



TOWN OF NORTH HAMPTON, NEW HAMPSHIRE
NORTH HAMPTON SELECT BOARD

NOTICE OF PUBLIC MEETING

MONDAY, JULY 23, 2018

NORTH HAMPTON TOWN HALL
231 ATLANTIC AVENUE
6:20 O'CLOCK PM

NON PUBLIC SESSION I: 6:21 O'CLOCK P.M.
EXECUTIVE CONFERENCE ROOM
TOWN ADMINISTRATIVE OFFICE
233 ATLANTIC AVENUE

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

-
1. 6:20 p.m. Call To Order by the Chair
 2. 6:21 p.m. Non-Public Session I Pursuant to RSA 91-A:3, II (a,b)
 3. 6:40 p.m. Non-Public Session II Pursuant to RSA 91-A:3, II (a,b)
 4. 6:55 p.m. Return to Regular Session and Recess to Town Hall, 231 Atlantic Avenue
 5. 7:00 p.m. Reconvening of Public Session at Town Hall and Pledge of Allegiance

 6. First Public Comment Session
Public Comment is an opportunity for residents to ask questions, request information and make comments on issues facing the Town. Individuals will be given not more than three (3) minutes to speak, and people who have already spoken will be asked to wait until everyone has had the chance to speak once. The total time devoted to this agenda item is fifteen (15) minutes. Individuals who are not able to speak during the First Public Comment Session will be given first opportunity to speak during the Second Public Comment Session at the end of the Meeting.

 7. Consent Calendar
 - 7.1 Payroll Manifest of 07/12/2018 in the amount of \$200,716.33
 - 7.2 Payroll Manifest of 07/19/2018 in the amount of \$66,563.57

- 7.3 Accounts Payable Manifest of 07/12/2018 in the amount of \$513,707.74
- 7.4 Approval of Blind Exemption
- 7.5 Approval of Abatement Recommendation
- 7.6 Approval of Discretionary Easement Application

8. Correspondence

No Items

9. Committee Updates

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

10. Report of the Town Administrator

- 10.1 General Report

11. Items Left on the Table

No items

12. New Business

- 12.1 Presentation of Town Survey by Economic Development Committee/UNH
- 12.2 Aquarion Water Company Quarterly Update – Carl McMorran
- 12.3 North Hampton Dog Park Committee – Pat McLean
- 12.4 Financial Policies Review
- 12.5 Discussion of Route 1A Speed Limit
- 12.6 Legal Counsel for Water Commission re: Wiggin Way, Stratham, NH

13. Minutes of Prior Meetings

- 13.1 Approval of July 9, 2018 Regular Meeting Minutes
- 13.2 Approval of July 9, 2018 Non Public Meeting Minutes

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

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

15. Second Public Comment Session

See Item 6, above

16. Adjournment

TOWN ADMINISTRATOR
BRYAN KAENRATH

BKAENRATH@NORTHHAMPTON-NH.GOV



MUNICIPAL OFFICES
233 ATLANTIC AVENUE
NORTH HAMPTON, NH 03862

TEL: (603) 964-8087
FAX: (603) 964-1514

TOWN OF NORTH HAMPTON, NEW HAMPSHIRE
OFFICE *of the* TOWN ADMINISTRATOR

C O N S E N T C A L E N D A R

TO: SELECT BOARD
FROM: BRYAN KAENRATH, TOWN ADMINISTRATOR
SUBJECT: CONSENT CALENDAR FOR SELECT BOARD MEETING 07/23/2018
DATE: 07/20/2018

The following actions are for the approval of the Select Board:

- 7.1 Payroll Manifest of 07/12/2018 in the amount of \$200,716.33
- 7.2 Payroll Manifest of 07/19/2018 in the amount of \$66,563.57
- 7.3 Accounts Payable Manifest of 07/12/2018 in the amount of \$513,707.74
- 7.4 Approval of Blind Exemption
- 7.5 Approval of Abatement Recommendation
- 7.6 Approval of Discretionary Easement Application

TOWN OF NORTH HAMPTON PAYROLL MANIFEST

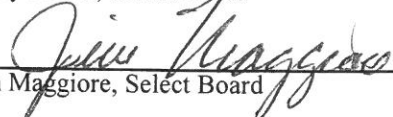
Report # 36663

Include Authorization Codes: Yes
Batch: 19492
Check Dates: (Earliest) - (Latest)
Cash Account Number:
Minimum Check Amount: \$0.00
Sorted By: Check Number

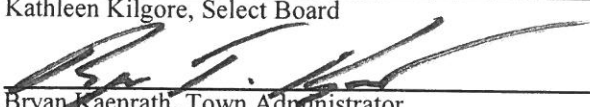
| Check # | Check Date | Code | Name | Chk Grp | Gross Pay | Net Pay | Direct Deposit | Check Amt | Void |
|---------|------------|------|------|---------|-----------|---------|----------------|-----------|------|
|---------|------------|------|------|---------|-----------|---------|----------------|-----------|------|



Larry Miller, Select Board



Jim Maggiore, Select Board

Kathleen Kilgore, Select Board


Bryan Kaenrath, Town Administrator

| | | | | | | | | | |
|--------|------------|-------|--------------------------|---|----------|----------|----------|--------|--|
| | 07/12/2018 | EFTPS | FEDERAL TAX PAYMENTS | | 8,949.97 | 8,949.97 | 0.00 | 0.00 | |
| 222710 | 07/12/2018 | 9528 | BRIAN CHEVALIER | 1 | 200.00 | 171.82 | 0.00 | 171.82 | |
| 222711 | 07/12/2018 | 9527 | KENDALL CHEVALIER | 1 | 112.00 | 103.44 | 0.00 | 103.44 | |
| 222712 | 07/12/2018 | 9530 | EDWARD DAVIS | 1 | 160.00 | 147.76 | 0.00 | 147.76 | |
| 222713 | 07/12/2018 | 2008 | PETER FRANCIS | 1 | 1,617.21 | 1,047.95 | 308.37 | 739.58 | |
| 222714 | 07/12/2018 | 9752 | LISA J. NOONIS | 1 | 513.00 | 473.75 | 0.00 | 473.75 | |
| 222715 | 07/12/2018 | 9662 | EMILY M. WALZAK | 1 | 449.50 | 373.37 | 0.00 | 373.37 | |
| 222716 | 07/12/2018 | 9722 | FRANCIS P. CULLEN | 1 | 151.44 | 139.80 | 0.00 | 139.80 | |
| 222717 | 07/12/2018 | 9488 | RICHARD C. JANVRIN | 1 | 176.09 | 162.62 | 0.00 | 162.62 | |
| 222718 | 07/12/2018 | 9742 | LINDSEY J. ROSS | 1 | 244.48 | 216.42 | 0.00 | 216.42 | |
| 222719 | 07/12/2018 | 9743 | JEFFREY B. LOUGHMAN | 1 | 112.00 | 63.44 | 63.44 | 0.00 | |
| 222720 | 07/12/2018 | 9691 | GLEN S. BOSWORTH | 1 | 1,170.32 | 891.68 | 891.68 | 0.00 | |
| 222721 | 07/12/2018 | 9655 | COLIN J. CHEVALIER | 1 | 1,836.22 | 1,353.33 | 1,353.33 | 0.00 | |
| 222722 | 07/12/2018 | 9409 | STEPHEN S. HENRY | 1 | 1,874.89 | 1,393.62 | 1,393.62 | 0.00 | |
| 222723 | 07/12/2018 | 5855 | JAMES M. JURTA | 1 | 2,825.14 | 2,106.25 | 2,106.25 | 0.00 | |
| 222724 | 07/12/2018 | 2019 | JASON M. LAJOIE | 1 | 1,666.60 | 1,257.26 | 1,257.26 | 0.00 | |
| 222725 | 07/12/2018 | 9481 | JEREMY J. PARENT | 1 | 1,604.57 | 998.13 | 998.13 | 0.00 | |
| 222726 | 07/12/2018 | 9738 | THOMAS A. PIDGEON | 1 | 1,066.70 | 809.12 | 809.12 | 0.00 | |
| 222727 | 07/12/2018 | 9621 | ANGELO C. PUGLISI | 1 | 2,200.36 | 1,473.68 | 1,473.68 | 0.00 | |
| 222728 | 07/12/2018 | 9557 | LEE WILLIAM TABER | 1 | 1,652.19 | 1,036.12 | 1,036.12 | 0.00 | |
| 222729 | 07/12/2018 | 9422 | MARTIN B. TAVITIAN | 1 | 1,247.86 | 800.17 | 800.17 | 0.00 | |
| 222730 | 07/12/2018 | 9745 | DAVID L. TRAINOR | 1 | 787.50 | 547.14 | 547.14 | 0.00 | |
| 222731 | 07/12/2018 | 9083 | MICHAEL J. TULLY | 1 | 2,280.96 | 1,365.11 | 1,365.11 | 0.00 | |
| 222732 | 07/12/2018 | 9737 | TROY C. WISE | 1 | 2,016.14 | 1,365.25 | 1,365.25 | 0.00 | |
| 222733 | 07/12/2018 | 9687 | RYAN A. CORNWELL | 1 | 1,656.26 | 1,165.69 | 1,165.69 | 0.00 | |
| 222734 | 07/12/2018 | 9702 | ANNE M. KENNY | 1 | 527.01 | 464.19 | 464.19 | 0.00 | |
| 222735 | 07/12/2018 | 9283 | JEFFREY P. BARNES | 1 | 1,058.82 | 756.50 | 756.50 | 0.00 | |
| 222736 | 07/12/2018 | 9649 | SCOTT BUCHANAN | 1 | 789.23 | 556.49 | 556.49 | 0.00 | |
| 222737 | 07/12/2018 | 9401 | JON E. HOXIE | 1 | 918.63 | 652.80 | 652.80 | 0.00 | |
| 222738 | 07/12/2018 | 9554 | JOHN HUBBARD | 1 | 1,698.38 | 1,257.18 | 1,257.18 | 0.00 | |
| 222739 | 07/12/2018 | 9259 | WILLIAM L. ADAMS III | 1 | 286.00 | 224.00 | 224.00 | 0.00 | |
| 222740 | 07/12/2018 | 9634 | ASA D. JOHNSON | 1 | 1,460.90 | 1,050.03 | 1,050.03 | 0.00 | |
| 222741 | 07/12/2018 | 9746 | KYLE R. MANLOW | 1 | 1,202.39 | 905.98 | 905.98 | 0.00 | |
| 222742 | 07/12/2018 | 9699 | JAMES D. MASCIOLI | 1 | 1,060.70 | 808.88 | 808.88 | 0.00 | |
| 222743 | 07/12/2018 | 9314 | JESSICA L. MIEHLE | 1 | 1,024.50 | 749.17 | 749.17 | 0.00 | |
| 222744 | 07/12/2018 | 9727 | CHRISTOPHER R. POPPALARD | 1 | 2,063.81 | 1,478.00 | 1,478.00 | 0.00 | |

