



---

TOWN OF NORTH HAMPTON, NEW HAMPSHIRE  
NORTH HAMPTON SELECT BOARD

NOTICE OF PUBLIC MEETING

MONDAY, SEPTEMBER 24, 2018

NORTH HAMPTON TOWN HALL  
231 ATLANTIC AVENUE  
5:45 O'CLOCK PM

NON-PUBLIC SESSION I: 5:46 O'CLOCK P.M.  
EXECUTIVE CONFERENCE ROOM  
TOWN ADMINISTRATIVE OFFICE  
233 ATLANTIC AVENUE

NON-PUBLIC SESSION II: 6:00 O'CLOCK P.M.  
EXECUTIVE CONFERENCE ROOM  
TOWN ADMINISTRATIVE OFFICE  
233 ATLANTIC AVENUE

---

1. 5:45 p.m. Call To Order by the Chair
2. 5:46 p.m. Non-Public Session I Pursuant to RSA 91-A:3, II (c)
3. 6:00 p.m. Non-Public Session II Pursuant to RSA 91-A:3, II (d)
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 09/13/2018 in the amount of \$62,755.35
  - 7.2 Payroll Manifest of 09/20/2018 in the amount of \$71,884.62
  - 7.3 Accounts Payable Manifest of 09/20/2018 in the amount of \$1,341,310.96

- 7.4 Approval of Abatement Recommendation
- 7.5 Select Board Signature on Letter to New Hampshire Department of Environmental Services

**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

**10. Report of the Town Administrator**

- 10.1 General Report

**11. Items Left on the Table**

No items

**12. New Business**

- 12.1 Hobbs Road Residents Traffic Safety Concerns
- 12.2 Governor Dale Farm Easement – Hank Brandt
- 12.3 North Hampton School Channel 22 Equipment
- 12.4 Street Light Evaluation Process

**13. Minutes of Prior Meetings**

- 13.1 Approval of September 10, 2018 Regular Meeting Minutes
- 13.2 Approval of September 10, 2018 Non-Public Minutes
- 13.3 Approval of September 17, 2018 Non-Public Minutes
- 13.4 Approval of January 8, 2018 Non-Public Minutes
- 13.5 Approval of January 22, 2018 Non-Public 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

CONSENT CALENDAR

**TO:** SELECT BOARD  
**FROM:** BRYAN KAENRATH, TOWN ADMINISTRATOR  
**SUBJECT:** CONSENT CALENDAR FOR SELECT BOARD MEETING 09/24/2018  
**DATE:** 09/21/2018

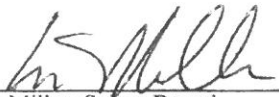
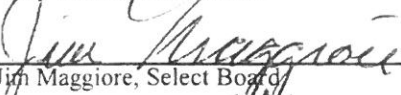

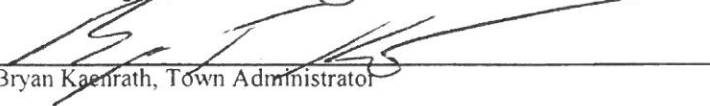
**The following actions are for the approval of the Select Board:**

Payroll Manifest of 09/13/2018 in the amount of \$62,755.35  
Payroll Manifest of 09/20/2018 in the amount of \$71,884.62  
Accounts Payable Manifest of 09/20/2018 in the amount of \$1,341,310.96  
Approval of Abatement Application  
Select Board Signatures on Correspondence to New Hampshire Department of Environmental Services

# TOWN OF NORTH HAMPTON PAYROLL MANIFEST

Report # 37202

Include Authorization Codes: Yes  
Batch: 19769  
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
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 40%;">             _____            Larry Miller, Select Board         </div> <div style="width: 40%;">             _____            Jim Maggiore, Select Board         </div> <div style="width: 40%;">             _____            Kathleen Kilgore, Select Board         </div> <div style="width: 40%;">             _____            Bryan Kaenrath, Town Administrator         </div> </div>									
	09/13/2018	EFTPS	FEDERAL TAX PAYMENTS		8,579.08	8,579.08	0.00	0.00	
223180	09/13/2018	9753	TRAVIS A. MURRAY	1	264.00	243.80	0.00	243.80	
223181	09/13/2018	2008	PETER FRANCIS	1	1,917.62	1,255.61	308.37	947.24	
223182	09/13/2018	9722	FRANCIS P. CULLEN	1	164.06	150.20	0.00	150.20	
223183	09/13/2018	9488	RICHARD C. JANVRIN	1	134.16	123.89	0.00	123.89	
223184	09/13/2018	9742	LINDSEY J. ROSS	1	236.84	210.14	0.00	210.14	
223185	09/13/2018	9743	JEFFREY B. LOUGHMAN	1	112.00	63.44	63.44	0.00	
223186	09/13/2018	9691	GLEN S. BOSWORTH	1	1,170.32	891.68	891.68	0.00	
223187	09/13/2018	9655	COLIN J. CHEVALIER	1	1,148.55	817.28	817.28	0.00	
223188	09/13/2018	9409	STEPHEN S. HENRY	1	2,091.43	1,558.55	1,558.55	0.00	
223189	09/13/2018	5855	JAMES M. JURTA	1	1,623.42	1,251.37	1,251.37	0.00	
223190	09/13/2018	2019	JASON M. LAJOIE	1	1,666.60	1,257.26	1,257.26	0.00	
223191	09/13/2018	9481	JEREMY J. PARENT	1	1,110.41	688.46	688.46	0.00	
223192	09/13/2018	9738	THOMAS A. PIDGEON	1	1,709.25	1,247.55	1,247.55	0.00	
223193	09/13/2018	9621	ANGELO C. PUGLISI	1	2,523.18	1,511.44	1,511.44	0.00	
223194	09/13/2018	9557	LEE WILLIAM TABER	1	1,402.33	868.16	868.16	0.00	
223195	09/13/2018	9754	BRENDAN M. TANGNEY	1	831.32	622.86	622.86	0.00	
223196	09/13/2018	9422	MARTIN B. TAVITIAN	1	1,247.86	800.17	800.17	0.00	
223197	09/13/2018	9745	DAVID L. TRAINOR	1	787.50	547.14	547.14	0.00	
223198	09/13/2018	9083	MICHAEL J. TULLY	1	2,280.96	1,365.11	1,365.11	0.00	
223199	09/13/2018	9737	TROY C. WISE	1	1,036.72	719.54	719.54	0.00	
223200	09/13/2018	9687	RYAN A. CORNWELL	1	1,656.26	1,165.69	1,165.69	0.00	
223201	09/13/2018	9702	ANNE M. KENNY	1	349.49	317.99	317.99	0.00	
223202	09/13/2018	9283	JEFFREY P. BARNES	1	1,058.82	756.50	756.50	0.00	
223203	09/13/2018	9649	SCOTT BUCHANAN	1	773.99	545.18	545.18	0.00	
223204	09/13/2018	9401	JON E. HOXIE	1	918.63	652.80	652.80	0.00	
223205	09/13/2018	9554	JOHN HUBBARD	1	1,698.38	1,257.18	1,257.18	0.00	
223206	09/13/2018	9259	WILLIAM L. ADAMS III	1	200.00	153.82	153.82	0.00	
223207	09/13/2018	9634	ASA D. JOHNSON	1	1,683.19	1,200.16	1,200.16	0.00	
223208	09/13/2018	9746	KYLE R. MANLOW	1	1,236.09	928.74	928.74	0.00	
223209	09/13/2018	9699	JAMES D. MASCIOLI	1	1,557.89	1,154.61	1,154.61	0.00	
223210	09/13/2018	9314	JESSICA L. MIEHLE	1	1,024.50	749.17	749.17	0.00	
223211	09/13/2018	9727	CHRISTOPHER R. POPPALARD	1	1,454.69	1,085.98	1,085.98	0.00	
223212	09/13/2018	9332	JAMES M. RUSSELL	1	2,422.79	1,591.72	1,591.72	0.00	
223213	09/13/2018	9755	TIMOTHY M. SCOTT	1	1,030.61	811.01	811.01	0.00	
223214	09/13/2018	9264	JOSHUA E. STOKEL	1	1,786.77	1,406.56	1,406.56	0.00	

# TOWN OF NORTH HAMPTON PAYROLL MANIFEST

Report # 37202

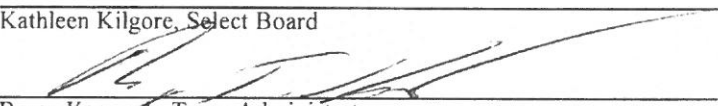
Check #	Check Date	Code	Name	Chk Grp	Gross Pay	Net Pay	Direct Deposit	Check Amt	Void
223215	09/13/2018	9748	TODD E. WHITCOMB	1	913.47	696.97	696.97	0.00	
223216	09/13/2018	9710	PAUL J. YANAKOPOULOS	1	1,940.39	1,385.71	1,385.71	0.00	
223217	09/13/2018	9747	JOSEPH A. MANZI	1	1,135.03	939.35	939.35	0.00	
223218	09/13/2018	9230	STEVEN BUCHANAN	1	402.48	335.59	335.59	0.00	
223219	09/13/2018	9728	PATRICIA M. BOOKER	1	167.16	154.38	154.38	0.00	
223220	09/13/2018	9129	SUSAN M. BUCHANAN	1	1,143.70	821.55	821.55	0.00	
223221	09/13/2018	9480	PATRICIA LEE	1	317.70	293.39	293.39	0.00	
223222	09/13/2018	9004	JANET L. FACELLA	1	1,508.05	1,062.76	1,062.76	0.00	
223223	09/13/2018	9749	BRYAN T. KAENRATH	1	1,873.71	1,319.49	1,319.49	0.00	
223224	09/13/2018	9719	RICHARD M. MILNER	1	1,070.93	828.50	828.50	0.00	
223225	09/13/2018	HEALTHTRS	HEALTHTRUST		28.86	28.86	0.00	28.86	
223226	09/13/2018	457B	MID ATLANTIC CAPITAL CORP		1,364.16	1,364.16	0.00	1,364.16	
					<b>62,755.35</b>	<b>47,780.55</b>	<b>36,133.18</b>	<b>3,068.29</b>	

