compliance with all applicable codes, regulations, and standards for each department's facilities?



- b. What is **sufficient** to maintain current levels of service over the next 20 years.
  - c. What is desirable to achieve the levels of service desired by Department Heads.
2. The Town should commission an assessment of the feasibility and consequences of siting all new or expanded municipal facilities on the current municipal site.
3. All Town departments should search for more and better ways to share facilities to ensure the most efficient use of all Town resources and to help reduce capital outlays required for new or expanded facilities, consistent with the principle of Yankee Thrift.
4. The Town should exploit capabilities of the North Hampton Library to serve as a communications “hub” for the Town and thus to strengthen the sense of community.
5. Leaders of the Town should engage residents in an interactive, participative process and communication program to about community services and facilities needs, before and after needs assessments have been completed. Residents input should be solicited and their involvement encouraged about solutions to the problem of updating and upgrading Town facilities in order to maintain the levels of service residents have come to expect.

**Specific Recommendations by Department (from sections above):**

**A. Highway Department**

1. Contract with a qualified, independent professional to assess the needs of the Highway Department that are necessary and sufficient to maintain levels of service for the next 20 years.
2. In conjunction with assessing the needs of other Departments, determine whether the current municipal site is adequate for all municipal services and facilities.
3. Evaluate the benefits and costs either:
  - a. Of building and relocating new Fire/EMS Department facilities and renovating the existing Fire/EMS Department facility to meet some of the needs of the Highway Department or
  - b. Of building and relocating new Highway Department facilities.
4. Relocate the Department to larger, adequate facilities that conform to all code and safety requirements with separate buildings for vehicles versus sand and salt storage and that meet the verified needs of the Department.

**B. Fire Department**

1. **Before any action is taken, the Town should commission an independent professional to assess the needs of the Fire and Rescue Department in relation to applicable codes, regulations, and professional standards, as well as in relation to expected service requirements for the Department.** The product of the needs assessment should delineate actions that are, first, necessary and sufficient to maintain levels of service for the next 20 years

and, second, to bring facilities into compliance with applicable standards for comparable public safety departments.

**2. In considering expansion and upgrade of existing facilities the following considerations should be included:**

Expansion of the apparatus bay by one bay-width the length of the building, with room for storage and vehicle maintenance.

Expansion of the living area by two rooms to meet the needs of Department for the next fifteen or twenty years. This would make existing space available for office, clerical or storage usage.

Installation of gender-specific facilities.

Provision of hazardous materials storage.

Installation of slip resistant floors.

ADA and Life Safety Code standards -- required minimum hallway and bay widths, fixtures, adequate exhaust gas evacuation and emergency egress.

**3. Relocation, if necessary, based on the following considerations:**

Response time: Currently the Department's average response time is four (4) minutes.

Area of response coverage

Ability to concentrate and use efficiently the Department's resources

Locating stations for future growth of the Town

Locating fuel sites in the event of disasters

Emergency power needs in the event of prolonged power outages

Response with apparatus in more than two directions (works well from current location)

Ample parking for personnel working at the facility

Training needs: Currently outside training is limited because of pedestrian and vehicle traffic around the facility, and the Department's training room is a meeting room used heavily by Town departments and Boards.

Communications ease and efficiency

Distance of the station from the curb to avoid potential pedestrian or vehicular accidents

**C. Police Department**

- 1. Before any action is taken, the Town should commission an independent professional to assess the needs of the Police Department in relation to applicable codes, regulations, and professional standards, as well as in relation to expected service requirements for the Department.** The product of the needs assessment should delineate actions that are, first, necessary and sufficient to maintain levels of service for the next 20 years and, second, to bring facilities into compliance with applicable standards for comparable public safety departments.
- 2. In considering expansion and upgrade of existing facilities the following considerations should be included:**

Potential co-location of facilities with the Fire Department consistent with Yankee Thrift principle.

Co-location opportunities as a means to fulfill the Coordination and Cooperation principle of the Vision

Installation of gender-specific restroom, shower, and locker facilities.

Support purchase of equipment and vehicles necessary to maintain current levels of service as well as anticipated increased need for services

Repair and maintain existing facilities to the extent possible with existing funds

#### D. Library

1. **Before any action is taken, the Town should commission an independent professional to assess the needs of the North Hampton Public Library in relation to applicable codes, regulations, and professional standards, as well as in relation to expected service requirements for the Library.**

This needs assessment should take full advantage of the considerable work that has already been done on determining the needs of the Library to accommodate future growth.

The product of the needs assessment should delineate actions that are, first, necessary and sufficient to maintain levels of service for the next 20 years and, second, to bring facilities into compliance with applicable standards for comparable public facilities. Of specific concern with respect to the Library are compliance with ADA requirements and safety standards for the upper level storage facility.

2. **In considering expansion and upgrade of the existing Library the following considerations should be included:**

Possible funding sources beyond appropriations of tax revenues.

Requirements for using the Library as the communications “hub” of North Hampton, consistently with the Vision Principle of strengthening community through better communication.

Potential for co-location of facilities with other departments and cross-functional use of facilities.

#### E. Town Offices

**The Town should commission an independent professional to assess the needs of the Town Administrative departments in relation to expected service requirements for each function.**

The product of the needs assessment should delineate actions that are necessary and sufficient to maintain levels of service for the next 20 years and to bring facilities into compliance with applicable standards for comparable public facilities. Of specific concern with respect to the Old Public Library building is compliance with ADA requirements for access and for accessible restroom facilities.

#### F. Records

**The Board of Selectmen and Town Administrator should review the above assessment and recommendations, develop an implementation plan, and**

**systematically follow up on establishing fully compliant and adequate records capabilities for the Town.** The plan should delineate actions that are necessary and sufficient to bring recordkeeping policies and facilities into compliance with applicable standards for comparable municipalities and to establish levels of service required for the next 20 years. (This recommendation is based in part on voluntary work conducted in 1998 by professional consultants in this field who are also residents of North Hampton.)

#### **G. North Hampton School**

1. Renovations of North Hampton School that were completed in 1997 appear to have been sufficient to provide necessary services for the foreseeable future. The School Board has requested no extraordinary capital improvements.
2. School administration should conduct a preschool census every two to three years
3. School administration should conduct yearly school enrollment projections.
4. School administration should publish annual staffing data.
5. The School board and Board of Selectmen should collaborate to inform residents and foster better civic participation in school governance and budgeting.

#### **H. Recreation Department**

1. The Recreation Department should maximize the effectiveness of the Town's various programs by publishing information in newsletters and on the Town's website, consistent with the principle of strengthening community.
2. The Recreation Department should explore strategies to increase revenues from fees without preventing anybody in Town from participating in programs.
3. Consistent with the Vision Principle of Yankee Thrift, the Recreation Department should explore all funding sources to identify the means to support the expansion of the Recreation Program and any necessary improvements or expansions of existing buildings and grounds for Recreation Programs.
4. The Department should engage the public through a variety of methods to solicit public input about long-range needs for recreation facilities. Consistent with the Vision Principle of Coordination and Communication, the Department states that community involvement is key to identify the needs, purposes, and vision of the possibility of a future larger facility with another gymnasium, a pool, and other recreation areas for all ages.