TOWN OF NORTH HAMPTON PAYROLL MANIFEST

| Check # | Check Date | Code | Name | Chk Grp | Gross Pay | Net Pay | Direct Deposit | Check Amt | Void | |
|---------|------------|-----------|---------------------------|---------|-------------------|-------------------|------------------|-------------------|------|--|
| 222745 | 07/12/2018 | 9332 | JAMES M. RUSSELL | 1 | 2,202.79 | 1,447.02 | 1,447.02 | 0.00 | | |
| 222746 | 07/12/2018 | 9264 | JOSHUA E. STOKEL | 1 | 1,786.77 | 1,406.56 | 1,406.56 | 0.00 | | |
| 222747 | 07/12/2018 | 9748 | TODD E. WHITCOMB | 1 | 913.47 | 696.97 | 696.97 | 0.00 | | |
| 222748 | 07/12/2018 | 9710 | PAUL J. YANAKOPULOS | 1 | 1,702.59 | 1,233.08 | 1,233.08 | 0.00 | | |
| 222749 | 07/12/2018 | 9712 | JOEL F. HURVITZ | 1 | 570.00 | 470.19 | 470.19 | 0.00 | | |
| 222750 | 07/12/2018 | 9747 | JOSEPH A. MANZI | 1 | 1,135.03 | 939.35 | 939.35 | 0.00 | | |
| 222751 | 07/12/2018 | 9230 | STEVEN BUCHANAN | 1 | 335.40 | 281.70 | 281.70 | 0.00 | | |
| 222752 | 07/12/2018 | 9728 | PATRICIA M. BOOKER | 1 | 179.10 | 165.40 | 165.40 | 0.00 | | |
| 222753 | 07/12/2018 | 9129 | SUSAN M. BUCHANAN | 1 | 1,143.70 | 821.55 | 821.55 | 0.00 | | |
| 222754 | 07/12/2018 | 9480 | PATRICIA LEE | 1 | 211.80 | 195.60 | 195.60 | 0.00 | | |
| 222755 | 07/12/2018 | 9004 | JANET L. FACELLA | 1 | 1,179.86 | 849.80 | 849.80 | 0.00 | | |
| 222756 | 07/12/2018 | 9749 | BRYAN T. KAENRATH | 1 | 1,873.71 | 1,319.49 | 1,319.49 | 0.00 | | |
| 222757 | 07/12/2018 | 9719 | RICHARD M. MILNER | 1 | 1,070.93 | 828.50 | 828.50 | 0.00 | | |
| 222758 | 07/12/2018 | AFLAC-NON | AFLAC NON FIRE DEPT | | 144.00 | 144.00 | 0.00 | 144.00 | | |
| 222759 | 07/12/2018 | HEALTHTRS | HEALTHTRUST | | 49,641.91 | 49,641.91 | 0.00 | 49,641.91 | | |
| 222760 | 07/12/2018 | 457B | MID ATLANTIC CAPITAL CORP | | 1,262.50 | 1,262.50 | 0.00 | 1,262.50 | | |
| 222761 | 07/12/2018 | PD DUES-1 | NEW ENGLAND PBA, INC. | | 416.00 | 416.00 | 0.00 | 416.00 | | |
| 222762 | 07/12/2018 | NHRS | NEW HAMPSHIRE RETIREME | | 84,805.81 | 84,805.81 | 0.00 | 84,805.81 | | |
| 222763 | 07/12/2018 | AFLAC | NORTH HAMPTON PROFESSI | | 894.19 | 894.19 | 0.00 | 894.19 | | |
| 222764 | 07/12/2018 | FD DUES | NORTH HAMPTON PROFESSI | | 585.00 | 585.00 | 0.00 | 585.00 | | |
| | | | | | 200,716.33 | 185,720.73 | 36,492.79 | 140,277.97 | | |

| Check Authorization Summary | | | |
|-----------------------------|-------------------------------------|-------|------------|
| Type | Description | Count | Amount |
| Employee | Checks | 9 | 2,528.56 |
| | Voided Checks | 0 | 0.00 |
| | Direct Deposits (Fully Distributed) | 39 | 36,184.42 |
| | ACH Employee Credits | 40 | 36,492.79 |
| | ACH Employee Debits (Voids) | 0 | 0.00 |
| Deduction | Checks | 7 | 137,749.41 |
| | Voided Checks | 0 | 0.00 |
| | ACH Vendor Credits | 0 | 0.00 |
| | ACH VendorDebits (Voids) | 0 | 0.00 |
| Taxes | EFTPS Payment - Debit | 1 | 8,949.97 |

TOWN OF NORTH HAMPTON PAYROLL MANIFEST

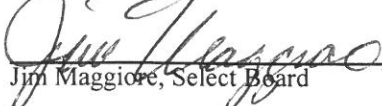
Report # 36729

Include Authorization Codes: Yes
Batch: 19524
Check Dates: (Earliest) - (Latest)
Cash Account Number:
Minimum Check Amount: \$0.00
Sorted By: Check Number

| Check # | Check Date | Code | Name | Chk Grp | Gross Pay | Net Pay | Direct Deposit | Check Amt | Void |
|---------|------------|------|------|---------|-----------|---------|----------------|-----------|------|
|---------|------------|------|------|---------|-----------|---------|----------------|-----------|------|




Larry Miller, Select Board



Jim Maggiore, Select Board

Kathleen Kilgore, Select Board



Bryan Kaenrath, Town Administrator

| | | | | | | | | | |
|--------|------------|-------|--------------------------|---|----------|----------|----------|----------|--|
| | 07/19/2018 | EFTPS | FEDERAL TAX PAYMENTS | | 9,217.84 | 9,217.84 | 0.00 | 0.00 | |
| 222765 | 07/19/2018 | 9753 | TRAVIS A. MURRAY | 1 | 242.00 | 223.49 | 0.00 | 223.49 | |
| 222766 | 07/19/2018 | 9528 | BRIAN CHEVALIER | 1 | 420.00 | 349.67 | 0.00 | 349.67 | |
| 222767 | 07/19/2018 | 9530 | EDWARD DAVIS | 1 | 312.00 | 279.15 | 0.00 | 279.15 | |
| 222768 | 07/19/2018 | 9640 | ARTHUR A. NADEAU | 1 | 360.00 | 332.46 | 0.00 | 332.46 | |
| 222769 | 07/19/2018 | 2008 | PETER FRANCIS | 1 | 3,161.06 | 2,037.24 | 308.37 | 1,728.87 | |
| 222770 | 07/19/2018 | 9752 | LISA J. NOONIS | 1 | 540.00 | 498.69 | 0.00 | 498.69 | |
| 222771 | 07/19/2018 | 9662 | EMILY M. WALZAK | 1 | 620.00 | 572.57 | 0.00 | 572.57 | |
| 222772 | 07/19/2018 | 9722 | FRANCIS P. CULLEN | 1 | 151.44 | 139.80 | 0.00 | 139.80 | |
| 222773 | 07/19/2018 | 9742 | LINDSEY J. ROSS | 1 | 305.60 | 266.76 | 0.00 | 266.76 | |
| 222774 | 07/19/2018 | 9743 | JEFFREY B. LOUGHMAN | 1 | 112.00 | 63.44 | 63.44 | 0.00 | |
| 222775 | 07/19/2018 | 9691 | GLEN S. BOSWORTH | 1 | 1,170.32 | 891.68 | 891.68 | 0.00 | |
| 222776 | 07/19/2018 | 9655 | COLIN J. CHEVALIER | 1 | 1,572.22 | 1,130.65 | 1,130.65 | 0.00 | |
| 222777 | 07/19/2018 | 9409 | STEPHEN S. HENRY | 1 | 2,332.03 | 1,721.38 | 1,721.38 | 0.00 | |
| 222778 | 07/19/2018 | 5855 | JAMES M. JURTA | 1 | 1,520.74 | 1,173.17 | 1,173.17 | 0.00 | |
| 222779 | 07/19/2018 | 2019 | JASON M. LAJOIE | 1 | 1,666.60 | 1,257.26 | 1,257.26 | 0.00 | |
| 222780 | 07/19/2018 | 9481 | JEREMY J. PARENT | 1 | 1,769.29 | 1,101.35 | 1,101.35 | 0.00 | |
| 222781 | 07/19/2018 | 9738 | THOMAS A. PIDGEON | 1 | 1,036.72 | 786.29 | 786.29 | 0.00 | |
| 222782 | 07/19/2018 | 9621 | ANGELO C. PUGLISI | 1 | 1,886.66 | 1,266.83 | 1,266.83 | 0.00 | |
| 222783 | 07/19/2018 | 9557 | LEE WILLIAM TABER | 1 | 1,893.91 | 1,199.67 | 1,199.67 | 0.00 | |
| 222784 | 07/19/2018 | 9422 | MARTIN B. TAVITIAN | 1 | 1,247.86 | 800.17 | 800.17 | 0.00 | |
| 222785 | 07/19/2018 | 9745 | DAVID L. TRAINOR | 1 | 1,138.02 | 801.47 | 801.47 | 0.00 | |
| 222786 | 07/19/2018 | 9083 | MICHAEL J. TULLY | 1 | 2,280.96 | 1,365.11 | 1,365.11 | 0.00 | |
| 222787 | 07/19/2018 | 9737 | TROY C. WISE | 1 | 1,094.37 | 762.17 | 762.17 | 0.00 | |
| 222788 | 07/19/2018 | 9687 | RYAN A. CORNWELL | 1 | 1,656.26 | 1,165.69 | 1,165.69 | 0.00 | |
| 222789 | 07/19/2018 | 9702 | ANNE M. KENNY | 1 | 499.28 | 441.34 | 441.34 | 0.00 | |
| 222790 | 07/19/2018 | 9283 | JEFFREY P. BARNES | 1 | 1,058.82 | 756.50 | 756.50 | 0.00 | |
| 222791 | 07/19/2018 | 9649 | SCOTT BUCHANAN | 1 | 789.23 | 556.49 | 556.49 | 0.00 | |
| 222792 | 07/19/2018 | 9401 | JON E. HOXIE | 1 | 918.63 | 652.80 | 652.80 | 0.00 | |
| 222793 | 07/19/2018 | 9554 | JOHN HUBBARD | 1 | 1,698.38 | 1,257.18 | 1,257.18 | 0.00 | |
| 222794 | 07/19/2018 | 9634 | ASA D. JOHNSON | 1 | 2,196.01 | 1,550.80 | 1,550.80 | 0.00 | |
| 222795 | 07/19/2018 | 9746 | KYLE R. MANLOW | 1 | 1,337.19 | 997.02 | 997.02 | 0.00 | |
| 222796 | 07/19/2018 | 9699 | JAMES D. MASCIOLI | 1 | 1,452.75 | 1,088.74 | 1,088.74 | 0.00 | |
| 222797 | 07/19/2018 | 9314 | JESSICA L. MIEHLE | 1 | 1,024.50 | 749.17 | 749.17 | 0.00 | |
| 222798 | 07/19/2018 | 9727 | CHRISTOPHER R. POPPALARD | 1 | 1,163.25 | 873.27 | 873.27 | 0.00 | |
| 222799 | 07/19/2018 | 9332 | JAMES M. RUSSELL | 1 | 2,499.52 | 1,642.18 | 1,642.18 | 0.00 | |

TOWN OF NORTH HAMPTON PAYROLL MANIFEST

| Check # | Check Date | Code | Name | Chk Grp | Gross Pay | Net Pay | Direct Deposit | Check Amt | Void |
|---------|------------|-----------|---------------------------|---------|------------------|------------------|------------------|-----------------|------|
| 222800 | 07/19/2018 | 9264 | JOSHUA E. STOKEL | 1 | 1,786.77 | 1,406.56 | 1,406.56 | 0.00 | |
| 222801 | 07/19/2018 | 9748 | TODD E. WHITCOMB | 1 | 913.47 | 696.97 | 696.97 | 0.00 | |
| 222802 | 07/19/2018 | 9710 | PAUL J. YANAKOPULOS | 1 | 2,046.99 | 1,479.00 | 1,479.00 | 0.00 | |
| 222803 | 07/19/2018 | 9712 | JOEL F. HURVITZ | 1 | 600.00 | 494.30 | 494.30 | 0.00 | |
| 222804 | 07/19/2018 | 9747 | JOSEPH A. MANZI | 1 | 1,135.03 | 939.35 | 939.35 | 0.00 | |
| 222805 | 07/19/2018 | 9751 | BRETT M. MARELLI | 1 | 228.38 | 195.19 | 195.19 | 0.00 | |
| 222806 | 07/19/2018 | 9230 | STEVEN BUCHANAN | 1 | 360.56 | 301.91 | 301.91 | 0.00 | |
| 222807 | 07/19/2018 | 9728 | PATRICIA M. BOOKER | 1 | 146.27 | 135.08 | 135.08 | 0.00 | |
| 222808 | 07/19/2018 | 9129 | SUSAN M. BUCHANAN | 1 | 1,143.70 | 821.55 | 821.55 | 0.00 | |
| 222809 | 07/19/2018 | 9480 | PATRICIA LEE | 1 | 295.64 | 273.02 | 273.02 | 0.00 | |
| 222810 | 07/19/2018 | 9004 | JANET L. FACELLA | 1 | 1,179.86 | 849.80 | 849.80 | 0.00 | |
| 222811 | 07/19/2018 | 9749 | BRYAN T. KAENRATH | 1 | 1,873.71 | 1,319.49 | 1,319.49 | 0.00 | |
| 222812 | 07/19/2018 | 9719 | RICHARD M. MILNER | 1 | 1,070.93 | 828.50 | 828.50 | 0.00 | |
| 222813 | 07/19/2018 | HEALTHTRS | HEALTHTRUST | | 28.86 | 28.86 | 0.00 | 28.86 | |
| 222814 | 07/19/2018 | 457B | MID ATLANTIC CAPITAL CORP | | 1,407.94 | 1,407.94 | 0.00 | 1,407.94 | |
| | | | | | 66,563.57 | 51,147.01 | 36,100.91 | 5,828.26 | |





| Check Authorization Summary | | | |
|-----------------------------|-------------------------------------|-------|-----------|
| Type | Description | Count | Amount |
| Employee | Checks | 9 | 4,391.46 |
| | Voided Checks | 0 | 0.00 |
| | Direct Deposits (Fully Distributed) | 39 | 35,792.54 |
| | ACH Employee Credits | 40 | 36,100.91 |
| | ACH Employee Debits (Voids) | 0 | 0.00 |
| Deduction | Checks | 2 | 1,436.80 |
| | Voided Checks | 0 | 0.00 |
| | ACH Vendor Credits | 0 | 0.00 |
| | ACH VendorDebits (Voids) | 0 | 0.00 |
| Taxes | EFTPS Payment - Debit | 1 | 9,217.84 |