Check Authorization Summary			
Type	Description	Count	Amount
Employee	Checks	5	1,675.27
	Voided Checks	0	0.00
	Direct Deposits (Fully Distributed)	40	35,824.81
	ACH Employee Credits	41	36,133.18
	ACH Employee Debits (Voids)	0	0.00
Deduction	Checks	2	1,393.02
	Voided Checks	0	0.00
	ACH Vendor Credits	0	0.00
	ACH VendorDebits (Voids)	0	0.00
Taxes	EFTPS Payment - Debit	1	8,579.08

# TOWN OF NORTH HAMPTON PAYROLL MANIFEST

Report # 37232

Include Authorization Codes: Yes  
Batch: 19782  
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
<hr/>									
Larry Miller, Select Board									
<hr/>									
Jim Maggiore, Select Board									
<hr/>									
Kathleen Kilgore, Select Board									
									
<hr/>									
Bryan Kaenrath, Town Administrator									
	09/20/2018	EFTPS	FEDERAL TAX PAYMENTS		10,031.54	10,031.54	0.00	0.00	
223227	09/20/2018	9753	TRAVIS A. MURRAY	1	445.50	411.42	0.00	411.42	
223228	09/20/2018	9528	BRIAN CHEVALIER	1	480.00	397.88	0.00	397.88	
223229	09/20/2018	9530	EDWARD DAVIS	1	440.00	384.55	0.00	384.55	
223230	09/20/2018	9640	ARTHUR A. NADEAU	1	248.00	229.02	0.00	229.02	
223231	09/20/2018	2008	PETER FRANCIS	1	2,732.17	1,775.16	308.37	1,466.79	
223232	09/20/2018	9722	FRANCIS P. CULLEN	1	182.99	165.79	0.00	165.79	
223233	09/20/2018	9742	LINDSEY J. ROSS	1	183.36	166.09	0.00	166.09	
223234	09/20/2018	9743	JEFFREY B. LOUGHMAN	1	118.16	69.12	69.12	0.00	
223235	09/20/2018	9691	GLEN S. BOSWORTH	1	1,170.32	891.68	891.68	0.00	
223236	09/20/2018	9655	COLIN J. CHEVALIER	1	1,418.02	1,050.87	1,050.87	0.00	
223237	09/20/2018	9409	STEPHEN S. HENRY	1	3,510.97	2,515.35	2,515.35	0.00	
223238	09/20/2018	5855	JAMES M. JURTA	1	2,287.66	1,741.64	1,741.64	0.00	
223239	09/20/2018	2019	JASON M. LAJOIE	1	1,666.60	1,257.26	1,257.26	0.00	
223240	09/20/2018	9481	JEREMY J. PARENT	1	1,110.41	688.46	688.46	0.00	
223241	09/20/2018	9738	THOMAS A. PIDGEON	1	3,246.45	2,262.33	2,262.33	0.00	
223242	09/20/2018	9621	ANGELO C. PUGLISI	1	1,317.28	709.42	709.42	0.00	
223243	09/20/2018	9557	LEE WILLIAM TABER	1	1,541.31	996.04	996.04	0.00	
223244	09/20/2018	9754	BRENDAN M. TANGNEY	1	1,780.64	1,345.92	1,345.92	0.00	
223245	09/20/2018	9422	MARTIN B. TAVITIAN	1	1,247.86	800.17	800.17	0.00	
223246	09/20/2018	9745	DAVID L. TRAINOR	1	787.50	547.14	547.14	0.00	
223247	09/20/2018	9083	MICHAEL J. TULLY	1	2,280.96	1,365.11	1,365.11	0.00	
223248	09/20/2018	9737	TROY C. WISE	1	1,036.72	719.54	719.54	0.00	
223249	09/20/2018	9687	RYAN A. CORNWELL	1	1,656.26	1,165.69	1,165.69	0.00	
223250	09/20/2018	9702	ANNE M. KENNY	1	493.73	436.78	436.78	0.00	
223251	09/20/2018	9283	JEFFREY P. BARNES	1	1,058.82	756.50	756.50	0.00	
223252	09/20/2018	9649	SCOTT BUCHANAN	1	773.99	545.18	545.18	0.00	
223253	09/20/2018	9401	JON E. HOXIE	1	918.63	652.80	652.80	0.00	
223254	09/20/2018	9554	JOHN HUBBARD	1	1,698.38	1,257.18	1,257.18	0.00	
223255	09/20/2018	9634	ASA D. JOHNSON	1	3,244.93	2,231.18	2,231.18	0.00	
223256	09/20/2018	9746	KYLE R. MANLOW	1	1,960.64	1,418.11	1,418.11	0.00	
223257	09/20/2018	9699	JAMES D. MASCIOLI	1	1,597.61	1,177.47	1,177.47	0.00	
223258	09/20/2018	9314	JESSICA L. MIEHLE	1	1,024.50	749.17	749.17	0.00	
223259	09/20/2018	9727	CHRISTOPHER R. POPPALARD	1	1,345.53	996.39	996.39	0.00	
223260	09/20/2018	9332	JAMES M. RUSSELL	1	2,449.11	1,609.03	1,609.03	0.00	
223261	09/20/2018	9755	TIMOTHY M. SCOTT	1	1,030.61	811.01	811.01	0.00	

# TOWN OF NORTH HAMPTON PAYROLL MANIFEST

Report # 37232

Check #	Check Date	Code	Name	Chk Grp	Gross Pay	Net Pay	Direct Deposit	Check Amt	Void
223262	09/20/2018	9264	JOSHUA E. STOKEL	1	1,786.77	1,406.56	1,406.56	0.00	
223263	09/20/2018	9748	TODD E. WHITCOMB	1	913.47	696.97	696.97	0.00	
223264	09/20/2018	9710	PAUL J. YANAKOPOULOS	1	1,851.94	1,343.87	1,343.87	0.00	
223265	09/20/2018	9747	JOSEPH A. MANZI	1	1,135.03	939.35	939.35	0.00	
223266	09/20/2018	9230	STEVEN BUCHANAN	1	368.94	308.65	308.65	0.00	
223267	09/20/2018	9728	PATRICIA M. BOOKER	1	167.16	154.38	154.38	0.00	
223268	09/20/2018	9129	SUSAN M. BUCHANAN	1	1,143.70	821.55	821.55	0.00	
223269	09/20/2018	9480	PATRICIA LEE	1	397.13	365.21	365.21	0.00	
223270	09/20/2018	9004	JANET L. FACELLA	1	1,179.86	849.80	849.80	0.00	
223271	09/20/2018	9749	BRYAN T. KAENRATH	1	1,873.71	1,319.49	1,319.49	0.00	
223272	09/20/2018	9719	RICHARD M. MILNER	1	1,070.93	828.50	828.50	0.00	
223273	09/20/2018	HEALTHTRS	HEALTHTRUST		28.86	28.86	0.00	28.86	
223274	09/20/2018	457B	MID ATLANTIC CAPITAL CORP		1,449.96	1,449.96	0.00	1,449.96	
					<b>71,884.62</b>	<b>54,841.14</b>	<b>40,109.24</b>	<b>4,700.36</b>	

Check Authorization Summary			
Type	Description	Count	Amount
Employee	Checks	7	3,221.54
	Voided Checks	0	0.00
	Direct Deposits (Fully Distributed)	39	39,800.87
	ACH Employee Credits	40	40,109.24
	ACH Employee Debits (Voids)	0	0.00
Deduction	Checks	2	1,478.82
	Voided Checks	0	0.00
	ACH Vendor Credits	0	0.00
	ACH VendorDebits (Voids)	0	0.00
Taxes	EFTPS Payment - Debit	1	10,031.54

# TOWN OF NORTH HAMPTON ACCOUNTS PAYABLE MANIFEST

Report # 37242

Check Batch: 19786  
 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
				Larry Miller, Select Board		
				Jim Maggiore, Select Board		
				Kathleen Kilgore, Select Board		
				<del>Bryan Kaenraab, Town Administrator</del>		
19786	34669	09/20/2018	2579	Access A/V	0.00	1,736.12
	34670	09/20/2018	4491	AMERICAN SECURITY ALARM, INC.	0.00	210.00
	34671	09/20/2018	50	APEX CLEANING COMPANY	0.00	1,295.00
	34672	09/20/2018	89	AQUARION WATER COMPANY	0.00	322.48
	34673	09/20/2018	4052	AUTOZONE	0.00	148.99
	34674	09/20/2018	4729	BANNER SEVENTEEN, LLC	0.00	3,520.00
	34675	09/20/2018	4333	BEDNAREK, LUKE	0.00	1,050.00
	34676	09/20/2018	49	BEN'S UNIFORMS	0.00	125.00
	34677	09/20/2018	1033	BERGERON PROTECTIVE CLOTHING	0.00	1,963.70
	34678	09/20/2018	4538	BOSWORTH, GLEN	0.00	129.79
	34679	09/20/2018	126	BOUND TREE MEDICAL	0.00	67.54



# TOWN OF NORTH HAMPTON ACCOUNTS PAYABLE MANIFEST

Report # 37242

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	34680	09/20/2018	2925	BUSINESS MANAGEMENT SYSTEMS, INC	0.00	1,800.25
	34681	09/20/2018	1319	CENTER FOR OCCUPATIONAL HEALTH	0.00	379.80
	34682	09/20/2018	71	CINTAS CORPORATION	0.00	170.56
	34683	09/20/2018	3995	CIT FINANCING SERVICE, INC.	0.00	198.12
	34684	09/20/2018	2020	CITIZENS BANK	0.00	7,199.77
	34685	09/20/2018	4728	CIVIL CONSTRUCTION MANAGEMENT, INC	0.00	500.00
	34686	09/20/2018	1209	COMCAST	0.00	497.07
	34687	09/20/2018	47	COMSTAR INC	0.00	659.40
	34688	09/20/2018	4435	D & D TRUCK AND SMALL ENGINE REPAIR	0.00	4,714.73
	34689	09/20/2018	1991	DRAGON MOSQUITO CONTROL INC	0.00	11,000.00
	34690	09/20/2018	4430	DRUMMONDWOODSUM	0.00	164.25
	34691	09/20/2018	2952	E&J AUTO PARTS	0.00	246.56
	34692	09/20/2018	3964	EG LAWN CARE	0.00	500.00
	34693	09/20/2018	2923	ELIMINATOR SYSTEMS, INC	0.00	355.00
	34694	09/20/2018	33	EVERSOURCE	0.00	4,690.97
	34695	09/20/2018	746	FACELLA, JANET	0.00	9.59
	34696	09/20/2018	2929	FIRST LIGHT	0.00	935.28
	34697	09/20/2018	970	FIRST STUDENT, INC.	0.00	1,202.50
	34698	09/20/2018	4505	GANOTIS, JOAN	0.00	9.60
	34699	09/20/2018	1132	GROUNDS CARE UNLIMITED INC	0.00	750.00
	34700	09/20/2018	102	HAMPTON FORD-HYUNDAI	0.00	82.54
	34701	09/20/2018	2703	HARTMANN OIL & PROPANE CO.	0.00	259.00
	34702	09/20/2018	29	HEALTHTRUST	0.00	5.50
	34703	09/20/2018	147	INTERWARE DEVELOPMENT CO INC	0.00	6,303.30
	34704	09/20/2018	559	IRVING OIL CORPORATION	0.00	2,195.51
	34705	09/20/2018	4152	JOHNSON, ASA	0.00	138.00
	34706	09/20/2018	3982	JORDAN AND SONS	0.00	480.00
	34707	09/20/2018	2832	KEACH-NORDSTROM ASSOCIATES, INC.	0.00	80.00
	34708	09/20/2018	4275	KLIDARAS, TROY	0.00	1,290.00
	34709	09/20/2018	499	KNOWLES TREE SERVICE	0.00	1,500.00
	34710	09/20/2018	4104	LAMPREY HEALTH CARE	0.00	750.00
	34711	09/20/2018	4258	LAVALLEE/BRESINGER ARCHITECTS	0.00	9,040.33
	34712	09/20/2018	255	LIBERTY INTERNATIONAL TRUCKS	0.00	174,873.55
	34713	09/20/2018	332	MCFARLAND FORD SALES, INC.	0.00	3,829.57
	34714	09/20/2018	1230	MUNICIPAL RESOURCES INC	0.00	12,883.70
	34715	09/20/2018	59	NEPTUNE, INC.	0.00	114.75
	34716	09/20/2018	12	NORTH HAMPTON PUBLIC LIBRARY	0.00	32,905.79

# TOWN OF NORTH HAMPTON ACCOUNTS PAYABLE MANIFEST

Report # 37242

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	34717	09/20/2018	14	NORTH HAMPTON SCHOOL DISTRICT	0.00	741,047.25
	34718	09/20/2018	318	NORTHEAST RESOURCE RECOVERY	0.00	179.52
	34719	09/20/2018	138	PIKE INDUSTRIES, INC	0.00	211.58
	34720	09/20/2018	2762	PISCATAQUA SAVINGS BANK	0.00	13,669.08
	34721	09/20/2018	4412	PITNEY BOWES	0.00	169.56
	34722	09/20/2018	4726	POORMAN, ELAINE	0.00	25.00
	34723	09/20/2018	868	ROCKINGHAM COUNTY	0.00	427.50
	34724	09/20/2018	119	ROCKINGHAM COUNTY	0.00	12.55
	34725	09/20/2018	1717	RONALD LONGPRE PSY. D.	0.00	400.00
	34726	09/20/2018	1428	ROUTE 1 SELF STORAGE	0.00	210.00
	34727	09/20/2018	573	SANEL AUTO PARTS CO	0.00	19.69
	34728	09/20/2018	4274	SBS TRUCK & TRAILER REP, INC	0.00	3,141.65
	34729	09/20/2018	2724	SCHWAAB, INC.	0.00	126.96
	34730	09/20/2018	45	SEACOAST MEDIA GROUP	0.00	350.28
	34731	09/20/2018	9	SEACOAST POWER EQUIPMENT	0.00	98.64
	34732	09/20/2018	4727	SHAW, JANE	0.00	25.00
	34733	09/20/2018	3937	SHRED-IT USA	0.00	330.66
	34734	09/20/2018	4687	SLOANE, WARREN	0.00	140.00
	34735	09/20/2018	335	SUNBELT TIRE INC	0.00	133.02
	34736	09/20/2018	2867	SUNBELT RENTALS	0.00	907.32
	34737	09/20/2018	1197	TIMBERLINE SIGNS	0.00	65.00
	34738	09/20/2018	4271	TOSHIBA FINANCIAL SERVICES	0.00	418.34
	34739	09/20/2018	56	TREASURER STATE OF NH	0.00	871.85
	34740	09/20/2018	946	TREASURER STATE OF NH	0.00	83.82
	34741	09/20/2018	2111	TREASURER STATE OF NH	0.00	1,465.00
	34742	09/20/2018	3191	TRI STATE FIRE PROTECTION, LLC	0.00	80.60
	34743	09/20/2018	3295	TROIANO WASTE SERVICE, INC.	0.00	225.00
	34744	09/20/2018	2330	UPTON & HATFIELD LLP	0.00	549.50
	34745	09/20/2018	4276	VENTURA, JOHN	0.00	3,333.33
	34746	09/20/2018	4026	VERIZON WIRELESS	0.00	370.67
	34747	09/20/2018	1306	W.B. MASON	0.00	399.89
	34748	09/20/2018	91	WASTE MANAGEMENT	0.00	3,329.09
	34749	09/20/2018	93	WINNACUNNET COOP SCHOOL DISTRICT	0.00	275,000.00
	34750	09/20/2018	4640	WORKOUT ANYTIME, NORTH HAMPTON	0.00	210.00

Totals:

Electronic Amount	0.00	741,047.25
Check Amount	0.00	5,134,310.96
<b>Totals:</b>	<b>0.00</b>	<b>5,134,310.96</b>

**TOWN OF NORTH HAMPTON  
ACCOUNTS PAYABLE MANIFEST**

Report # 37242

82 Checks Listed.

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
---------	---------	------------	-------------	-------------	-------------------	--------------

## **Bandstand Committee**

Nothing new to report

## **CIP - Capital Improvements Committee**

Met on September 17, 2018 in the Town Hall and reviewed and live edited the CIP report.

The final signatures are due on the report. The report will be presented to the Select Board in the first meeting in October, October 8, 2018.

## **Economic Development Committee**

Sub-Committee for the Town North Hampton & UNH Business Engagement & Retention Program met for a status update meeting on Thursday, September 20, 2018 to review how interviews are proceeding in the business committee.

Full committee is meeting on 9-22-2018 at Centennial Hall for the Vision Statement Retreat. Julie LeBlanc of Rockingham Planning Commission will be facilitating the session. It is the goal of this retreat and all of the work done this year to create a mission statement declares the EDC's purpose, goals, and objectives.

## Janet Facella

---

**From:** Jim Maggiore <mjmaggiore@comcast.net>  
**Sent:** Friday, September 21, 2018 1:33 PM  
**To:** Bryan Kaenrath; Janet Facella  
**Subject:** Committee updates  
**Attachments:** North Hampton Heritage Commission\_0.docx

Hello Bryan and Jan.

Here are my committee updates for the Monday, September 24 regular SB meeting:

Water Commission: An update on a confirmed date and time for the joint SB/WC meeting to review the terms of the Letter of Agreement with Aquarion Water Company should be available by the Monday meeting.

Heritage Commission:

1. The HC met for their regular meeting on September 20. The HC unanimously nominated Carol Seely to serve the remainder of Carolyn Brooks' term as alternate on the HC. Attached is Carol's letter of interest submitted from the posting of the vacancy. The SB is the appointing authority to the HC (by suggestion of the HC, motion of the SB, and ultimately warrant article in either 2012 or 2013) therefore a motion to appoint is appropriate.
2. The HC is responsible for reviewing capital projects for Town-owned buildings of more than 50 years old (by motion of the SB in November of 2012). Therefore, the HC has requested that all responses to the Town Hall RFP be forwarded to the HC for review. The HC would like the opportunity to contribute to the process and respects their role as advisory to the SB in the ultimate choice of contractors.

Respectfully submitted.

Jim Maggiore

To: Donna Etela, Chair, North Hampton Heritage Commission  
Members of the North Hampton Heritage Commission

Brian Kaenrath, North Hampton Town Administrator

From: Carol Seely  
114 Exeter Road  
North Hampton, NH 03862  
603 312-0771  
[k9vet@rcn.com](mailto:k9vet@rcn.com)

I am interested in applying for the position of Alternate on the North Hampton Heritage Commission.

My husband and I have lived in North Hampton since 1975 and our two children have attended the North Hampton Elementary School. I have a life-long interest in history and archaeology and have enjoyed sharing those interests through volunteering for different organizations for many years.

I taught Music and Social Studies at the Seabrook School and in the Dover High and Middle Schools. I volunteered at Strawberry Banke for their summer archaeology programs and was employed by them as a supervisor of the Laboratory Program for the summer program during the excavations of the Shapiro House. I volunteered at a three week archaeology dig in Yavneh Yam, Israel.

I have served on the Board of Governors of the Warner House for the past 10 years and am currently serving as Chair of that Board. I am a member of the Board of the Portsmouth Historic Sites Association. I am also a member of the North Hampton Historical Society.

As Chair of the Warner House, I have attended meetings of the Portsmouth City Council involving matters that concern the importance of conserving the significance and historical importance of landmarks and sites in Portsmouth while still allowing and encouraging growth and change. I am very interested in seeing the Town of North Hampton is able to preserve its significant historical sites and landmarks while acknowledging the importance of growth and change.

Thank you.  
Carol Seely

**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**  
**SEPTEMBER 24, 2018 SELECT BOARD MEETING**

---

**REPORTING PERIOD**

The reporting period is from September 10, 2018 through September 21, 2018

**FINANCE**

The latest expenditure report of the fiscal year can be found here: <https://www.northhampton-nh.gov/sites/northhamptonnh/files/uploads/expense09172018.pdf> . Melanson Heath will be here onsite for our audit the last week of September.