TOWN OF NORTH HAMPTON ACCOUNTS PAYABLE MANIFEST

Report # 36670

Check Batch: 19494
 Check Header: (N/A)
 Check Numbers: (First) - (Last)
 Check Dates: (Earliest) - (Latest)
 Cash Account Numbers: (First) - (Last)
 Bank Account Code: (N/A)
 Check Authorization Code: AP
 Minimum Check Amount: \$0.00
 Sorted By:
 Include Payable Information: No
 Include Payable Dist Information: No
 Include Authorization Information: Yes

| Batch # | Check # | Check Date | Vendor Code | Vendor Name | Electronic Amount | Check Amount | |
|---------|---------|------------|-------------|--------------------------------|-------------------|--------------|--|
| 19494 | 34347 | 07/12/2018 | 2579 | Access A/V | 0.00 | 1,070.00 | |
| | 34348 | 07/12/2018 | 4697 | AFFINITY LED LIGHTING LLC | 0.00 | 11,876.46 | |
| | 34349 | 07/12/2018 | 2217 | AMERICAN RED CROSS | 0.00 | 500.00 | |
| | 34350 | 07/12/2018 | 89 | AQUARION WATER COMPANY | 0.00 | 399.26 | |
| | 34351 | 07/12/2018 | 2203 | BARNES, JEFFREY | 0.00 | 400.00 | |
| | 34352 | 07/12/2018 | 2927 | BELL & FLYNN, LLC | 0.00 | 161,109.51 | |
| | 34353 | 07/12/2018 | 49 | BEN'S UNIFORMS | 0.00 | 989.00 | |
| | 34354 | 07/12/2018 | 1033 | BERGERON PROTECTIVE CLOTHING | 0.00 | 2,001.24 | |
| | 34355 | 07/12/2018 | 4709 | BLOCK 5 TECHNOLOGIES | 0.00 | 500.00 | |
| | 34356 | 07/12/2018 | 2661 | BUCHANAN, SCOTT | 0.00 | 350.00 | |
| | 34357 | 07/12/2018 | 1319 | CENTER FOR OCCUPATIONAL HEALTH | 0.00 | 1,474.45 | |
| | | | | | | | |
| | | | | | | | |


 Larry Miller, Select Board

 Jim Maggione, Select Board

 Kathleen Kilgore, Select Board

 Bryan Katenrath, Town Administrator

TOWN OF NORTH HAMPTON ACCOUNTS PAYABLE MANIFEST

Report # 36670

| Batch # | Check # | Check Date | Vendor Code | Vendor Name | Electronic Amount | Check Amount |
|---------|---------|------------|-------------|----------------------------------|-------------------|--------------|
| | 34358 | 07/12/2018 | 3995 | CIT FINANCING SERVICE, INC. | 0.00 | 198.12 |
| | 34359 | 07/12/2018 | 2020 | CITIZENS BANK | 0.00 | 7,263.43 |
| | 34360 | 07/12/2018 | 1232 | CIVICPLUS, INC. | 0.00 | 2,930.00 |
| | 34361 | 07/12/2018 | 4701 | COLLINS SPORTS CENTER | 0.00 | 81.00 |
| | 34362 | 07/12/2018 | 1209 | COMCAST | 0.00 | 164.90 |
| | 34363 | 07/12/2018 | 941 | CONWAY OFFICE SOLUTIONS | 0.00 | 140.87 |
| | 34364 | 07/12/2018 | 4280 | CORNWELL, RYAN | 0.00 | 75.00 |
| | 34365 | 07/12/2018 | 4034 | CRYSTAL ROCK LLC | 0.00 | 49.57 |
| | 34366 | 07/12/2018 | 2657 | DAVE'S SEPTIC SERVICE, INC | 0.00 | 193.50 |
| | 34367 | 07/12/2018 | 2751 | DODGE'S FARM AND GARDEN, INC. | 0.00 | 1,430.00 |
| | 34368 | 07/12/2018 | 1991 | DRAGON MOSQUITO CONTROL INC | 0.00 | 11,000.00 |
| | 34369 | 07/12/2018 | 3926 | EAGLE POINT GUN/T J MORRIS & SON | 0.00 | 1,919.60 |
| | 34370 | 07/12/2018 | 807 | ELIASBERG, MIKE | 0.00 | 433.50 |
| | 34371 | 07/12/2018 | 33 | EVERSOURCE | 0.00 | 1,635.82 |
| | 34372 | 07/12/2018 | 746 | FACELLA, JANET | 0.00 | 50.00 |
| | 34373 | 07/12/2018 | 2929 | FIRST LIGHT | 0.00 | 927.80 |
| | 34374 | 07/12/2018 | 51 | GALLS, LLC | 0.00 | 59.00 |
| | 34375 | 07/12/2018 | 4505 | GANOTIS, JOAN | 0.00 | 57.44 |
| | 34376 | 07/12/2018 | 3238 | GLASS PRO | 0.00 | 100.00 |
| | 34377 | 07/12/2018 | 218 | GREENWOOD EMERGENCY VEHICLES | 0.00 | 890.82 |
| | 34378 | 07/12/2018 | 29 | HEALTHTRUST | 0.00 | 8,585.24 |
| | 34379 | 07/12/2018 | 4306 | HOXIE, JON | 0.00 | 350.00 |
| | 34380 | 07/12/2018 | 2864 | HUBBARD, JOHN | 0.00 | 477.26 |
| | 34381 | 07/12/2018 | 4714 | IBEY, ERIN | 0.00 | 135.20 |
| | 34382 | 07/12/2018 | 559 | IRVING OIL CORPORATION | 0.00 | 2,304.16 |
| | 34383 | 07/12/2018 | 3155 | J.M. HAYDEN EQUIPMENT | 0.00 | 299.99 |
| | 34384 | 07/12/2018 | 4713 | JOEL CLOUGH & SON EXC. | 0.00 | 200.00 |
| | 34385 | 07/12/2018 | 4648 | JP PEST SERVICES | 0.00 | 1,400.00 |
| | 34386 | 07/12/2018 | 4685 | KAENRATH, BRYAN | 0.00 | 75.00 |
| | 34387 | 07/12/2018 | 4533 | KENNY, ANNE | 0.00 | 50.00 |
| | 34388 | 07/12/2018 | 4121 | KEY GOVERNMENT FINANCE, INC | 0.00 | 51,921.65 |
| | 34389 | 07/12/2018 | 4711 | KILGORE, KATHLEEN | 0.00 | 1,000.00 |
| | 34390 | 07/12/2018 | 2847 | LAFRENIERE, NORM | 0.00 | 50.00 |
| | 34391 | 07/12/2018 | 530 | LAMPREY ENERGY, INC. | 0.00 | 590.60 |
| | 34392 | 07/12/2018 | 4618 | LEBLANC, KEN | 0.00 | 100.00 |
| | 34393 | 07/12/2018 | 209 | LHS ASSOCIATES, INC. | 0.00 | 450.00 |
| | 34394 | 07/12/2018 | 3993 | M.D.COMMUNICATIONS, INC. | 0.00 | 160.00 |

TOWN OF NORTH HAMPTON ACCOUNTS PAYABLE MANIFEST

Report # 36670

| Batch # | Check # | Check Date | Vendor Code | Vendor Name | Electronic Amount | Check Amount |
|---------|---------|------------|-------------|-----------------------------------|-------------------|--------------|
| | 34395 | 07/12/2018 | 4488 | MAGGIORE, JAMES | 0.00 | 1,000.00 |
| | 34396 | 07/12/2018 | 4677 | MANZI, JOE | 0.00 | 50.00 |
| | 34397 | 07/12/2018 | 4628 | MASCIOLI, JAMES | 0.00 | 44.00 |
| | 34398 | 07/12/2018 | 108 | MIEHLE, JESSICA | 0.00 | 43.24 |
| | 34399 | 07/12/2018 | 4489 | MILLER, LARRY | 0.00 | 1,000.00 |
| | 34400 | 07/12/2018 | 4340 | MONARCH ELECTRICAL SERVICES | 0.00 | 453.58 |
| | 34401 | 07/12/2018 | 2980 | MOORE, BEVERLY | 0.00 | 250.00 |
| | 34402 | 07/12/2018 | 1105 | MOTOROLA SOLUTIONS INC. | 0.00 | 10,819.51 |
| | 34403 | 07/12/2018 | 59 | NEPTUNE, INC. | 0.00 | 810.00 |
| | 34404 | 07/12/2018 | 671 | NH TAX COLLECTOR'S ASSOC | 0.00 | 20.00 |
| | 34405 | 07/12/2018 | 2669 | PEOPLE'S UNITED BANK | 0.00 | 86,281.25 |
| | 34406 | 07/12/2018 | 4412 | PITNEY BOWES | 0.00 | 515.49 |
| | 34407 | 07/12/2018 | 1258 | PORTSMOUTH COMPUTER GROUP | 0.00 | 5,218.25 |
| | 34408 | 07/12/2018 | 347 | PRIMEX | 0.00 | 79,630.00 |
| | 34409 | 07/12/2018 | 130 | PURCHASE POWER | 0.00 | 1,020.99 |
| | 34410 | 07/12/2018 | 4710 | RECDESK LLC | 0.00 | 2,940.00 |
| | 34411 | 07/12/2018 | 119 | ROCKINGHAM COUNTY | 0.00 | 34.13 |
| | 34412 | 07/12/2018 | 529 | ROCKINGHAM NUTRITION & MEALS | 0.00 | 2,000.00 |
| | 34413 | 07/12/2018 | 1717 | RONALD LONGPRE PSY.D. | 0.00 | 400.00 |
| | 34414 | 07/12/2018 | 2799 | RSVP -THE FRIENDS PROGRAM | 0.00 | 100.00 |
| | 34415 | 07/12/2018 | 2973 | RUSSELL, JAMES | 0.00 | 134.39 |
| | 34416 | 07/12/2018 | 4274 | SBS TRUCK & TRAILER REP, INC | 0.00 | 1,642.56 |
| | 34417 | 07/12/2018 | 9 | SEACOAST POWER EQUIPMENT | 0.00 | 977.42 |
| | 34418 | 07/12/2018 | 1452 | STANLEY ELEVATOR COMPANY INC | 0.00 | 339.64 |
| | 34419 | 07/12/2018 | 320 | STRATHAM TIRE INC | 0.00 | 333.00 |
| | 34420 | 07/12/2018 | 335 | SULLIVAN TIRE INC | 0.00 | 768.01 |
| | 34421 | 07/12/2018 | 2867 | SUNBELT RENTALS | 0.00 | 1,154.30 |
| | 34422 | 07/12/2018 | 3962 | TOWN HALL STREAMS | 0.00 | 250.00 |
| | 34423 | 07/12/2018 | 4540 | TRAFFIC LOGIX CORP. | 0.00 | 2,655.00 |
| | 34424 | 07/12/2018 | 56 | TREASURER STATE OF NH | 0.00 | 809.98 |
| | 34425 | 07/12/2018 | 2116 | TREASURER, STATE OF NEW HAMPSHIRE | 0.00 | 14,227.71 |
| | 34426 | 07/12/2018 | 4172 | TRITECH SOFTWARE SYSTEMS | 0.00 | 6,195.00 |
| | 34427 | 07/12/2018 | 2141 | TULLY, MICHAEL | 0.00 | 75.00 |
| | 34428 | 07/12/2018 | 4712 | TURF DEPOT | 0.00 | 882.66 |
| | 34429 | 07/12/2018 | 4708 | ULTIPLAY PARKS & PLAYGROUNDS, INC | 0.00 | 1,360.70 |
| | 34430 | 07/12/2018 | 1145 | VISION GOVERNMENT SOLUTIONS | 0.00 | 6,539.35 |
| | 34431 | 07/12/2018 | 1306 | W.B. MASON | 0.00 | 735.03 |