**Personnel**

*The Police Department.* The hiring process for one additional patrol officer position is ongoing and has resulted in a conditional offer being made to a selected candidate. The background process for that candidate has now begun. Officer Tim Scott has completed field training. Inmate trustees completed painting in the PD lobby and some other minor projects around the department. They will continue next week with other projects around the Town Office building. Incoming Police Chief Kathryn Mone will officially begin duties here in North Hampton on October 25<sup>th</sup> and we will have her public swearing in ceremony at our October 29<sup>th</sup> Select Board Meeting. Chief French and I have discussed an appropriate transition plan with him being in place for at least a couple weeks' time to assist the incoming chief.

*The Fire Department.* The department is currently advertising for one firefighter/medic position following a recent departure. Design work continues on reconfiguring the front entryway. I'd like

to commend all in our department for their involvement in responding to the scenes in Lawrence, MA last week.

### **Facilities**

*Town Hall.* We are awaiting responses on our renovation RFP which has been sent out to ten contractors.

*The Library.* Nothing new to report.

*Stone Building.* Exterior painting is scheduled to begin late this month. New birch trees have been planted in front of the building.

*Town Office/Chevalier Building.* We are in the process of scheduling dates with D.F. Richard to begin the weatherization project agreed at a previous meeting. This will require employees to vacate the Administration area for at least a few days while work is being completed. Carpet cleaning has been completed.

### **Projects**

*Town Sign.* Our new town sign for Route 1 at the Hampton town line has been ordered and should be completed very soon, we have received the final rendering of the NHBA hanger to be attached to the sign.

*Telephone System/Communications.* Nothing new to report

*Regionalization.* Nothing new to report.

*Perambulation.* Nothing new to report.

*Coakley Landfill Group.* The next meeting is scheduled for 10/2 at 10:30AM at Portsmouth City Hall.

*Cemeteries.* Nothing new to report.

*Finance Policies:* All updates are being completed and final copies will be available in the Select Board box at the office for signatures.

*Elections.* Our primary election on September 11<sup>th</sup> was a success without any major issues. We also saw an excellent turnout exceeding most other primary elections.

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



*Recreation Activities.* The Coyote Club children's outdoor program began on 9/18 and will run for 8 weeks. The PASA seniors group will be having a trip to the Deerfield Fair on 9/27 departing from the Town Office at 9:30AM. On Sunday, December 23<sup>rd</sup> NH Parks and Rec will be hosting a trip to the TD Bank North Garden for a Boston Celtics game. Please contact Joe Manzi in the Rec Department for more information on any upcoming programs.

*Economic Development.* Committee report.

*Document Management System.* Our RFP will be sent out to at least six firms with a 4 week timeline for responses.

*Rails to Trails.* The next meeting with RCP to discuss the project will be held in October with the location TBD. I will update the Board when I have more information. Our draft trail maintenance agreement has been reviewed by Attorney Steve Bennett.

*Public Works.* Paving projects are ongoing. We are also in progress getting design work done in preparation for our Town Hall septic project. Director Hubbard and his crew have removed all of the bushes around Town Hall. We will discuss some low to the ground plantings at a future date to fill in the now open space.

*Community Outreach.* A reminder, the first Town Administrator open office hours will be held September 25<sup>th</sup> from 3:30 to 5 PM at Town Hall. All residents are welcome and encouraged to attend.

*Little Boar's Head.* I would like to schedule a time for a joint Select Board/LBH Commission meeting this fall.

*Meeting Schedule:* Our next regularly scheduled meeting falls on the Columbus Day holiday, October 8<sup>th</sup>. We should determine an alternate date during that week for our meeting.

NORTH HAMPTON SELECT BOARD  
JAMES MAGGIORE, CHAIR  
KATHLEEN KILGORE, VICE CHAIR  
LARRY MILLER, MEMBER  
  
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  
ADMINISTRATIVE OFFICES

September 24, 2018

Paul Rydel, PG  
Waste Management Division  
Hazardous Waste Remediation Bureau  
New Hampshire Department of Environmental Services  
PO Box 95, 29 Hazen Drive  
Concord, New Hampshire 03302-0095

Subject: Request for NHDES to hold a Public Hearing  
Hampton Rod & Gun Club Draft Remedial Action Plan 07/25/2018  
DES Site #201310001

Dear Mr. Rydel,

The Select Board of the Town of North Hampton requests that the NHDES hold a public hearing on the proposed remedy for the Hampton Rod & Gun Club property as described in the Remedial Action Plan (RAP), dated 07/25/2018. This public hearing will allow for the public to hear an explanation of the rationale for the proposed remedial actions and get their questions answered. The Town offers its Town Hall at 231 Atlantic Avenue for the location of the Public Hearing.

In addition, the Town requests that the public comment period be extended to 60 days from the date of the Public Hearing to give time for the Town to digest the information in the Draft Remedial Action Plan and provide written comments, as needed.

Thank you for your attention to our request.

Sincerely,

---

James Maggiore, Chair

---

Kathleen Kilgore, Vice Chair

---

Larry Miller, Member

# TITLE VI

## PUBLIC OFFICERS AND EMPLOYEES

### CHAPTER 91-A

#### ACCESS TO GOVERNMENTAL RECORDS AND MEETINGS

##### Section 91-A:1

**91-A:1 Preamble.** – Openness in the conduct of public business is essential to a democratic society. The purpose of this chapter is to ensure both the greatest possible public access to the actions, discussions and records of all public bodies, and their accountability to the people.

**Source.** 1967, 251:1. 1971, 327:1. 1977, 540:1, eff. Sept. 13, 1977.

##### Section 91-A:1-a

###### **91-A:1-a Definitions.** –

In this chapter:

- I. "Advisory committee" means any committee, council, commission, or other like body whose primary purpose is to consider an issue or issues designated by the appointing authority so as to provide such authority with advice or recommendations concerning the formulation of any public policy or legislation that may be promoted, modified, or opposed by such authority.
- II. "Governmental proceedings" means the transaction of any functions affecting any or all citizens of the state by a public body.
- III. "Governmental records" means any information created, accepted, or obtained by, or on behalf of, any public body, or a quorum or majority thereof, or any public agency in furtherance of its official function. Without limiting the foregoing, the term "governmental records" includes any written communication or other information, whether in paper, electronic, or other physical form, received by a quorum or majority of a public body in furtherance of its official function, whether at a meeting or outside a meeting of the body. The term "governmental records" shall also include the term "public records."
- IV. "Information" means knowledge, opinions, facts, or data of any kind and in whatever physical form kept or maintained, including, but not limited to, written, aural, visual, electronic, or other physical form.
- V. "Public agency" means any agency, authority, department, or office of the state or of any county, town, municipal corporation, school district, school administrative unit, chartered public school, or other political subdivision.
- VI. "Public body" means any of the following:
  - (a) The general court including executive sessions of committees; and including any advisory committee established by the general court.
  - (b) The executive council and the governor with the executive council; including any advisory committee established by the governor by executive order or by the executive council.
  - (c) Any board or commission of any state agency or authority, including the board of trustees of the university system of New Hampshire and any committee, advisory or otherwise, established by such

entities.

(d) Any legislative body, governing body, board, commission, committee, agency, or authority of any county, town, municipal corporation, school district, school administrative unit, chartered public school, or other political subdivision, or any committee, subcommittee, or subordinate body thereof, or advisory committee thereto.

(e) Any corporation that has as its sole member the state of New Hampshire, any county, town, municipal corporation, school district, school administrative unit, village district, or other political subdivision, and that is determined by the Internal Revenue Service to be a tax exempt organization pursuant to section 501(c)(3) of the Internal Revenue Code.

**Source.** 1977, 540:2. 1986, 83:2. 1989, 274:1. 1995, 260:4. 2001, 223:1. 2008, 278:3, eff. July 1, 2008 at 12:01 a.m.; 303:3, eff. July 1, 2008; 303:8, eff. Sept. 5, 2008 at 12:01 a.m.; 354:1, eff. Sept. 5, 2008.

## Section 91-A:2

### 91-A:2 Meetings Open to Public. –

I. For the purpose of this chapter, a "meeting" means the convening of a quorum of the membership of a public body, as defined in RSA 91-A:1-a, VI, or the majority of the members of such public body if the rules of that body define "quorum" as more than a majority of its members, whether in person, by means of telephone or electronic communication, or in any other manner such that all participating members are able to communicate with each other contemporaneously, subject to the provisions set forth in RSA 91-A:2, III, for the purpose of discussing or acting upon a matter or matters over which the public body has supervision, control, jurisdiction, or advisory power. A chance, social, or other encounter not convened for the purpose of discussing or acting upon such matters shall not constitute a meeting if no decisions are made regarding such matters. "Meeting" shall also not include:

(a) Strategy or negotiations with respect to collective bargaining;

(b) Consultation with legal counsel;

(c) A caucus consisting of elected members of a public body of the same political party who were elected on a partisan basis at a state general election or elected on a partisan basis by a town or city which has adopted a partisan ballot system pursuant to RSA 669:12 or RSA 44:2; or

(d) Circulation of draft documents which, when finalized, are intended only to formalize decisions previously made in a meeting; provided, that nothing in this subparagraph shall be construed to alter or affect the application of any other section of RSA 91-A to such documents or related communications.

II. Subject to the provisions of RSA 91-A:3, all meetings, whether held in person, by means of telephone or electronic communication, or in any other manner, shall be open to the public. Except for town meetings, school district meetings, and elections, no vote while in open session may be taken by secret ballot. Any person shall be permitted to use recording devices, including, but not limited to, tape recorders, cameras, and videotape equipment, at such meetings. Minutes of all such meetings, including nonpublic sessions, shall include the names of members, persons appearing before the public bodies, and a brief description of the subject matter discussed and final decisions. Subject to the provisions of RSA 91-A:3, minutes shall be promptly recorded and open to public inspection not more than 5 business days after the meeting, except as provided in RSA 91-A:6, and shall be treated as permanent records of any public body, or any subordinate body thereof, without exception. Except in an emergency or when there is a meeting of a legislative committee, a notice of the time and place of each such meeting, including a nonpublic session, shall be posted in 2 appropriate places one of which may be the public body's Internet website, if such exists, or shall be printed in a newspaper of general circulation in the city or town at least 24 hours, excluding Sundays and legal holidays, prior to

such meetings. An emergency shall mean a situation where immediate undelayed action is deemed to be imperative by the chairman or presiding officer of the public body, who shall post a notice of the time and place of such meeting as soon as practicable, and shall employ whatever further means are reasonably available to inform the public that a meeting is to be held. The minutes of the meeting shall clearly spell out the need for the emergency meeting. When a meeting of a legislative committee is held, publication made pursuant to the rules of the house of representatives or the senate, whichever rules are appropriate, shall be sufficient notice. If the charter of any city or town or guidelines or rules of order of any public body require a broader public access to official meetings and records than herein described, such charter provisions or guidelines or rules of order shall take precedence over the requirements of this chapter. For the purposes of this paragraph, a business day means the hours of 8 a.m. to 5 p.m. on Monday through Friday, excluding national and state holidays.

II-a. If a member of the public body believes that any discussion in a meeting of the body, including in a nonpublic session, violates this chapter, the member may object to the discussion. If the public body continues the discussion despite the objection, the objecting member may request that his or her objection be recorded in the minutes and may then continue to participate in the discussion without being subject to the penalties of RSA 91-A:8, IV or V. Upon such a request, the public body shall record the member's objection in its minutes of the meeting. If the objection is to a discussion in nonpublic session, the objection shall also be recorded in the public minutes, but the notation in the public minutes shall include only the member's name, a statement that he or she objected to the discussion in nonpublic session, and a reference to the provision of RSA 91-A:3, II, that was the basis for the discussion.

II-b. (a) If a public body maintains an Internet website or contracts with a third party to maintain an Internet website on its behalf, it shall either post its approved minutes in a consistent and reasonably accessible location on the website or post and maintain a notice on the website stating where the minutes may be reviewed and copies requested.

(b) If a public body chooses to post meeting notices on the body's Internet website, it shall do so in a consistent and reasonably accessible location on the website. If it does not post notices on the website, it shall post and maintain a notice on the website stating where meeting notices are posted.

III. A public body may, but is not required to, allow one or more members of the body to participate in a meeting by electronic or other means of communication for the benefit of the public and the governing body, subject to the provisions of this paragraph.

(a) A member of the public body may participate in a meeting other than by attendance in person at the location of the meeting only when such attendance is not reasonably practical. Any reason that such attendance is not reasonably practical shall be stated in the minutes of the meeting.

(b) Except in an emergency, a quorum of the public body shall be physically present at the location specified in the meeting notice as the location of the meeting. For purposes of this subparagraph, an "emergency" means that immediate action is imperative and the physical presence of a quorum is not reasonably practical within the period of time requiring action. The determination that an emergency exists shall be made by the chairman or presiding officer of the public body, and the facts upon which that determination is based shall be included in the minutes of the meeting.

(c) Each part of a meeting required to be open to the public shall be audible or otherwise discernable to the public at the location specified in the meeting notice as the location of the meeting. Each member participating electronically or otherwise must be able to simultaneously hear each other and speak to each other during the meeting, and shall be audible or otherwise discernable to the public in attendance at the meeting's location. Any member participating in such fashion shall identify the persons present in the location from which the member is participating. No meeting shall be conducted by electronic mail or any other form of communication that does not permit the public to hear, read, or otherwise discern meeting discussion contemporaneously at the meeting location specified in the meeting notice.

(d) Any meeting held pursuant to the terms of this paragraph shall comply with all of the requirements of this chapter relating to public meetings, and shall not circumvent the spirit and purpose of this chapter as expressed in RSA 91-A:1.

(e) A member participating in a meeting by the means described in this paragraph is deemed to be present at the meeting for purposes of voting. All votes taken during such a meeting shall be by roll call vote.

**Source.** 1967, 251:1. 1969, 482:1. 1971, 327:2. 1975, 383:1. 1977, 540:3. 1983, 279:1. 1986, 83:3. 1991, 217:2. 2003, 287:7. 2007, 59:2. 2008, 278:2, eff. July 1, 2008 at 12:01 a.m.; 303:4, eff. July 1, 2008. 2016, 29:1, eff. Jan. 1, 2017. 2017, 165:1, eff. Jan. 1, 2018; 234:1, eff. Jan. 1, 2018.

### **Section 91-A:2-a**

#### **91-A:2-a Communications Outside Meetings. –**

I. Unless exempted from the definition of "meeting" under RSA 91-A:2, I, public bodies shall deliberate on matters over which they have supervision, control, jurisdiction, or advisory power only in meetings held pursuant to and in compliance with the provisions of RSA 91-A:2, II or III.

II. Communications outside a meeting, including, but not limited to, sequential communications among members of a public body, shall not be used to circumvent the spirit and purpose of this chapter as expressed in RSA 91-A:1.

**Source.** 2008, 303:4, eff. July 1, 2008.

### **Section 91-A:2-b**

**91-A:2-b Meetings of the Economic Strategic Commission to Study the Relationship Between New Hampshire Businesses and State Government by Open Blogging Permitted. –** [Repealed 2012, 232:14, eff. Dec. 1, 2012.]

### **Section 91-A:3**

#### **91-A:3 Nonpublic Sessions. –**

I. (a) Public bodies shall not meet in nonpublic session, except for one of the purposes set out in paragraph II. No session at which evidence, information, or testimony in any form is received shall be closed to the public, except as provided in paragraph II. No public body may enter nonpublic session, except pursuant to a motion properly made and seconded.

(b) Any motion to enter nonpublic session shall state on its face the specific exemption under paragraph II which is relied upon as foundation for the nonpublic session. The vote on any such motion shall be by roll call, and shall require the affirmative vote of the majority of members present.

(c) All discussions held and decisions made during nonpublic session shall be confined to the matters set out in the motion.

II. Only the following matters shall be considered or acted upon in nonpublic session:

(a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

(b) The hiring of any person as a public employee.

(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This

exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

(d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

(e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against the public body or any subdivision thereof, or by or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph.

(f) Consideration of applications by the adult parole board under RSA 651-A.

(g) Consideration of security-related issues bearing on the immediate safety of security personnel or inmates at the county or state correctional facilities by county correctional superintendents or the commissioner of the department of corrections, or their designees.

(h) Consideration of applications by the business finance authority under RSA 162-A:7-10 and 162-A:13, where consideration of an application in public session would cause harm to the applicant or would inhibit full discussion of the application.

(i) Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.

(j) Consideration of confidential, commercial, or financial information that is exempt from public disclosure under RSA 91-A:5, IV in an adjudicative proceeding pursuant to RSA 541 or RSA 541-A.

(k) Consideration by a school board of entering into a student or pupil tuition contract authorized by RSA 194 or RSA 195-A, which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general public or the school district that is considering a contract, including any meeting between the school boards, or committees thereof, involved in the negotiations. A contract negotiated by a school board shall be made public prior to its consideration for approval by a school district, together with minutes of all meetings held in nonpublic session, any proposals or records related to the contract, and any proposal or records involving a school district that did not become a party to the contract, shall be made public. Approval of a contract by a school district shall occur only at a meeting open to the public at which, or after which, the public has had an opportunity to participate.

(l) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

III. Minutes of meetings in nonpublic session shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes of such sessions shall record all actions in such a manner that the vote of each member is ascertained and recorded. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present taken in public session, it is determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the public body itself, or render the proposed action ineffective, or pertain to terrorism, more specifically, to matters relating to the preparation for and the carrying out of all emergency functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life. This shall include training to carry out such functions. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.

**Source.** 1967, 251:1. 1969, 482:2. 1971, 327:3. 1977, 540:4. 1983, 184:1. 1986, 83:4. 1991, 217:3. 1992, 34:1, 2. 1993, 46:1; 335:16. 2002, 222:2, 3. 2004, 42:1. 2008, 303:4. 2010, 206:1, eff. June 22, 2010. 2015, 19:1; 49:1; 105:1, eff. Jan. 1, 2016; 270:2, eff. Sept. 1, 2015. 2016, 30:1, eff. Jan. 1, 2017; 280:1, eff. June 21, 2016.

### Section 91-A:4

#### **91-A:4 Minutes and Records Available for Public Inspection. –**

I. Every citizen during the regular or business hours of all public bodies or agencies, and on the regular business premises of such public bodies or agencies, has the right to inspect all governmental records in the possession, custody, or control of such public bodies or agencies, including minutes of meetings of the public bodies, and to copy and make memoranda or abstracts of the records or minutes so inspected, except as otherwise prohibited by statute or RSA 91-A:5. In this section, "to copy" means the reproduction of original records by whatever method, including but not limited to photography, photostatic copy, printing, or electronic or tape recording.

I-a. Records of any payment made to an employee of any public body or agency listed in RSA 91-A:1-a, VI(a)-(d), or to the employee's agent or designee, upon the resignation, discharge, or retirement of the employee, paid in addition to regular salary and accrued vacation, sick, or other leave, shall immediately be made available without alteration for public inspection. All records of payments shall be available for public inspection notwithstanding that the matter may have been considered or acted upon in nonpublic session pursuant to RSA 91-A:3.

II. After the completion of a meeting of a public body, every citizen, during the regular or business hours of such public body, and on the regular business premises of such public body, has the right to inspect all notes, materials, tapes, or other sources used for compiling the minutes of such meetings, and to make memoranda or abstracts or to copy such notes, materials, tapes, or sources inspected, except as otherwise prohibited by statute or RSA 91-A:5.

III. Each public body or agency shall keep and maintain all governmental records in its custody at its regular office or place of business in an accessible place and, if there is no such office or place of business, the governmental records pertaining to such public body or agency shall be kept in an office of the political subdivision in which such public body or agency is located or, in the case of a state agency, in an office designated by the secretary of state.

III-a. Governmental records created or maintained in electronic form shall be kept and maintained for the same retention or archival periods as their paper counterparts. Governmental records in electronic form kept and maintained beyond the applicable retention or archival period shall remain accessible and available in accordance with RSA 91-A:4, III. Methods that may be used to keep and maintain governmental records in electronic form may include, but are not limited to, copying to microfilm or paper or to durable electronic media using standard or common file formats.

III-b. A governmental record in electronic form shall no longer be subject to disclosure pursuant to this section after it has been initially and legally deleted. For purposes of this paragraph, a record in electronic form shall be considered to have been deleted only if it is no longer readily accessible to the public body or agency itself. The mere transfer of an electronic record to a readily accessible "deleted items" folder or similar location on a computer shall not constitute deletion of the record.