TOWN OF NORTH HAMPTON ACCOUNTS PAYABLE MANIFEST

Report # 36670

| Batch # | Check # | Check Date | Vendor Code | Vendor Name | Electronic Amount | Check Amount |
|----------------|---------|------------|-------------|--------------------------------------|-------------------|---------------------|
| | 34432 | 07/12/2018 | 91 | WASTE MANAGEMENT | 0.00 | 2,805.86 |
| | 34433 | 07/12/2018 | 338 | WHITE'S WELDING CO., INC. | 0.00 | 408.00 |
| | 34434 | 07/12/2018 | 4486 | WIGGINS RECONDITIONING & AUTO REPAIR | 0.00 | 364.30 |
| Totals: | | | | | 0.00 | \$513,707.74 |

88 Checks Listed.

Bryan T. Kaenrath
Town Administrator

Municipal Offices
233 Atlantic Avenue
North Hampton, NH 03862
bkaenrath@northhampton-nh.gov
Tel: (603) 964-8087
Fax: (603) 964-1514



TOWN OF NORTH HAMPTON, NEW HAMPSHIRE
OFFICE of the TOWN ADMINISTRATOR

TOWN ADMINISTRATOR'S REPORT
JULY 23, 2018 SELECT BOARD MEETING

REPORTING PERIOD

The reporting period is from July 9, 2018 through July 20, 2018

FINANCE

The latest expenditure report of the fiscal year can be found here: <https://www.northhampton-nh.gov/sites/northhamptonnh/files/uploads/expense07162018.pdf> . We ended the last year with a healthy surplus of approximately \$350,000 largely driven by being understaffed in several departments. Our fund balance remains at healthy levels, exceeding recommended amounts. You should have received a report from the Finance Department with more detailed information last week.

PRIORITIES

Personnel

The Police Department. Police chief interviews were held on July 12th with the Town Administrator and an oral board panel. Selected candidates will now move on to interviews with the Select Board within the next few weeks. The process for the open sergeant position has concluded and a candidate will be brought before the Select Board for final approval. The hiring process for two police officer positions is also ongoing in various stages.

The Fire Department. Our newest firefighter recently began work after being recommended by the chief and deputy chief and receiving approval from the Select Board.

Building Department. Our new part-time building inspector, Travis Murray, began work last week and is off to a great start.

Facilities

Town Hall. Our town hall RFP has been sent out to 10 contractors with responses due by August 3, 2018.

The Library. Nothing new to report.

Stone Building. Painting quotes are currently being gathered but availability of painting contractors before the end of the season is limited. Gutter cleaning should also be completed in the near future.

Town Office/Chevalier Building. I am in the process of gathering more quotes to follow up on our energy audit and recommendations from Yankee Thermal Imaging. Inmate trustees will be returning in the next few weeks to complete exterior trim painting.

Projects

Town Sign. Our new town sign for Route 1 at the Hampton town line has been ordered and should be in place in August. NHBA will be contributing \$1100 towards the cost of the sign. NHBA would like to have their logo affixed to the bottom of the sign as recognition of their contribution.

Telephone System/Communications. Nothing new to report

Cell Tower. Working on it!

Banners. I have obtained pole agreements for the remaining banner locations mostly around the bandstand. Director Hubbard and his crew will be installing those in the very near future as schedule permits.

Regionalization. Nothing new to report.

Perambulation. Nothing new to report.

Coakley Landfill Group. The next CLG meeting will take place at Portsmouth City Hall on July 24th at 10:30am.

Cemeteries. Nothing new to report.

Finance Policies: Agenda item.

Elections. Our September 11th primary has been set to be held at North Hampton Town Hall. We will need another volunteer or former Select Board member to work at the polls due to Chairman Maggiore appearing on the ballot.

Junkyard Closures and/or New Problems: Nothing new to report.

Trolley Bridge/Philbrick Pond Grant. I have completed all necessary items for our grant with DES. We should be receiving the final study report from CMA Engineers shortly following their presentation at a previous BOS meeting.

Storm-Water Regulations. Nothing new to report.

Hazard Mitigation Plan. Nothing new to report

Recreation Activities. Our summer camp began the first week of July and is running smoothly and off to a great start. A reminder, Old Home Day is scheduled for Saturday, August 11th.

Economic Development. Committee report.

Document Management System. Work is ongoing to write a proper RFP.

IT Issues. I have signed the agreement with PCG for the Microsoft 365 project that Dave Hodgdon discussed at a previous meeting. They have done an onsite visit in preparation for completing the update.

Rails to Trails. There will be a meeting with Scott Bogle from Rockingham County Planning for an update on the project on August 14th, 6:30pm at the North Hampton Railroad Depot.

Public Works. Paving projects are ongoing. We are also working on getting design work done in preparation for our Town Hall septic project.

Audit: The audit process should begin shortly with a goal of being completed by November 30th.

Aquarion Water. I recently attended the Aquarion stakeholders meeting in Hampton where we received updates on PFOS/A testing and hydrant maintenance among other items. Aquarion is here this evening to provide their quarterly update.

Meeting Schedule: Our next regularly scheduled meeting is August 6, 2018.



TOWN OF NORTH HAMPTON, NH

INVESTMENT POLICY

I. PREFACE

This investment policy (“Investment Policy”) is adopted by the Select Board of the Town of North Hampton, state of New Hampshire (“Town”) pursuant to RSA 41:9, VII. The purpose of this Investment Policy is to provide a framework for the safe and prudent investment of public funds.

This Investment Policy provides specific guidelines and requirements, consistent with the requirements of RSA 41:29, which the Town Treasurer (the “Treasurer”) as custodian of all moneys belonging to the Town shall be obligated to follow in the conduct of depositing and investing the Town’s public funds. “Treasurer” as the term is used in this Investment Policy, means the Town Treasurer and any person to whom authority is delegated pursuant to RSA 41:29, VI or who works under the direction of the Treasurer or the Treasurer’s duly authorized delegee. This Investment Policy also incorporates, either directly or indirectly, the investment requirements and restrictions of RSA 35:9

The Investment Policy shall be reviewed and approved by the Select Board annually at the Board’s first regular session of the fiscal year in conformance with applicable statutes and a copy of the reviewed and adopted Policy shall be provided to the Treasurer and, pursuant to RSA 31:25, to the New Hampshire Attorney General as soon as practicable thereafter. A copy of the approved Investment Policy shall be provided to and retained by the Town Clerk as part of the Town’s official records.

The Investment Policy may time to time be revised or amended by the Select Board and any such revision or amendment shall be communicated to the Treasurer and to the New Hampshire Attorney General, in writing, as soon as practicable following the approval of any such revision or amendment.

II. SCOPE

This Investment Policy applies to all deposits and investments (hereinafter sometimes referred to as “Invested Assets”) of public funds including, but not limited to, time and demand accounts,

from federally insured banks. Public funds are those funds under the control and authority of the Treasurer and include:

- General Fund
- Conservation Fund
- Recreation Fund
- Special Purpose Funds
- Capital Project Funds
- Any new funds created by the Town, unless specifically exempted by the governing body, in accordance with law, or by law.

Funds held by the Trustees of Public Trust Funds or Trustees of the North Hampton Library are not covered under the Investment Policy. Such Trustees should adopt a separate investment policy in accordance with their investment authority under RSA 31:25.

III. INVESTMENT OBJECTIVES

The preservation and safety of capital and investment principal is the foremost objective of the Investment Policy. Other investment objectives include:

1. To maintain sufficient liquidity to meet the reasonably anticipated cash demands and operating requirements of the Town ;
2. To attain above average market rates of return on deposits and investments taking into consideration investment and credit risk, liquidity and cash flow considerations.

All investments made by the Treasurer shall at all times comply with all applicable statutes and any regulations or administrative rules promulgated by the New Hampshire Banking Commissioner or any other New Hampshire governmental agency.

IV. AUTHORIZED FINANCIAL INSTITUTIONS

In accordance with the provisions of this Investment Policy, the Treasurer shall deposit all public funds in one or more “Authorized Financial Institutions” expressly designated in writing for such purpose by the Select Board. Each Authorized Financial Institution shall be a federally insured bank chartered under the laws of New Hampshire or the federal government with a branch within the state. Although RSA 41:29, II permits deposits with federally insured banks which do not have a branch in New Hampshire subject to certain collateral security requirements, the Treasurer shall **not** be authorized to deposit funds in such out-of-state financial institutions.

The current list of Authorized Financial Institutions approved by the Select Board is shown in Table 1. Such list may be amended by action of the Select Board in the exercise of its discretion, either at the request of the Treasurer or on the initiative of the Select Board.

| Table 1 - Authorized Financial Institutions |
|---|
| TD Bank (North Hampton Branch, 46 Lafayette Road, North Hampton) |
| RBS Citizens Bank (North Hampton Branch, 65 Lafayette Road, North Hampton) |

| |
|---|
| Optima Bank (North Hampton Branch, 26 Lafayette Road, North Hampton)* |
| Bangor Savings (Portsmouth Branch, 2400 Lafayette Road, Portsmouth)* |
| Service Credit Union (Hampton Branch, 887 Lafayette Road, Hampton)* |
| Meredith Village Savings Bank (Portsmouth Branch, 2839 Lafayette Road, Portsmouth) |
| People's United Bank (117 Winnacunnet Road, Hampton) |
| RESERVED |
| * Not Collateralized in accordance with this policy as of 06 April 2015 |

V. PERMITTED DEPOSITS AND INVESTMENTS

The Treasurer shall be permitted to make the following deposits and investments of public funds in Authorized Financial Institutions:

A. Deposits

- Time and savings accounts
- Demand accounts
- Interest bearing accounts
- Money market accounts
- Certificates of deposit

B. Investments (hereinafter collectively referred to as "Eligible Securities") as defined by NH CodeAdmin.R., *Ban*, 1450.04 as it may be amended from time to time, including, without limitation:

1. Obligations of the US government and obligations which carry the full faith and credit guarantee of the US government, including US Treasury bills notes and bonds, Zero Coupon Bonds, US Savings Bonds and obligations of US government agencies, including the Government National Mortgage Association ("GNMA" or "Ginnie Mae")
2. Debt obligations issued by the following government sponsored enterprises (GSEs):
 - Export-Import Bank of the United States ("Eximbank")
 - Farmers Home Administration ("FHA")
 - General Services Administration ("GSA")
 - Small Business Administration ("SBA")
 - Federal Farm Credit Bank ("FFCB")
 - Federal Home Loan Banks ("FHLB")
 - Federal Home Loan Mortgage Association ("FHLMC or Freddie Mac")
 - Federal National Mortgage Association ("FNMA or Fannie Mae")
 - Banks for Cooperatives
 - Federal Intermediate Credit Banks
 - Federal Land Banks
3. Repurchase agreements provided such agreements involve the purchase and repurchase of Eligible Securities as set forth in this paragraph B.

C. New Hampshire Public Deposit Investment Pool

Notwithstanding the provisions of RSA 41:29, II, the Treasurer *shall* be authorized to place public funds in the New Hampshire Public Deposit Investment Pool established pursuant to RSA 383:22.

|

VI. FDIC INSURANCE

To the extent possible, it is the intent of the Select Board to maximize FDIC insurance for both time and savings accounts as well as demand deposits. Provided that the official Custodian (the Treasurer) places deposits with a federally insured depository institution within the same state in which the public unit is located, FDIC will insure (i) time and savings accounts to a maximum of \$250,000 and (ii) separately all demand deposits held by the same Custodian up to a maximum of \$250,000. [12 CFR 330.15; *see also* 12 CFR 330.1(o)(defining the standard maximum deposit insurance amount (“SMDIA”))] . It is the responsibility of the Treasurer to monitor and to notify the Select Board of any changes to the SMDIA

The Town, the Library and the Public Trust Funds shall consider the applicable FDIC insured limits as separately available to each of the Town, the Library and the Public Trust Funds. [*See*, Opinion of Counsel, David H. Barnes, Esquire, dated February 11, 2010, attached as Appendix A hereto and on file with the North Hampton Town Clerk].