IV. Each public body or agency shall, upon request for any governmental record reasonably described, make available for inspection and copying any such governmental record within its files when such records are immediately available for such release. If a public body or agency is unable to make a governmental record available for immediate inspection and copying, it shall, within 5 business days of request, make such record available, deny the request in writing with reasons, or furnish written acknowledgment of the receipt of the request and a statement of the time reasonably necessary to determine whether the request shall be granted or denied. If a computer, photocopying



machine, or other device maintained for use by a public body or agency is used by the public body or agency to copy the governmental record requested, the person requesting the copy may be charged the actual cost of providing the copy, which cost may be collected by the public body or agency. No fee shall be charged for the inspection or delivery, without copying, of governmental records, whether in paper, electronic, or other form. Nothing in this section shall exempt any person from paying fees otherwise established by law for obtaining copies of governmental records or documents, but if such fee is established for the copy, no additional costs or fees shall be charged.

V. In the same manner as set forth in RSA 91-A:4, IV, any public body or agency which maintains governmental records in electronic format may, in lieu of providing original records, copy governmental records requested to electronic media using standard or common file formats in a manner that does not reveal information which is confidential under this chapter or any other law. If copying to electronic media is not reasonably practicable, or if the person or entity requesting access requests a different method, the public body or agency may provide a printout of governmental records requested, or may use any other means reasonably calculated to comply with the request in light of the purpose of this chapter as expressed in RSA 91-A:1. Access to work papers, personnel data, and other confidential information under RSA 91-A:5, IV shall not be provided.

VI. Every agreement to settle a lawsuit against a governmental unit, threatened lawsuit, or other claim, entered into by any political subdivision or its insurer, shall be kept on file at the municipal clerk's office and made available for public inspection for a period of no less than 10 years from the date of settlement.

VII. Nothing in this chapter shall be construed to require a public body or agency to compile, cross-reference, or assemble information into a form in which it is not already kept or reported by that body or agency.

**Source.** 1967, 251:1. 1983, 279:2. 1986, 83:5. 1997, 90:2. 2001, 223:2. 2004, 246:2. 2008, 303:4. 2009, 299:1, eff. Sept. 29, 2009. 2016, 283:1, eff. June 21, 2016.

## Section 91-A:5

### 91-A:5 Exemptions. –

The following governmental records are exempted from the provisions of this chapter:

I. Records of grand and petit juries.

I-a. The master jury list as defined in RSA 500-A:1, IV.

II. Records of parole and pardon boards.

III. Personal school records of pupils.

IV. Records pertaining to internal personnel practices; confidential, commercial, or financial information; test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examinations; and personnel, medical, welfare, library user, videotape sale or rental, and other files whose disclosure would constitute invasion of privacy. Without otherwise compromising the confidentiality of the files, nothing in this paragraph shall prohibit a public body or agency from releasing information relative to health or safety from investigative files on a limited basis to persons whose health or safety may be affected.

V. Teacher certification records in the department of education, provided that the department shall make available teacher certification status information.

VI. Records pertaining to matters relating to the preparation for and the carrying out of all emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.

VII. Unique pupil identification information collected in accordance with RSA 193-E:5.

VIII. Any notes or other materials made for personal use that do not have an official purpose, including but not limited to, notes and materials made prior to, during, or after a governmental proceeding.

IX. Preliminary drafts, notes, and memoranda and other documents not in their final form and not disclosed, circulated, or available to a quorum or a majority of the members of a public body.

X. Video and audio recordings made by a law enforcement officer using a body-worn camera pursuant to RSA 105-D except where such recordings depict any of the following:

(a) Any restraint or use of force by a law enforcement officer; provided, however, that this exemption shall not include those portions of recordings which constitute an invasion of privacy of any person or which are otherwise exempt from disclosure.

(b) The discharge of a firearm, provided that this exemption shall not include those portions of recordings which constitute an invasion of privacy of any person or which are otherwise exempt from disclosure.

(c) An encounter that results in an arrest for a felony-level offense, provided, however, that this exemption shall not apply to recordings or portions thereof that constitute an invasion of privacy or which are otherwise exempt from disclosure.

**Source.** 1967, 251:1. 1986, 83:6. 1989, 184:2. 1990, 134:1. 1993, 79:1. 2002, 222:4. 2004, 147:5; 246:3, 4. 2008, 303:4, eff. July 1, 2008. 2013, 261:9, eff. July 1, 2013. 2016, 322:3, eff. Jan. 1, 2017.

### **Section 91-A:5-a**

**91-A:5-a Limited Purpose Release.** – Records from non-public sessions under RSA 91-A:3, II(i) or that are exempt under RSA 91-A:5, VI may be released to local or state safety officials. Records released under this section shall be marked "limited purpose release" and shall not be redisclosed by the recipient.

**Source.** 2002, 222:5, eff. Jan. 1, 2003.

### **Section 91-A:6**

**91-A:6 Employment Security.** – This chapter shall apply to RSA 282-A, relative to employment security; however, in addition to the exemptions under RSA 91-A:5, the provisions of RSA 282-A:117-123 shall also apply; this provision shall be administered and construed in the spirit of that section, and the exemptions from the provisions of this chapter shall include anything exempt from public inspection under RSA 282-A:117-123 together with all records and data developed from RSA 282-A:117-123.

**Source.** 1967, 251:1. 1981, 576:5, eff. July 1, 1981.

### **Section 91-A:7**

**91-A:7 Violation.** – Any person aggrieved by a violation of this chapter may petition the superior court for injunctive relief. In order to satisfy the purposes of this chapter, the courts shall give proceedings under this chapter high priority on the court calendar. Such a petitioner may appear with or without counsel. The petition shall be deemed sufficient if it states facts constituting a violation of this chapter, and may be filed by the petitioner or his or her counsel with the clerk of court or any justice thereof. Thereupon the clerk of court or any justice shall order service by copy of the petition on the person or persons charged. When any justice shall find that time probably is of the essence, he

or she may order notice by any reasonable means, and he or she shall have authority to issue an order ex parte when he or she shall reasonably deem such an order necessary to insure compliance with the provisions of this chapter.

**Source.** 1967, 251:1. 1977, 540:5. 2008, 303:5, eff. July 1, 2008.

### Section 91-A:8

#### **91-A:8 Remedies. –**

- I. If any public body or public agency or officer, employee, or other official thereof, violates any provisions of this chapter, such public body or public agency shall be liable for reasonable attorney's fees and costs incurred in a lawsuit under this chapter, provided that the court finds that such lawsuit was necessary in order to enforce compliance with the provisions of this chapter or to address a purposeful violation of this chapter. Fees shall not be awarded unless the court finds that the public body, public agency, or person knew or should have known that the conduct engaged in was in violation of this chapter or if the parties, by agreement, provide that no such fees shall be paid.
- II. The court may award attorney's fees to a public body or public agency or employee or member thereof, for having to defend against a lawsuit under the provisions of this chapter, when the court finds that the lawsuit is in bad faith, frivolous, unjust, vexatious, wanton, or oppressive.
- III. The court may invalidate an action of a public body or public agency taken at a meeting held in violation of the provisions of this chapter, if the circumstances justify such invalidation.
- IV. If the court finds that an officer, employee, or other official of a public body or public agency has violated any provision of this chapter in bad faith, the court shall impose against such person a civil penalty of not less than \$250 and not more than \$2,000. Upon such finding, such person or persons may also be required to reimburse the public body or public agency for any attorney's fees or costs it paid pursuant to paragraph I. If the person is an officer, employee, or official of the state or of an agency or body of the state, the penalty shall be deposited in the general fund. If the person is an officer, employee, or official of a political subdivision of the state or of an agency or body of a political subdivision of the state, the penalty shall be payable to the political subdivision.
- V. The court may also enjoin future violations of this chapter, and may require any officer, employee, or other official of a public body or public agency found to have violated the provisions of this chapter to undergo appropriate remedial training, at such person or person's expense.

**Source.** 1973, 113:1. 1977, 540:6. 1986, 83:7. 2001, 289:3. 2008, 303:6. 2012, 206:1, eff. Jan. 1, 2013.

### Section 91-A:8-a

[RSA 91-A:8-a repealed by 2017, 126:2, effective November 1, 2017.]

#### **91-A:8-a Commission to Study Processes to Resolve Right-to-Know Complaints. –**

- I. There is established a commission to study processes to resolve right-to-know complaints.
  - (a) The members of the commission shall be as follows:
    - (1) Three members of the house of representatives, appointed by the speaker of the house of representatives.
    - (2) One member of the senate, appointed by the president of the senate.
    - (3) The attorney general, or designee.
    - (4) One municipal official, appointed by the New Hampshire Municipal Association.
    - (5) One school board member, appointed by the New Hampshire School Boards Association.

- (6) One county official, appointed by the New Hampshire Association of Counties.
  - (7) One member who shall have brought suit pro se under RSA 91-A:7, appointed by the governor.
  - (8) One member representing the New Hampshire Press Association, appointed by that association.
  - (9) One member representing Right To Know New Hampshire, appointed by that organization.
  - (10) One member of the New Hampshire Civil Liberties Union, appointed by that organization.
  - (11) One citizen member, appointed by the governor.
- (b) Legislative members of the commission shall receive mileage at the legislative rate when attending to the duties of the commission.
- II. (a) The commission shall study alternative processes to resolve right-to-know complaints consistent with the following:
- (1) Encouraging resolution of right-to-know complaints directly between citizens and public agencies and bodies.
  - (2) Reducing the burden and costs of right-to-know complaints on the courts.
  - (3) Reducing the burden and costs of right-to-know complaints on public agencies and bodies.
  - (4) Reducing the burden and costs of right-to-know complaints on citizens aggrieved by violations of RSA 91-A.
  - (5) Increasing awareness and compliance with the right-to-know law to minimize violations.
- (b) The commission may solicit information from any person or entity the commission deems relevant to its study.
- III. The members of the commission shall elect a chairperson from among the members. The first meeting of the commission shall be called by the first-named house member. The first meeting of the commission shall be held within 30 days of the effective date of this section. Seven members of the commission shall constitute a quorum.
- IV. The commission shall report its findings and any recommendations for proposed legislation to the speaker of the house of representatives, the president of the senate, the house clerk, the senate clerk, the governor, and the state library on or before November 1, 2017.

**Source.** 2017, 126:1, eff. June 16, 2017.

### **Section 91-A:9**

**91-A:9 Destruction of Certain Information Prohibited.** – A person is guilty of a misdemeanor who knowingly destroys any information with the purpose to prevent such information from being inspected or disclosed in response to a request under this chapter. If a request for inspection is denied on the grounds that the information is exempt under this chapter, the requested material shall be preserved for 90 days or while any lawsuit pursuant to RSA 91-A:7-8 is pending.

**Source.** 2002, 175:1, eff. Jan. 1, 2003.

## **Procedure for Release of Personal Information for Research Purposes**

### **Section 91-A:10**

**91-A:10 Release of Statistical Tables and Limited Data Sets for Research.** –

I. In this subdivision:

- (a) "Agency" means each state board, commission, department, institution, officer or other state official or group.

- (b) "Agency head" means the head of any governmental agency which is responsible for the collection and use of any data on persons or summary data.
- (c) "Cell size" means the count of individuals that share a set of characteristics contained in a statistical table.
- (d) "Data set" means a collection of personal information on one or more individuals, whether in electronic or manual files.
- (e) "Direct identifiers" means:
- (1) Names.
  - (2) Postal address information other than town or city, state, and zip code.
  - (3) Telephone and fax numbers.
  - (4) Electronic mail addresses.
  - (5) Social security numbers.
  - (6) Certificate and license numbers.
  - (7) Vehicle identifiers and serial numbers, including license plate numbers.
  - (8) Personal Internet IP addresses and URLs.
  - (9) Biometric identifiers, including finger and voice prints.
  - (10) Personal photographic images.
- (f) "Individual" means a human being, alive or dead, who is the subject of personal information and includes the individual's legal or other authorized representative.
- (g) "Limited data set" means a data set from which all direct identifiers have been removed or blanked.
- (h) "Personal information" means information relating to an individual that is reported to the state or is derived from any interaction between the state and an individual and which:
- (1) Contains direct identifiers.
  - (2) Is under the control of the state.
- (i) "Provided by law" means use and disclosure as permitted or required by New Hampshire state law governing programs or activities undertaken by the state or its agencies, or required by federal law.
- (j) "Public record" means records available to any person without restriction.
- (k) "State" means the state of New Hampshire, its agencies or instrumentalities.
- (l) "Statistical table" means single or multi-variate counts based on the personal information contained in a data set and which does not include any direct identifiers.
- II. Except as otherwise provided by law, upon request an agency shall release limited data sets and statistical tables with any cell size more than 0 and less than 5 contained in agency files to requestors for the purposes of research under the following conditions:
- (a) The requestor submits a written application that contains:
- (1) The following information about the principal investigator in charge of the research:
    - (A) name, address, and phone number;
    - (B) organizational affiliation;
    - (C) professional qualification; and
    - (D) name and phone number of principal investigator's contact person, if any.
  - (2) The names and qualifications of additional research staff, if any, who will have access to the data.
  - (3) A research protocol which shall contain:
    - (A) a summary of background, purposes, and origin of the research;
    - (B) a statement of the general problem or issue to be addressed by the research;
    - (C) the research design and methodology including either the topics of exploratory research or the specific research hypotheses to be tested;
    - (D) the procedures that will be followed to maintain the confidentiality of any data or copies of records provided to the investigator; and
    - (E) the intended research completion date.

(4) The following information about the data or statistical tables being requested:

(A) general types of information;

(B) time period of the data or statistical tables;

(C) specific data items or fields of information required, if applicable;

(D) medium in which the data or statistical tables are to be supplied; and

(E) any special format or layout of data requested by the principal investigator.

(b) The requestor signs a "Data Use Agreement" signed by the principal investigator that contains the following:

(1) Agreement not to use or further disclose the information to any person or organization other than as described in the application and as permitted by the Data Use Agreement without the written consent of the agency.

(2) Agreement not to use or further disclose the information as otherwise required by law.

(3) Agreement not to seek to ascertain the identity of individuals revealed in the limited data set and/or statistical tables.

(4) Agreement not to publish or make public the content of cells in statistical tables in which the cell size is more than 0 and less than 5 unless:

(A) otherwise provided by law; or

(B) the information is a public record.

(5) Agreement to report to the agency any use or disclosure of the information contrary to the agreement of which the principal investigator becomes aware.

(6) A date on which the data set and/or statistical tables will be returned to the agency and/or all copies in the possession of the requestor will be destroyed.

III. The agency head shall release limited data sets and statistical tables and sign the Data Use Agreement on behalf of the state when:

(a) The application submitted is complete.

(b) Adequate measures to ensure the confidentiality of any person are documented.

(c) The investigator and research staff are qualified as indicated by:

(1) Documentation of training and previous research, including prior publications; and

(2) Affiliation with a university, private research organization, medical center, state agency, or other institution which will provide sufficient research resources.

(d) There is no other state law, federal law, or federal regulation prohibiting release of the requested information.

IV. Within 10 days of a receipt of written application, the agency head, or designee, shall respond to the request. Whenever the agency head denies release of requested information, the agency head shall send the requestor a letter identifying the specific criteria which are the basis of the denial. Should release be denied due to other law, the letter shall identify the specific state law, federal law, or federal regulation prohibiting the release. Otherwise the agency head shall provide the requested data or set a date on which the data shall be provided.

V. Any person violating any provision of a signed Data Use Agreement shall be guilty of a violation.

VI. Nothing in this section shall exempt any requestor from paying fees otherwise established by law for obtaining copies of limited data sets or statistical tables. Such fees shall be based on the cost of providing the copy in the format requested. The agency head shall provide the requestor with a written description of the basis for the fee.

**Source.** 2003, 292:2, eff. July 18, 2003.

## **Right-to-Know Oversight Commission**

**Section 91-A:11 to 91-A:15**

**91-A:11 to 91-A:15 Repealed.** – [Repealed 2005, 3:2, eff. Nov. 1, 2010.]



TOWN OF NORTH HAMPTON, NEW HAMPSHIRE  
NORTH HAMPTON SELECT BOARD

DRAFT MINUTES  
MONDAY, SEPTEMBER 10, 2018

NORTH HAMPTON PUBLIC LIBRARY  
237A ATLANTIC AVENUE  
7:00 O'CLOCK PM

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15 **1. Call to Order by the Chair**

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

18  
19 Chair Maggiore led the Pledge of Allegiance.

20  
21 **2. First Public Comment Session**

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

28  
29 Donna Etela, Exeter Road and Chair of the Heritage Commission, asked the Select Board to have the shrubs  
30 removed from the south and west sides of the Town Hall to prevent further damage to the building and as  
31 suggested by the "Schnitzler Report." Mrs. Etela further added the pitch or the grade of the building should  
32 be changed so the water drains into the road not into the building.

33  
34 Henry Brandt, Post Road asked the Select Board to support his endeavors to open a Farmer's Market at the  
35 Governor Dale property he purchased. He further stated the Southeast Land Trust which monitors the

*Disclaimer – These minutes are prepared by the Recording Secretary within five (5) business days as required by  
NH RSA 91-A:2, II. They will not be finalized until approved by majority vote of the Select Board.*

*A recording of the meeting can be found at: [http://www.townhallstreams.com/towns/north\\_hampton\\_nh](http://www.townhallstreams.com/towns/north_hampton_nh), and a  
DVD recording is available at the North Hampton Town Administrative Offices, 233 Atlantic Avenue, North  
Hampton, New Hampshire 03862.*



36 easements on his property, have refused to allow him to host such an event on his property stating it is not  
37 permissible under the terms of the easement.  
38

39 Mr. Brandt stated they are now seeking mediation on October 17, 2018 with the Southeast Land Trust and  
40 asked the Select Board for their support in the mediation.  
41

42 Selectman Miller asked Mr. Brandt to supply each member of the Select Board with a copy of the easement.  
43

44 The Select Board will review the documents for the easement and schedule Mr. Brandt on the agenda for the  
45 September 24 meeting.  
46

47 **3. Consent Calendar**

- 48 3.1 Payroll Manifest of 08//30/2018 in the amount of \$65,319.97  
49 3.2 Payroll Manifest of 09/06/2018 in the amount of \$211,690.88  
50 3.3 Accounts Payable Manifest of 09/06/2018 in the amount of \$92,521.27  
51 3.4 Approval of Veteran Tax Credit Application  
52 3.5 Approval of Timber Tax Cut – Yield Tax  
53 3.6 Re-Signing of Friends of Centennial Hall Letter Per Request of Marcy McCann  
54

55 **Motion by Selectman Miller to approve the Consent Calendar as presented. Seconded by Selectwoman**  
56 **Kilgore. Motion carries 3-0.**  
57

58 Chair Maggiore noted two items on the accounts payable for the New Hampshire Retirement System and  
59 HealthTrust.  
60

61 **4. Correspondence**

62 No items  
63

64 **5. Committee Updates**

- 65 5.1 Economic Development Committee  
66 5.2 Heritage Commission  
67 5.3 Water Commission  
68 5.4 Bandstand Committee  
69 5.5 Budget Committee  
70 5.6 Capital Improvements Committee  
71

72 Chair Maggiore stated committee update reports were submitted from himself and Selectwoman Kilgore.  
73 Selectman Miller had nothing to report as there had not been a budget committee meeting yet.  
74

75 Selectwoman Kilgore asked what was going on with the water commission and the hydrant reports.  
76

77 Chair Maggiore stated contact was made with one of the commissioner's and they are working on a date to  
78 meet with the board.  
79

80 Selectman Miller reminded the board members of the joint meeting with the budget committee on Monday  
81 September 17, 2018 at 7PM.  
82

83 **6. Report of the Town Administrator**

- 84 6.1 General Report  
85 A copy of the Town Administrator's report will be attached to these minutes.  
86

87 Town Administrator Kaenrath stated Rick Stanton and Craig Salomon had volunteered for election duties  
88 and Mr. Stanton would take the first "shift" and Mr. Salomon the second.

89 Town Administrator Kaenrath stated the draft of the Rail Trail agreement was received on this date from  
90 Attorney Bennett and was forwarded to the board.