VII. COLLATERALIZATION

All deposits and investments of public funds placed with an Authorized Financial Institution in excess of FDIC insured limits must be fully collateralized by (a) Eligible Securities or (b) a letter of credit (LOC) issued by a fully creditworthy financial institution including a government sponsored enterprise.

A. Eligible Securities

To fully protect public funds on deposit or invested with an Authorized Financial Institution, the following requirements must be fully satisfied:

1. The Authorized Financial Institution must enter into a written agreement granting the Town a security interest in the Eligible Securities pledged by the bank to the Town;
2. Such security interest must be perfected under applicable law, including Article 8 and 9 of the Uniform Commercial Code, to provide the Town with a valid and perfected first priority lien on and control of the pledged securities;
3. A certificate or resolution evidencing the approval by the Authorized Financial Institution’s board of directors or its loan committee of the granting of a security interest in the Eligible Securities pledged by the Authorized Financial Institution to the town, which certificate or resolution must be continuously part of the official records of the Authorized Financial Institution; and,
4. The Authorized Financial Institution must deliver to the Town a certificate of authorization which indicates which officer(s) or official(s) are duly authorized to enter into the security interest agreement covering the Eligible Securities pledged by the Authorized Financial Institution to the Town.

B. Letter of Credit (LOC)

To be acceptable a letter of credit must meet all of the following criteria:

1. It must be issued by a bank separate from and independent of the bank which holds the Invested Assets and deemed by the Select Board to be fully creditworthy, approved by the Board and shown in Table 2.
2. It must be issued as an irrevocable standby LOC in accordance with the Uniform Customs and Practices published by the International Chamber of Commerce (commonly referred to as “UCP 600”) or Article 5 of the Uniform Commercial Code and in form and substance approved by the Select Board or its designee.
3. It must have an effective date on or before the placement of the deposit or investment and an expiration date not earlier than thirty (30) days after the maturity date of any deposit or investment.
4. It must designate the Town of North Hampton as the beneficiary of the LOC
5. It must provide for partial drawings if the LOC supports deposits or investments of differing maturity dates OR a LOC must be obtained for each deposit or investment having a different maturity date.

| Table 2 – Authorized Issuers of Letters of Credit |
|--|
| <ul style="list-style-type: none"> ▪ Federal Home Loan Bank of Pittsburgh |
| RESERVED |

VIII. THIRD-PARTY CUSTODIAN REQUIREMENT

In cases where collateralization of public funds in excess of the FDIC insured limit requires the pledge of securities, it is a requirement under this Investment Policy that the Authorized Financial Institution uses a third-party custodian acceptable to and approved by the Select Board. Table 3 is a listing of third-party custodians approved by the Select Board.

| Table 3 – Authorized Financial Institutions as Third-Party Custodians |
|--|
| <ul style="list-style-type: none"> ▪ Bank of New York |
| RESERVED |

The third-party custodian agreement must be acceptable in form and substance to the Select Board. Appendix B is the form of custodian agreement approved by the Select Board.

IX. COLLATERAL MARGIN REQUIREMENT

A. All Eligible Securities pledged as collateral must be marked to market at least monthly and verified by a report provided by the bank or its custodian. The market value of pledged securities must be greater than the amount of the public funds on deposit or invested to provide for:

1. Accrued and unpaid interest earned over the life of the investment through its maturity date, plus
2. An additional sixty (60) days of interest beyond the maturity date should delays be encountered in liquidating the pledged securities in the event of a bank failure; plus

3. An additional 100 basis points (1%) to provide for market risk fluctuations in collateral value given that the banks will only mark to market collateral on a monthly basis.

B. Because RSA 41:29, V does not require banks to secure public funds in excess of 100% of such funds, some banks may be reluctant to provide the necessary collateral margin required under this Article VI. However, every reasonable effort must be made to assure sufficient collateral as determine in the aforementioned calculation, but in no event should the collateral margin for pledged securities be less than 102% of the principal amount of the Invested Assets.

C. Substitution of collateral should meet the requirements of the collateral agreement, be approved by the entity in writing prior to release, and the collateral should not be released until the replacement collateral has been received.

D. The Town of North Hampton should receive a report monthly directly from the custodian. The custodian should warrant and be signatory to the agreement.

E. A letter of credit is issued for a fixed and certain amount and is not subject to market value fluctuations. Nonetheless, the amount of the LOC in relationship to the Invested Assets it secures must be calculated using the same aforementioned collateral margin calculation but excludes the 1% additional margin for market fluctuations. In no event should the collateral margin requirement for letters of credit be less than 102% of the principal amount of Invested Assets.

X. DURATION AND CONCENTRATION RISK

A. Duration

Duration refers the average length (maturity) of a portfolio of Invested Assets. As a general rule, the longer the maturity the higher the investment yields. Thus, the portfolio of Invested Assets should maximize yield through longer duration AFTER first giving full consideration of the Town's operating cash requirements (liquidity).

After determining the amount and timing of the Town's cash requirements, no Invested Assets should be invested for a period exceeding one (1) year. The duration of the Town's Invested Assets should be in accordance with the following guidelines:

1. For cash requirements anticipated over a 30 day period, an amount equal to 100% of such cash requirements should be maintained in overnight investments
2. For projected cash requirements beyond 30 days up to 90 days, 50% of the projected cash requirements for this 30 to 90 day period, should be kept in 30 day investments, 35% in 60 day investments and 15% in 90 day investments.
3. For projected cash requirements beyond 90 days up to 180 days, 50% should be invested in 90 day investments, 35% in 120 day investments and 15% in 180 day investments

4. For projected cash requirements beyond 180 up to one year, cash equal to 75% should be invested in 180 day investments, 15% up to 270 days and 5% invested in investments not exceeding one year.

The guidelines are suggested and are not mandatory. Experience and knowledge in managing the Town's cash requirements should govern the duration of any Invested Assets. The Treasurer is encouraged to be conservative in managing the length of any Invested Assets and at all times placing greater importance on ensuring adequate liquidity over higher yields of longer durations.

B. Concentration of risk

Prudent management of the Town's Invested Assets requires diversification of risk. The goal over time should be to have no more than 25% of the Town's Invested Assets placed with any one bank. However, until a sufficient number of banks are approved as Authorized Financial Institutions, Invested Assets should not exceed 50% with any one bank approved by the Select Board.

Similarly to the diversification of risk among Authorized Financial Institutions, concentrations in types of securities should also be diversified.

With the exception of obligations of the US government which carry the full faith and credit guarantee of the US government in which 100% of the Town's public funds may be so invested, prudent diversification of all other investments or collateral securities should not exceed 50% from any one security issuer based on the Town's total Invested Assets including collateralized securities.

Exceptions to the foregoing concentration of risk limitations will require the prior approval of the Select Board.

XI. PRUDENCE

Any deposit or investment made pursuant to this Policy shall be in accordance with the "prudent person" rule of investment and shall be the standard of care applicable hereunder. As recommended by the Government Finance Officers Association (GFOA), the prudent person rule of investment requires that:

"Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

XII. CONFLICT OF INTEREST

Any elected officials, officers and employees of the Town involved in the implementation of this Policy shall disclose to the Select Board in writing any personal or pecuniary interest which

could conflict (or appear to conflict) with any matters related to or arising from the Policy and any implementation or execution thereof or which could impair their ability to make impartial judgments regarding any aspect of the Policy or its implementation. The Select Board shall take such action as may be necessary and prudent to prevent any such conflict of interest, or the appearance of a conflict, from interfering with the proper implementation of the Policy.

XIII. DELEGATION OF AUTHORITY

In accordance with RSA 41:29, VI, the Treasurer may delegate deposit, recordkeeping or reconciliation functions to the Town's Finance Department. The delegation is in writing and sets forth written procedures approved in advance by the Select Board. Delegations by the Treasurer shall only be made to a Town official or employee bonded in accordance with RSA 41:6 and rules adopted by the Commissioner of Revenue Administration under RSA 541-A. Such delegation shall not eliminate the responsibility of the Treasurer to comply with all statutory duties required by law nor shall such delegation relieve the Treasurer from compliance with the Policy.

XIV. SURETY BOND

A. The provisions of RSA 41:6 (Surety Bond Required), as it may be amended from time to time, are adopted herein:

“Town Treasurers...Shall be bonded by position under a blanket bond from a surety company authorized to do business in this state. The bond shall indemnify against losses through:

(1) The failure of officers covered to faithfully perform their duties or to account properly for all moneys or property received by virtue of their positions, or

(2) Fraudulent or dishonest acts committed by the covered officers.”

B. A blanket bond may exclude the Treasurer if a separate fidelity bond for the faithful performance of his/her duties is furnished by the surety writing the blanket bond.

C. Premiums shall be paid by the Town.

D. The required bonds shall provide for at least a 2-year discovery period from the date their coverage terminates.

E. The surety bond shall otherwise comply with any rules adopted by the Commissioner of Revenue Administration pursuant to RSA 541-A, including any rules concerning the amount and form of the surety bond.

XV. INTERNAL CONTROLS

A. The Select Board is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Town are protected from loss, theft or misuse. The Internal Controls Policy is attached hereto as Appendix B and incorporated herein by reference.

XVI. SAFEKEEPING

The original of any letter of credit, bank instruments, evidence of investments, certificated securities, bank resolutions/approvals/authorizations, , shall be kept with the Town Office in a secure, fireproof cabinet access to which shall be limited to the Town Administrator or the Town Administrator's designee.

XVII. ACCOUNTING

All cash balances will be reconciled monthly by the Treasurer and reported to the Town Administrator or his designee on a monthly basis. General ledger entries will be posted timely but in no event less than weekly to the general ledger system in order to reflect accurately the Town's current cash position.

XVIII. REPORTING

Within thirty (30) days after the end of each calendar quarter, the Treasurer shall submit upon request to the Select Board and to the Town Administrator an investment report which summarizes the following as of the end of such calendar quarter:

- A. By bank, a schedule of all deposits and investments and, if applicable, the maturity date of each;
- B. By bank, a description of all securities pledged as collateral including the type of security, CUSIP number, the amount (on a market value basis) and the maturity date;
- C. By bank, a calculation showing the excess over the FDIC insured limit necessary to fully secure moneys on deposit or invested with the bank;
- D. By bank, the collateral margin;
- E. A summary of all transactions which occurred during the quarter;
- F. A projected cash flow report which estimates cash outflows and inflows in adequate detail over the next 12 months following the end of the quarter together with historical cash flows (in and out) for the preceding 12 months; and
- G. The Treasurer's certification that the investment of public funds during the period covered by the report was administered in accordance with the Investment Policy with appropriate explanation of any and all non-compliance with the Policy.

XIX. FINANCIAL INSTITUTION REPORTING

The Town shall require, from any Financial Institution which holds Invested Assets, sufficient routine reports to provide an accurate breakdown of all such Assets including, but not limited to, a schedule showing the amount and type of deposits or investments, the maturity date, the market value, type and description of Eligible Securities pledged as collateral and the amount of FDIC insurance applicable to any such deposits or investments.

Any Financial Institution holding Invested Assets of the Town secured by Eligible Securities must provide a report to the Town marking to market the value of such Securities no less than once a month.

XX. OTHER

This Investment policy is available for public review and inspection. A copy may be obtained by contacting the Town Administrator.

XXI. INVESTMENT POLICY APPROVAL

The Select Board adopted the Town of North Hampton Investment Policy on the following dates:

- Adopted: November 19, 2008;
- Ratified: Fall 2010, with retroactive effect to initial adoption;
- Ratified: April 8, 2013, with retroactive effect to most recent adoption;
- Revised: June 10, 2013;
- Revised: March 24, 2014;
- Revised: September 22, 2014;
- Revised: April 6, 2015
- Ratified: June 22, 2016
- Ratified: April 10, 2017
- Ratified: July 23, 2018

The Town Administrator shall include the date of most recent adoption and any amendments made at that time and a revised copy of the policy shall be distributed to the Treasurer, the Finance Department and all department heads. A revised copy shall also be filed with the Town Clerk within 30 days of adoption.

BY THE SELECT BOARD

JAMES MAGGIORE, Chair

KATHLEEN KILGORE, Vice Chair

LARRY MILLER, Member

ATTEST: _____
SUSAN BUCHANAN, Town Clerk



TOWN OF NORTH HAMPTON, NH

CREDIT CARD POLICY

1. PURPOSE

1.1. To establish the Policy and Procedures for the use of Town Credit Cards by Department Heads or their designee.

1.2. This policy would replace Article XI of the Town Purchasing Policy Established November 10, 2003

2. ORGANIZATIONS AFFECTED

2.1. All departments and divisions of the Town.

3. DEFINITIONS

3.1. Cardholder – An authorized employee issued a Town Credit Card.

3.2. Credit Card – A card issued by a financial institution giving the authorized user the ability to charge purchases within their credit limit and pay for them at a later date.