91  
92 Chair Maggiore stated because this is part of ongoing negotiations with Pan AM and the State of New  
93 Hampshire and opens the board up to infringing on RSA 91-A it was suggested to only speak in non public  
94 session or with counsel regarding it.

95  
96 Town Administrator Kaenrath reported Aquarion Water will be starting routine water main cleaning from  
97 now until the end of November. Residents may experience discoloration of their water during this period  
98 and Aquarion is encouraging residents to visit their website for more information at  
99 <http://www.aquarion.com/>

100  
101  
102 **7. Items Left on the Table**

103 7.1 Cable Equipment for North Hampton School

104  
105 **8. New Business**

106 8.1 Discussion of Glendale Road/Alden Avenue/Kimberly Drive Traffic Study

107  
108 Chief French presented his findings of the police department's 27-day traffic study from the period of August  
109 15 through September 10. The study was conducted at various times throughout the day and evening and a  
110 few patrols on the weekend.

111  
112 The Chief stated the goal was to observe the area, count vehicles, and note speeds that were recorded in that  
113 area, spending between 30 to 40 minutes each time.

114  
115 The results showed they observed 60 cars, the low speed observed was 10 miles per hour and the highest  
116 speed observed was 30 miles per hour. The Chief stated it was important to note the 30 mile per hour speed  
117 was observed by just one vehicle. The average speed observed through the traffic study was 18 miles per  
118 hour.

119  
120 Chief French this directed patrol was in addition to the regular patrols that go through that area.

121  
122 It was noted during discussions between the Select Board and the Chief that there is no posted speed limit  
123 and that it defaults by State Statute to 30 miles per hour.

124  
125 The board discussed installing 30 mile per hour speed limit signs as well as the possibility of lowering the  
126 speed to 20 miles per hour.

127  
128 Chief French recommended the board establish a speed limit for that area and post it with signs. Once that  
129 is done, the police department can proceed with directed patrols, make stops based on the posted speed limit,  
130 take enforcement action in a firm yet fair manner, and encourage residents to report problem vehicles to them  
131 so they can follow up.

132  
133 Chair Maggiore stated the was a consensus of the board to move forward with the installation of the speed  
134 limit signs.

135  
136  
137 **8.2 Financial Policies Review**

138 Town Administrator Kaenrath stated the board had seven financial policies in front of them for approval.

139  
140 Selectman Miller stated he would like consistency in the policies whereby there are page numbers and a town  
141 seal as well as a bigger font size.

142  
143 Selectwoman Kilgore suggested on page 25 of the Internal Controls Policy to change "Administrative  
144 Assistant" to "HR Administrator."

145 Motion by Chair Maggiore to approve the Internal Control Policy with changes to font size, page  
146 numbers, Town Seal and HR Administrator. Seconded by Selectwoman Maggiore. Motion carries 3-  
147 0.

148  
149 Motion by Selectwoman Kilgore to accept the Fraud Policy as presented in the Select Board packet.  
150 Seconded by Selectman Miller. Motion carries 3-0.

151  
152 Motion by Selectman to approve the Delegation of Deposit Authority as presented. Seconded by  
153 Selectwoman Kilgore. Motion carries 3-0.

154  
155 The Select Board asked to have the Town Seal above "Information Security Policy." add page 1 to that page,  
156 and renumber the rest of the document as well as changing the font.

157  
158 Motion by Selectman Miller to approve the Information Security Policy with the emendations agreed  
159 to. Seconded by Selectwoman Kilgore. Motion carries 3-0.

### 160 8.3 NHMA Legislative Policy Proposals

161  
162 Chair Maggiore stated on Friday, September 14, 2018 will be the Legislative Policy Conference at the New  
163 Hampshire Municipal Association offices. He further stated this is the time where delegates will vote on  
164 policies that will be enacted upon by staff at NHMA.

165  
166 Chair Maggiore stated there are three different committees: General Administration and Governance;  
167 Finance; and Land Use issues. He further stated there are three different sub categories: Action Policies;  
168 Infrastructure; and Land Use.

169  
170 Chair Maggiore stated the board needed to give the town's delegate – Town Administrator Kaenrath direction  
171 on what to vote for.

172  
173 The Select Board had a lengthy discussion regarding proposed changes to SB2.

174  
175 Chair Maggiore asked the Town Administrator to post a Notice of Quorum for the conference as he and  
176 Selectwoman Kilgore will be in attendance.

### 177 8.4 Hampton Rod and Gun Club Remedial Action Letter

178  
179 Town Administrator Kaenrath stated the town received the remedial action plan for the gun club, and the  
180 next step in the process is to have the Department of Environmental Services schedule a public hearing on  
181 that plan.

182  
183 Muriel Robinette from GZA Environmental provided the Town Administrator with a form letter for the Select  
184 Board's approval so that it can be sent to DES to get a public hearing scheduled.

185  
186 The board agreed by consensus to sign the proposed letter and to have it sent to the DES.

187  
188 Chair Maggiore asked Town Administrator Kaenrath if he had any updates on the West Nile Virus detected  
189 in North Hampton.

190  
191 Town Administrator Kaenrath stated there were a couple of mosquitoes in North Hampton and Rye that have  
192 tested positive for West Nile. As a result, the Department of Health and Human Services have increased the  
193 risk level to "Moderate Risk."

194  
195 Selectwoman Kilgore suggested providing information to the residents via the website, email blasts, and  
196 Facebook pages of the fire, police and recreation departments.

201  
202  
203  
204  
205  
206  
207  
208  
209  
210  
211  
212  
213  
214  
215  
216  
217  
218  
219  
220  
221  
222  
223  
224  
225  
226  
227  
228  
229  
230  
231  
232  
233  
234  
235  
236  
237  
238  
239  
240  
241  
242  
243  
244  
245  
246  
247  
248  
249  
250  
251  
252  
253  
254  
255

9. Minutes of Prior Meetings

9.1 Approval of August 27, 2018 Regular Meeting Minutes

Selectwoman Kilgore stated she didn't have an issue with the minutes, she would like to see the Town Administrator's Report and committee updates attached.

**Motion by Selectman Miller to approve the minutes with the suggested emendations. Seconded by Selectwoman Kilgore. Motion carries 3-0.**

9.2 Approval of August 27, 2018 Non-Public Meeting Minutes

**Motion by Selectwoman Kilgore to approve the August 27, 2018 non-public meeting minutes as reported. Seconded by Selectman Miller. The board agreed the minutes should remained sealed. Motion carries 3-0.**

9.3 Approval of January 24, 2018 Non-Public Meeting Minutes

**Motion by Selectwoman Kilgore to accept and approve the January 24, 2018 non-public minutes, and further to unseal the minutes. Chair Maggiore asked to table the unsealing of the minutes until he had a chance to review them once more.**

**Motion by Selectwoman Kilgore to table the minutes until the next meeting. Seconded by Selectman Miller. Motion carries 3-0.**

9.4 Approval of January 30, 2018 Non-Public Meeting Minutes

**Motion by Selectwoman Kilgore to accept the non-public meeting minutes of January 30 and further to unseal the minutes. Seconded by Selectman Miller. Motion carries 3-0.**

10. 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

Chair Maggiore stated he had inadvertently passed over Items Left on the Table regarding equipment for North Hampton School.

Chair Maggiore further stated a few weeks ago a letter was received from the School Board requesting the town purchase the necessary equipment for the North Hampton School so that they could do broadcasting from the school.

Chair Maggiore stated during the meeting they had heard suggestions from Cable Channel 22 Director John Savastano whereby he stated he would reach out to the school and have further discussion and report back to the Select Board. Mr. Savastano reported back to the Select Board with a change in the scope of the equipment.

Chair Maggiore stated correspondence was received on this date from the School Board about wanting this issue to be of further discussion.

Select Board members Miller and Kilgore did not receive the email, but they would allow James Sununu to speak regarding this.

**Motion by Selectwoman Kilgore to move the Item of the Table and move to New Business item 8.5. Seconded by Selectman Miller. Motion carries 3-0.**

256 James Sununu, School Board Chair stated over the summer he had met with John Savastano regarding the  
257 proposed cable equipment purchase of \$22,000 for the school. In discussing this matter with the other School  
258 Board members, it was noted the town has a Cable Equipment Capital Reserve Fund which is funded out of  
259 cable tv franchise fees with a current balance of \$275,000. He further stated the proposed equipment was  
260 then modified by John Savastano and does not allow for live broadcast at the school and he indicated he  
261 expected the School Board to have their meetings at the Town Hall if they wished to have them live. Mr.  
262 Sununu stated it is not workable for the School Board to meet in the Town Hall as often they need access to  
263 records, and there are often non-public meetings whereby the recess to a separate room.  
264

265 Mr. Sununu asked the Select Board to consider talking with John Savastano to discuss what has changed  
266 from the first proposal to the second and why it was revised.  
267

268 Selectwoman Kilgore asked if both boards would entertain having a joint meeting with Mr. Savastano to  
269 discuss and resolve.  
270

271 Chair Maggiore stated the board would meet in a few weeks to discuss this matter with John Savastano and  
272 James Sununu participating.  
273

274 **11. Second Public Comment Session**

275 See Item 2, above  
276

277 Rick Stanton, Walnut Avenue stated his displeasure of having a town employee making decisions in lieu of  
278 the Select Board.  
279

280 Mr. Stanton also stated in the police patrols through Alden and Glendale Roads, he has never seen anyone  
281 that will speed up when they see a police cruiser, and those patrols should have been done with an  
282 unmarked car to get more valid results.  
283

284 John Savastano, Woodland Road stated Mr. Sununu was informed that he had found a way to reduce the  
285 cost of the cable equipment. He further stated he reduced the school's portion of the bill down to \$1,800  
286 for cabling and the adjustment of the equipment they have in the room.  
287

288 Mr. Savastano further stated he did offer the Town Hall for the School Board meetings and would be glad  
289 to have them. He further stated he does not make public policy.  
290

291 **12. Recess to Non-Public Session Pursuant to RSA 91-A:3 II, (a,c)**

292 Chair Maggiore recessed the public portion of the meeting at 9:20 PM.  
293

294 Respectfully submitted,  
295

296 Janet L. Facella  
297  
298

299 **13. Adjournment**

300

301

302

303