3.3. Credit Limit – The maximum balance allowed for a cardholder.



3.4. Grace period – The period of time from the date of purchase of goods until payment is due.

3.5. Purchase Order – Purchase Order issued by the Finance Department for purchases in accordance with the Purchasing Policy.

3.6. Transaction Limit – The maximum amount that can be charged for one purchase.

4. POLICY

4.1. The use of a Town Credit Card to make a purchase is considered as the issuance of a Purchase Order. All requirements of the Purchasing Policy apply to the use of credit cards when making such purchases and processing related payments. Departments should use the credit card only when it is not practical to be invoiced and pay by check for example, to make purchases over the internet. All charges made by a designee shall be certified by the department head prior to payment.

4.2. Credit limits per card will be set by the Town Administrator or in case of the Town Administrator requesting the case the Board of Selectmen, according to the anticipated



needs of the employee being issued the card, but not to exceed the amount of authority extended by the Purchasing Policy, but in no event to exceed \$5,000.

- 4.3. Splitting of charges to avoid the Transaction Limit set for the credit card is prohibited.
- 4.4. The use of a Town Credit Card is for Town Purchases only. No personal charges can be made on the credit cards even if the intent is to reimburse the Town for the charges.
- 4.5. No cash advances (ATM, travelers' checks, money orders, etc.) are allowed using the credit card.
- 4.6. Department Heads are required to authorize payment of the invoices incurred by their department reflected on the monthly credit card statement prior to forwarding to Finance. No invoices will be approved without proper receipts.
- 4.7. All purchases made with credit cards shall be paid for within the grace period so that no interest charges or penalties will accrue.
- 4.8. Any incentive program benefits derived by the use of Town Credit Cards shall be the property of the Town. The Board of Selectmen will determine the use of such incentive program benefits.



4.9. All cardholders should take all measures necessary to ensure the security of the credit card and credit card number. Cardholders should not give their card or their card number to others to use on their behalf. Signature box on the back shall read Photo Identification is required.

Credit card information should be provided to a vendor each time a purchase is made. No authorization should be granted to a vendor to keep a credit card on file. In rare occurrences, the Town Administrator should be the only authority to grant exception to this rule.

4.10. Lack of processing the necessary transactions into the accounting system or lack of proper documentation or authorizations may result in loss of credit card privileges and shall result personal liability.

4.11. Misuse of a Town Credit Card by an authorized employee shall result in loss of the credit card and/or disciplinary action against the employee, up to and including termination of employment and criminal prosecution.

5. PROCEDURES:

5.1. Each authorized cardholder must sign an Agreement to Accept Town Credit Card prior to issuance of the credit card. Forms to be kept on file by the Finance Department.



Copies of the front and back of the card shall be kept on file each time a card is issued/re-issued and authorized card holder should sign an updated agreement.

- 5.2. For each purchase made with a Town Credit Card a Purchase Order will be entered into the accounting system, encumbering funds in accordance with the Purchasing Policy. All purchases entered will use the same vendor number representing the financial institution issuing the credit card. A vendor number for the financial institution for departments to use will be provided by the Finance Department.
- 5.3. All receipts related to the purchase shall be forwarded with any receiving documents. Lack of receipts shall result in personal liability to the cardholder.
- 5.4. The Finance Director will reconcile the amounts per the credit card statement to purchase orders entered into the accounting system by departments and to receipts forwarded by departments. Exceptions will be forwarded to the department involved for resolution. The Finance Director will verify the expenditure object code designated per transaction by the department and adjust, if necessary.
- 5.5. The Finance Department will arrange for full payment within the grace period of the statement of the statement.



5.6. In case of an exception or disputed charge, the cardholder should first contact the supplier, the Town Administrator and Finance Department. Most exceptions or issues can be resolved at this level. When the vendor corrects the problem, cardholders should see the correction on their next monthly statement. If the cardholder cannot reach an agreement with the supplier, the next step is to contact the Town Administrator for further action.

5.7. If a credit card is lost or stolen it should be reported to the Finance Director, Town Administrator, and Card Issuer as soon as possible after discovery. They shall contact the authorities in the community that it happened in as well.

5.8. Upon separation of employment, cardholders must surrender their Town Credit Cards to the Town Administrator on or before their last day of work. They shall provide a list of all outstanding charges together with receipts.

6. **IN WITNESS WHEREOF, this Credit Card Policy is hereby approved and adopted by the Select Board for the Town of North Hampton, on this, the ____ day of _____, 2018; to be effective on _____, 2018.**

Jim Maggiore, Chair

Kathleen Kilgore, Vice Chair



Larry Miller, Member

UNDER THE SEAL OF THE TOWN, received, filed and recorded on this the ____ day of _____, 2018. ATTEST

Office of the Town Clerk

Amended:
_____, 2018



6. APPENDIX:

Agreement to Accept Town Credit Card

**ADMINISTRATIVE REGULATION
AGREEMENT TO ACCEPT TOWN CREDIT CARD**

I, hereby acknowledge receipt of a Town of North Hampton Credit Card, number

_____.

As a Cardholder, I agree to comply with the terms and conditions of this Agreement and the applicable provisions of Town Policies on Town Credit Cards, as may subsequently be revised. I acknowledge receipt of the Regulation and I have read and understand its terms and conditions. I understand the Town of North Hampton is liable to the financial institution for all charges made by me.

As the holder of this credit card, I agree to accept responsibility for the protection and proper use of this card as outlined in the regulations. I understand that the Town will audit the use of this credit card. I understand that I am responsible for retaining all receipts for processing to the Finance Department and that failure to provide receipts may result in a payroll withholding. I understand that I cannot use the credit card for personal use even if the intent is to reimburse the Town. I understand that certain commodities, where the Master Agreements are in place, must be purchased from the Town's contract suppliers.

I further understand that improper use of this credit card may result in disciplinary action, up to and including termination of employment and criminal investigation and prosecution. Should I fail to use this credit card properly, I authorize the Town of North Hampton to deduct from my salary that amount equal to the total of the discrepancy. I also agree to allow the Town of North Hampton to collect any amounts owed by me even if I am no longer employed by the Town. If the Town initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay all legal fees incurred by the Town in such proceedings.

I understand the Town may terminate my rights to use this credit card at any time for any reason. I agree to return the credit card to the Town of North Hampton immediately upon request or upon termination of employment.

Cardholder

Date



Department Head Authorization (If cardholder is designee)

Date

Town Administrator

Date



TOWN OF NORTH HAMPTON

PURCHASING POLICY

ARTICLE 1 GENERAL INFORMATION

- 1.1 The Select Board of the Town of North Hampton hereby adopts the following policy as the rules by which purchases by all Town Departments and Town Officials shall be made.
- 1.2 The Select Board declares this policy to be essential in the exercise of its fiduciary responsibilities and for the benefit of the taxpayers, ratepayers, recipients of community services, vendors and others who may have an occasion to conduct business with the Town.
- 1.3 This policy shall supersede and replace any and all previously adopted policies pertaining to municipal purchases that may have been in effect prior to the effective date of this policy as noted below.
- 1.4 In the event any portion of this policy is found to be in violation of federal or state law or inconsistent with any provision applicable thereto, the remainder of this policy shall remain in full force and effect.
- 1.5 The Town shall not discriminate in its selection of vendors on the basis of race, gender, political affiliation, sexual orientation, family relations, friendship or business affiliation.
- 1.6 An employee shall not make any purchases from a vendor in which the employee has any interest or a vendor owned or operated, in part or in whole, by any other Town employee or official, except when specifically authorized by the Town Administrator or the Select Board.
- 1.7 The Town shall seek to obtain the best quality products at the lowest possible price in the most convenient manner under all circumstances. However, local

vendors should be supported to the greatest extent possible without sacrificing quality or price.

- 1.8 When considering best overall value the following factors should be considered: price, quality, availability, service, warranty, location, history and references.

ARTICLE II PURCHASE REQUISITIONS AND PURCHASE ORDERS

- 2.1 The Town of North Hampton requires the use of electronic Purchase Requisitions and Purchase Orders by means of the general ledger accounting system.
- 2.2 All purchases in the amount of \$500 or greater shall require a Purchase Requisition. Although departments are allocated funds in their budgets for a given period, this allocation is only an authority to requisition, not to purchase. No goods or services within established dollar thresholds are permitted to be ordered or accepted by a department until a Purchase Requisition is submitted and approved.
- 2.3 The following Purchase Requisition approval requirements apply:
 - Under \$500 – No Purchase Requisition required
 - \$500 - \$1,000 – Department Head and Finance Director
 - Over \$1,000 – Department Head, Finance Director, and Town Administrator
- 2.4 The Town is not financially obligated for materials, equipment or services ordered and delivered without a formal Purchase Order. Such commitments are considered personal and the financial obligation rests with the Department Head or his/her authorized designee responsible.
- 2.5 All Purchase Requisitions must be certified by the Finance Director as to the availability of funds and the appropriate budgetary account(s) prior to the issuance of a Purchase Order. For each authorized Purchase Requisition received and approved by the Finance Director and/or Town Administrator, a Purchase Order shall be created. All Purchase Order amounts are encumbered (allocated against budget dollars) upon approval.
- 2.6 Purchase Requisitions must be submitted and approved prior to the order of supplies, materials or services by Town departments. Please ensure there are sufficient budgeted monies for the purchase prior to submitting a Purchase Requisition. Be accurate: What you type on the Purchase Requisition will appear on the Purchase Order and may be sent to the vendor. Abbreviations and lack of a complete description are not acceptable. Anticipate needs and allow sufficient order processing and delivery time.

- 2.7 The following obligations and/or purchases shall be exempt from Purchase Requisition and Purchase Order requirements:
- Utilities – Including building heat (oil, gas, propane, etc.), electricity, vehicle fuel, water/sewer, and telephone/cable/internet.
 - Service/Contractual Agreements – Including ongoing equipment and software service agreements, solid waste collection and disposal contracts, and legal services.
 - Other – Including payroll related items, welfare direct assistance, debt service payments, capital lease payments, and bank service charges.
- 2.8 Purchases of a repetitive or on-going nature may be encompassed in a single blanket Purchase Order. Blanket Purchase Orders are designed to reduce paperwork since one Purchase Requisition and one Purchase Order accommodates numerous transactions. Blanket Purchase Orders are issued to vendors for repetitive purchases of consumable supplies and for services which are contracted on a fixed-payment basis.
- 2.9 For situations where multiple units of the same equipment or item are to be acquired, it is expected that a Purchase Order be used if the total cost of the combined units is in excess of \$500. No purchase or contract shall be subdivided by making multiple individual purchases in succession in order to circumvent or evade requirements of the Town's Purchasing Policy.
- 2.10 When the public health and welfare because of an emergency requires the immediate purchase of supplies, materials or services, the Department Head or his/her authorized designee responsible shall have the authority to purchase needed supplies, materials and services to meet the needs of the public emergency without the necessity of submitting a Purchase Requisition in advance. In such cases, Purchase Requisitions and Purchase Orders shall be completed following the emergency.
- 2.11 Department Heads will notify the Finance Department of Purchase Orders to be modified; including updating quantity, change in pricing, and account modification. Department Heads will also notify the Finance Department of Purchase Orders to be cancelled or closed so that the encumbrance may be liquidated.

ARTICLE III BID PROCEDURES

- 3.1 Purchases that are under five hundred dollars (\$500.00) shall be handled at the discretion of the Department Head in the most judicious manner possible as otherwise set forth herein.

- 3.2 Purchase Order requests that are between five hundred dollars (\$500.00) and one thousand dollars (\$1,000.00) shall be carefully reviewed by the Town Administrator with consideration given to maximizing the efficiency and economy of overall municipal operations, taking into account the specific needs and missions of each department.
- 3.3 Purchase Order requests that are between one thousand dollars (\$1,000.00) and three thousand dollars (\$3,000.00) shall require documentation that at least three price quotes have been obtained (written, oral, phone and/or catalog methods are acceptable). Such documentation shall be forwarded to the Town Administrator's Office as an attachment to the Purchase Order being submitted for approval.
- 3.4 Purchases that are between three thousand dollars (\$3,000.00) and ten thousand dollars (\$10,000.00) must be made using a competitive bid solicitation process. Department Heads may prepare a draft set of bid specifications for the Town Administrator or make a request for such a draft prior to the procurement of any item(s) or services in this price range. The Town Administrator shall promptly thereafter, provided budgeted funds are available, finalize the competitive bid documents and solicit responses by advertising and/or direct mailings. Negotiations with bidders and the awarding of a contract shall be at the discretion of the Town Administrator in accordance with the provisions of this policy as otherwise set forth herein. Upon acceptance of a bid, vendor notification shall include a Purchase Order.
- 3.5 Purchases greater than ten thousand dollars (\$10,000.00) or more must be approved by the Select Board in advance and made using a sealed bid solicitation process. Department Heads may prepare a draft set of bid specifications for the Town Administrator or make a request for such prior to spending \$10,000.00 or more. The Town Administrator shall promptly thereafter prepare a final draft of the sealed bid specifications for submission to the Select Board. Upon approval of the bid specifications by the Select Board, the Town Administrator shall solicit sealed bids by advertising and/or direct mailings. Acceptance of sealed bids and awarding of a contract shall be at the sole discretion of the Select Board. Upon acceptance of a bid, vendor notification shall include a Purchase Order.
- 3.6 Department Heads, the Town Administrator and Select Board, as may be appropriate based on the dollar amount thresholds as set forth above, may forego the formal bid process described herein when "piggybacking" onto a competitive bid process utilized by any federal, state, county regional agency or other political unit that is made available to municipal governments.
- 3.7 In the event of an emergency during which immediate threats to life and property exist, a Department Head or the Town Administrator is authorized to make such expenditures as may be absolutely necessary without going through the competitive or sealed bid process set forth herein, provided, however, that such action must be made in good faith (to avoid personal liability) and require after-

the-fact ratification by the Select Board, (in cases where budgeted funds are available), or as otherwise required by law.

- 3.8 In the event that no bids or only one bid is received during a sealed bid solicitation process, the Select Board shall decide how to proceed using its sole discretion.

ARTICLE IV BID GUIDELINES

- 4.1 All bid specifications, (except with regard to contracts for professional services) shall include the following statement: “The Town of North Hampton reserves the right to reject any or all bids and to award a bid to the lowest responsive, responsible bidder as may be determined solely by the Town.”
- 4.2 Sealed bids shall be opened during a regular public meeting of the Select Board. Faxed bids and late bids are not acceptable as part of the sealed bid solicitation process.
- 4.3 Non-sealed bids may be opened at the convenience of the Town Administrator and may be subject to additional negotiations, project scope revisions, specification amendments, etc., at any time prior to a bid being accepted.
- 4.4 All bids received and contract documents shall be considered public records unless otherwise provided by law.
- 4.5 When evaluating the lowest responsive, responsible bid, the Town may also take into account product availability, date of delivery, budgeted funds, product quality, vendor location, past service of vendor, life cycle costs, shipping costs and other pertinent factors.

ARTICLE V. EQUIPMENT, VEHICLES, MATERIALS & SUPPLIES

- 5.1 The purchase of vehicles and heavy equipment shall be strictly limited based on availability of budgeted funds in accordance with applicable Town Meeting votes and as otherwise set forth herein.
- 5.2 Whenever the purchase of materials and supplies requires a bid process, the award of a contract shall be based primarily on unit price.

ARTICLE VI. CONTRACTS FOR LABOR SERVICES

- 6.1 It shall be the responsibility of the Department Head to obtain a completed W-9 Form to be filed with the Finance Department as part of a Purchase Order request for the procurement of services with a value of six hundred dollars (\$600.00) or more per calendar year.

- 6.2 All projects that require an expenditure of ten thousand dollars (\$10,000.00) or more shall require such bonds and/or cash sureties and/or retainage as may be recommended by the Town Administrator and approved by the Select Board, to the extent permitted by law.
- 6.3 Except for written manufacturer's exclusions allowed by law, all contracted services for construction or installation of equipment, parts and materials shall be warranted to the Town for at least one year from the date of installation or substantial completion, whichever comes last, to include replacement and/or repairs at no cost to the Town.
- 6.4 The Town may require all contractors, subcontractors and persons other than Town Officials who perform labor services for the Town with a calendar year value of five thousand dollars (\$5,000.00) or more to maintain insurance coverage and list the Town as an additional insured in accordance with the following minimum amounts:

| | | |
|-----|------------------------|------------------------|
| (a) | General Liability: | \$ 1,000,000.00 |
| (b) | Property Damage: | \$ 500,000.00 |
| (c) | Personal Injury: | \$ 500,000.00 |
| (d) | Automotive Liability: | \$ 500,000.00 |
| (e) | Worker's Compensation: | Statutory Requirements |

Prior to the start of any work, the Town must be furnished with an insurance certificate as proof that coverages are in place. Certificates shall be placed on file with the Finance Department and/or the Office of the Town Administrator. NOTE: Nothing in this Article shall be deemed to prohibit the Town Administrator or the Select Board from requiring coverage amounts at a higher level, or imposing additional types of coverage up to the value of the entire project as may be in the best interest of the Town.

ARTICLE VII CONTRACTS FOR PROFESSIONAL SERVICES

- 7.1 Whenever the Town desires to engage the services of an engineer, architect, computer technician or some other consultant, including legal services except as otherwise provided in Article IX, the competitive bid process should be undertaken.
- 7.2 In addition to the provisions of Article VI, which shall be made applicable to contracts for professional services contractors, professional services contractors may also be required to provide proof of insurance coverage for such professional services and/or product liability in an amount equal to the total cost of the project, subject to whatever reasonable limitations may be approved by the Town Administrator or Select Board as may be applicable.

ARTICLE VIII LEASE PURCHASES

- 8.1 The purchase or lease of any equipment, vehicles or materials which require periodic payments over a course of one year or more shall be subject to all applicable provisions of this policy in accordance with the dollar values set forth herein based on the total dollar value of the item(s).
- 8.2 All lease purchase agreements shall contain a non-appropriation clause whereby the Town shall not be obligated under the terms of the lease if the necessary funds are not appropriated at future Town Meeting.

ARTICLE IX LEGAL SERVICES

- 9.1 The Select Board is the only agent of the Town with the authority to select legal representation, solicit legal opinions (except as otherwise prescribed by separate policy), contract for legal services, initiate judicial or quasi-judicial proceedings, defend against a legal action or otherwise obligate resources for legal purposes on behalf of the Town, except as otherwise prescribed by law.
- 9.2 The Select Board shall have the ultimate authority for deciding whether any other Town official, elected or appointed, shall be allowed to seek a legal opinion at the expense of the Town. The Board or Town Administrator (as authorized by the Select Board) may also decide as to whether an agent of the Town shall be allowed to engage the Town Attorney or some other attorney at Town expense.
- 9.3 Notwithstanding the other provisions of this Article, and upon the approval of the Select Board or Town Administrator, it shall be permissible for the Town Administrator, Police Chief, Fire Chief, Code Enforcement Officer and the duly authorized presiding officers of Town Boards to contact the Town Attorney in the judicious exercise of the responsibilities of the position for which they have been delegated, provided: (a) the nature of the contact is for advisory purposes related to official Town business only; (b) the reasons for contact are not a subterfuge for any Town official to circumvent the provisions of this policy; (c) the Town Administrator shall be notified of the nature for requesting legal services in advance whenever possible, or in the event of an immediate need for said legal services, the Town Administrator shall be informed of the correspondence as soon thereafter as possible; and (d) all correspondence to and from the Town Attorney shall be in writing whenever possible with courtesy copies forwarded to the Town Administrator and the Select Board.
- 9.4 Except as otherwise provided by law, written and oral communications between the Select Board or authorized Town Officials and the Town Attorney shall be considered confidential but may be released to the public upon a vote of the Select Board.

ARTICLE X EXEMPTIONS AND WAIVERS

- 10.1 It is understood that pre-approved purchase orders and multiple price quote requirements may not be practical when it comes to repairs to Town-owned vehicles and specialized equipment. Under these circumstances, preference may be given to dealers approved by a manufacturer or sole source vendors with a satisfactory history of fair pricing and work quality in lieu of the specific bidding requirements set forth herein, upon authorization of the Town Administrator.

- 10.2 It is recognized that alternative methods of product delivery (such as design-build, construction management etc.) may be desired for certain projects when recommended by the Town Administrator and authorized by the Select Board after notice and public hearing.

- 10.3 The provisions of this policy shall not apply to monthly utility bills, wage and salary payments for Town employees, nor shall it apply to employee benefits; provided, however, the disbursement of accumulated leave benefits at the time of employment separation and the selection of benefit vendors shall require the approval of the Select Board.

ARTICLE XI USE OF TOWN CREDIT CARD

- 11.1 [*Repealed April 28, 2008, Replaced with Separate Credit Card Policy*]

ARTICLE XII ADMINISTRATION

- 12.1 All purchases shall be limited to those items and services that have been budgeted in advance, to the greatest extent possible. All purchases, which do not meet this criterion, must be essential to fulfilling the mission of the Town agency or department.

- 12.2 No employee shall make any purchase without first obtaining approval of the Department Head, except in the case of an emergency (imminent personal or property damages).

- 12.3 In so much as possible, all bulk purchases for office supplies and commonly used materials shall be acquired through the Town Administrator's Office in an attempt to coordinate departmental acquisitions in a manner that is most advantageous to the Town.

- 12.4 Upon the award of a solicited bid or proposal, it shall be the policy of the Town to acknowledge in writing the Town's appreciation for each bid or proposal received along with a summary of the results.

- 12.5 Violations of this policy may result in an employee being subject to disciplinary action, including discharge.

- 12.6 The expenditure of unanticipated grant funds or surplus revenues or special revenue funds for unbudgeted purchases or as a means of supplementing the operating budget shall require Town Meeting authorization unless otherwise allowed by law or made in accordance with such authority as may be delegated by a Town Meeting vote.
- 12.7 It is understandable that on occasion individual line items within an operating budget may be overspent to purchase items (a) in the event of an emergency, (b) that were not budgeted but of value to the Department, or (c) that have increased in price. Although Department Heads and the Town Administrator have a great deal of discretion along these lines, the bottom line of an operating budget cannot be overspent unless specifically authorized in advance by the Select Board; and, in that event, said spending shall otherwise comply with New Hampshire law. Department Heads that overspend their department budgets may be subject to discipline by the Select Board even if overspending is permitted by the Board.
- 12.8 The amendment of any Purchase Order or contract “after-the-fact” shall require the approval of the Town Administrator, provided, however, that the “new” total value shall be subject to all applicable terms as set forth in this policy, unless otherwise approved by the Select Board.
- 12.9 The Town shall take advantage of discount payment terms when offered by vendors for timely payments to the greatest extent possible.

ARTICLE XIII MANIFEST

- 13.1 The Finance Department shall prepare a weekly manifest consisting of payroll disbursements for that period, including payroll vouchers and timesheets. The warrant shall be reviewed and approved by the Town Administrator and the designee of the Select Board prior to release of payments.
- 13.2 The Finance Department shall prepare a bi-weekly manifest consisting of all non-payroll related disbursements for that period, including, (1) invoices when applicable with acknowledgements by Department Heads, and (2) Purchase Orders when applicable. The warrant shall be reviewed and approved by the Town Administrator and the designee of the Select Board prior to release of payments.

IN WITNESS WHEREOF, this Purchasing Policy is hereby approved and adopted by the Select Board for the Town of North Hampton, on this, the ____ day of _____, 2018; to be effective on _____, 2018.

Jim Maggiore, Chair

Kathleen Kilgore, Vice Chair

Larry Miller, Member

UNDER THE SEAL OF THE TOWN, received, filed and recorded on this the ____ day of _____, 2018. ATTEST

Office of the Town Clerk

Amended:
_____, 2018



TOWN OF NORTH HAMPTON, NEW HAMPSHIRE

SELECT BOARD DRAFT MINUTES
MONDAY, JULY 9, 2018

NORTH HAMPTON TOWN HALL
231 ATLANTIC AVENUE
6:00 O'CLOCK PM

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

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

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

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

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

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

42 Vice Chair Kilgore stated she would be acting as Chair as Mr. Maggiore was out of town. She further
43 stated the board had voted earlier to allow Mr. Maggiore to participate via Skype.
44

45 Vice Chair Kilgore led the Pledge of Allegiance.
46

47 Vice Chair Kilgore stated there had been three Non Public sessions, and in Non Public session II, the board
48 voted unanimously to hire Travis Murray as the part time Building Inspector.
49

50 **Motion by Vice Chair Kilgore to accept the nomination of David Cicalone to fulfill the open, vacant**
51 **position on the Water Commission to serve out the balance of the term until the next election. This**
52 **opening was caused by the resignation of Richard Bettcher. Seconded by Selectman Miller. Roll call**
53 **vote: Maggiore: Aye; Kilgore: Aye; Miller: Aye. Motion carries 3-0.**
54

55 Vice Chair Kilgore stated in Non Public session III the board voted unanimously to hire Brendan Tangney
56 as a full time firefighter and will be attending paramedic school to become a full time paramedic once he
57 completes school, and this will bring North Hampton Fire Department back to 24/7 paramedic coverage.
58

59 **6. First Public Comment Session**

60 Public Comment is an opportunity for residents to ask questions, request information and make comments
61 on issues facing the Town. Individuals will be given not more than three (3) minutes to speak, and people
62 who have already spoken will be asked to wait until everyone has had the chance to speak once. The total
63 time devoted to this agenda item is fifteen (15) minutes. Individuals who are not able to speak during the
64 First Public Comment Session will be given first opportunity to speak during the Second Public Comment
65 Session at the end of the Meeting.
66

67 George Chauncey, Hobbs Road thanked the following for their matching donations for the recreation van:
68 John Bottomley, Chief Tully, the Simmons family, the Fogwell family, the Pohl family, the Boesch family,
69 Jim Weldon and Casey O’Kane from 03862, the Marquis family, the Ferraro family, the Bottomley family,
70 the Hillier family, the Kilgore family, the Chauncey family, the North Hampton Animal Hospital, Alissa
71 Bournival, who made a huge contribution and Wally Kilgore for soliciting donations with him.
72

73 Mr. Chauncey asked the Select Board if they had sent out a thank you card to John Bottomley of the Fuller
74 Foundation.
75

76 After discussion, the board agreed it would be appropriate to send out a thank you card to all those who
77 donated.
78

79 Frank Ferraro, Post Road stated he had information he would like to share with the board regarding the
80 recreation van and asked if they would permit him to speak during the agenda discussion. All board
81 members agreed.
82

83 **7. Consent Calendar**

- 84 8.1 Payroll Manifest of 06/14/2018 in the amount of \$65,200.18
- 85 8.2 Payroll Manifest of 06/21/2018 in the amount of \$72,224.60
- 86 8.3 Payroll Manifest of 06/28/2018 in the amount of \$73,892.37
- 87 8.4 Payroll Manifest of 07/05/2018 in the amount of \$73,189.33
- 88 8.5 Accounts Payable Manifest of 06/14/2018 in the amount of \$153,096.82
- 89 8.6 Accounts Payable Manifest of 06/28/2018 in the amount of \$92,258.91
- 90 8.7 Accounts Payable Manifest of 07/02/2018 in the amount of \$1,273,953.04
- 91 8.8 Cemetery Deeds

- 92 8.9 Approval of Veteran Tax Credit
93 8.10 Approval of Abatement Recommendations
94 8.11 State of NH/DRA PA-28 Inventory Form
95

96 Vice Chair Kilgore stated there were four payroll manifests and three accounts payable manifests. She
97 stated the accounts payable manifest of July 2, 2018 was a special check run to pay Winnicunnet High
98 School, North Hampton School and the North Hampton Public Library.
99

100 **Motion by Selectman Miller to approve the consent calendar as presented. Seconded by Chair**
101 **Maggiore. Roll call vote: Maggiore, aye; Kilgore, aye; Miller, aye. Motion carries 3-0.**
102

103 **8. Correspondence**

- 104 9.1 Letter from Lisa J. Wilson, Chair, North Hampton Conservation Commission
105

106 Vice Chair read Mrs. Wilson's letter and all board members agreed letters should be submitted to the Town
107 of Hampton, Department of Public Works and the New Hampshire Department of Environmental Services
108 to see whether or not Hampton has found the source of contamination.
109

110 **Motion by Selectman Miller to ask the Town Administrator to write two letters as suggested by Lisa**
111 **Wilson, and to have them bare the Select Board's signatures. Seconded by Vice Chair Kilgore. Roll**
112 **call vote: Chair Maggiore, aye; Vice Chair Kilgore, aye; Selectman Miller, aye. Motion carries 3-0.**
113

114 **9. Committee Updates**

- 115 9.1 Economic Development Committee
116 9.2 Heritage Commission
117 9.3 Water Commission
118 9.4 Bandstand Committee
119 9.5 Budget Committee
120 9.6 Capital Improvements Committee
121 9.7 Channel 22
122

123 Chair Maggiore stated he had no updates for the Heritage Commission or the Water Commission as there
124 hasn't been a meeting for either commission since the last Select Board meeting.
125

126 Vice Chair Kilgore stated the Economic Development Committee would be meeting on July 11, 2018 at
127 4:00PM in the Town Hall. Guest speaker David Walker from the Rockingham Planning Commission will
128 be in attendance to discuss redevelopment along Route 1. She further stated they are looking for volunteers
129 to walk and talk to local businesses to collect their thoughts on the development on Route 1.
130

131 Vice Chair Kilgore stated the Capital Improvements Committee will be meeting on July 13, 2018 in the
132 Mary B. Herbert Conference Room where they will discuss the North Hampton Fire and Rescue
133 department's report. Also noted was the fact the meeting would be recorded and played on Channel 22 as
134 well as Town Hall Streams.
135

136 Vice Chair Kilgore stated the next concert at the Bandstand will feature the "Swing Band" which is a
137 family band from Bristol, New Hampshire and on July 18 "Rico Barr" will be performing.
138

139 Selectman Miller stated there were no updates from the Budget Committee as they have not met.
140

141 John Savastano, Channel 22 Director stated the Skype work was provided by Luke and Troy and thanked
142 them for their assistance.
143

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

146 professional piece done on the CRASE Training whereby members of the police department will be
147 presenting the presentation, which will be a separate piece than the one currently playing on Channel 22.
148

149 Mr. Savastano stated he would be meeting with the North Hampton School Board on July 13 to discuss
150 videotaping of their meetings.
151

152 **10. Report of the Town Administrator**

153 11.1 General Report
154

155 During the Town Administrator's report discussion regarding agenda items for Rail to Trail and a grant for
156 Little River Water Shed, similar to the Philbrick Pond grant were discussed. Selectman Miller stated he
157 would like the Town Administrator to find out before the scheduled meeting who the contacts are in
158 regards to the grant.
159

160 Vice Chair Kilgore asked about repainting the pickle ball lines at Dearborn Park and Town Administrator
161 Kaenrath stated Recreation Director Joe Manzi had discussed this issue with members of the pickle ball
162 group, and all seemed to be in order.
163

164 **11. Items Left on the Table**

165 No items
166

167 **12. New Business**

168 13.1 Legislative Update – Representative Henry Marsh

169 Mr. Marsh stated SB309 would be signed by Governor Sununu on July 10 at Jenness Beach at 9:30AM.
170 He stated the bill sets more protective standards for PFA's in local water and also regulates the number of
171 PFA contaminants the state will regulate.
172

173 Mr. Marsh reviewed a number of legislative accomplishments including reductions in rate of business
174 profits tax and reduction of business enterprise tax; increase in the amount of expense deductions under
175 business profit tax from \$100,000 to \$500,000 in order to allow more investment in business and the
176 opportunity to create more jobs; Meals and Room Tax revenue distribution increased by \$5,000,000;
177 \$36,000,000 approved for road and bridge aid; \$20,000,000 to address red listed bridges; several education
178 bills, Health and Human Services committees established to help deal with the opioid crisis in New
179 Hampshire and the children affected.
180

181 Selectman Miller asked Mr. Marsh on the status of the offer from the State of New Hampshire to Guilford
182 Rail, and Mr. Marsh responded there were no updates at this time.
183

184 Selectman Miller suggested the Representatives from the four surrounding towns get together to form a
185 committee on Rails to Trails.
186

187 Vice Chair Kilgore asked Mr. Marsh why surplus funds from the State at the end of the year weren't given
188 to help fund the New Hampshire Retirement System to help relieve town's of that burden.
189

190 Mr. Marsh stated there was a bill reference that but it was "killed." He further stated that is something that
191 would be an actual bill and it wouldn't come from end of year surplus funds.
192

193 13.2 Approval of North Hampton Business Association Raffle – Kirsten Larsen Schultz

194 Kirsten Larsen Schultz asked permission from the Select Board for a onetime 50/50 raffle to be held at the
195 August 15, 2018 bandstand concert. She further explained the raffle helps to raise funds for the North
196 Hampton Youth Association.
197

198 **Motion by Vice Chair Kilgore to approve the North Hampton Business Association's request for a**
199 **single permit to hold a 50/50 raffle on August 15, 2018 at the Bandstand concert. Seconded by**
200 **Selectman Miller. Roll call vote: Maggiore, aye; Kilgore, aye; Miller, aye. Motion carries 3-0.**
201

202 13.3 Yankee Thermal Imaging Energy Audit Report

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

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

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

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

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

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

219
220 13.5 Financial Policies Review

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

223
224 13.6 Discussion of Document Management System

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

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

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

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

238
239 13.7 Discussion of the Recreation Van

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

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

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

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

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

256

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

259
260 13.8 Discussion of Conservation Commission Water Testing

261
262 Vice Chair Kilgore stated the board has directed the Town Administrator to write the two letters suggested
263 by Conservation Commission Chair Wilson. She further suggested moving this item to the next meeting.

264
265 **Motion by Vice Chair Kilgore to table for discussion at the next Select Board meeting on July 23.**
266 **Seconded by Selectman Miller. Roll call vote: Maggiore, aye; Kilgore, aye; Miller, aye. Motion**
267 **carries 3-0.**

268
269 13.9 NHMA Legislative Policy Process

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

274
275 Chair Maggiore stated the proposed policies were included in the Select Board's packet and suggested
276 board members read through and discuss as an agenda item at the August 13 meeting.

277
278 Chair Maggiore stated for the official record that part of the policy allowing him to participate in the
279 meeting by phone is to disclose if anyone else is in the room with him and he stated his daughter had just
280 walked in however would probably not be staying.

281
282 **13. Minutes of Prior Meetings**

283 13.1 Approval of June 11, 2018 Meeting Minutes

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

285
286 Chair Maggiore stated lines 51-59 regarding the speed limit on Route 1A should be addressed at a future
287 Select Board meeting.

288
289 **Motion by Selectman Miller to approve the June 11, 2018 meeting minutes as presented. Seconded**
290 **by Vice Chair Kilgore. Roll call vote: Maggiore, aye; Kilgore, aye; Miller, aye. Motion carries 3-0.**

291
292 13.2 Approval of June 11, 2018 Non Public Minutes

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

296
297 13.3 Approval of June 20, 2018 Workshop Minutes

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

300
301 13.4 Approval of June 20, 2018 Non Public Workshop Minutes

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

303
304 **Motion by Vice Chair Kilgore to approve the June 20, 2018 non public minutes with a correction to**
305 **the time stamp. Seconded by Selectman Miller. Roll call vote: Maggiore, aye; Kilgore, aye; Miller,**
306 **aye. Motion carries 3-0.**

307
308 **Motion by Vice Chair Kilgore to unseal the June 20, 2018 non public minutes. Seconded by Chair**
309 **Maggiore. Roll call vote: Maggiore, aye; Kilgore, aye; Miller, aye. Motion carries 3-0.**

310
311 **14. Any Other Item that may legally come before the Board**

312 The Board reserves the right to take action on any item relative to the prudential administration of the
313 Town's affairs, which circumstances may require
314

315
316 **15. Second Public Comment Session**
317

318 See Item 6, above

319 Laurel Pohl, North Road asked where the Channel 22 website would be hosted; what are the requirements
320 for developing the web site; and will there be public input.
321

322 John Savastano, Channel 22 Director stated it is a work in progress and they are still in the plan and design
323 stages. He also stated he was not sure where it would be hosted, and they would not be consulting with
324 anyone.
325

326 **16. Adjournment**

327 Vice Chair Kilgore adjourned the meeting at 8:45PM.
328

329 Respectfully,

330
331 Janet Facella
332
333