

INTERIM TOWN ADMINISTRATOR  
MICHAEL J. TULLY

MTULLY@NORTHHAMPTON-NH.GOV



MUNICIPAL OFFICES  
233 ATLANTIC AVENUE  
NORTH HAMPTON, NH 03862

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

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C O M M U N I C A T I O N S

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**TO:** SELECT BOARD  
**FROM:** MICHAEL TULLY, INTERIM TOWN ADMINISTRATOR  
**SUBJECT:** CONSENT CALENDAR FOR SELECT BOARD MEETING 03/12/2018  
**DATE:** 03/09/2018

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- Correspondence from Representative Renny Cushing
- Correspondence from State of New Hampshire Department of Revenue Administration



# State of New Hampshire

HOUSE OF REPRESENTATIVES

CONCORD

Tuesday, February 27, 2018

Jim Maggiore, Selectman  
Town of North Hampton  
233 Atlantic Avenue  
North Hampton, NH 03862

Dear Mr Maggiore,

Enclosed please find a copy of a letter with attachments that was sent by Representatives Mindi Messmer, Philip Bean and Mike Edgar and myself to Attorney General Gordon MacDonald and Director of Charitable Trusts Tom Donovan requesting an investigation into the finances and operations of the Coakley Landfill Group.

If you have any questions of me about the letter and our concerns about the Coakley Landfill Group, please do not hesitate to contact me by phone (603 962-2737) or email ([reprennycushing@gmail.com](mailto:reprennycushing@gmail.com)).

Thank you for your attention to this letter.

Respectfully,

Representative Renny Cushing, Rockingham 21  
395 Winnacunnet Road  
Hampton, NH 03842

Enclosure



State of New Hampshire

HOUSE OF REPRESENTATIVES

CONCORD

February 19, 2018

Attorney General Gordon MacDonald  
Office of the Attorney General  
33 Capitol Street  
Concord, NH 03301

Director of Charitable Trusts Tom Donovan  
Office of the Attorney General  
33 Capitol Street  
Concord, NH 03301

Dear General MacDonald and Director Donovan:

This letter is a follow-up to a conversation last Monday afternoon (2/12/18) between Director Tom Donovan and Representative Renny Cushing. The purpose of the phone call by Representative Cushing to Director Donovan was to inquire about the status of required reporting by the Coakley Landfill Group (CLG) to the Charitable Trust Unit of the Office of Attorney. Director Donovan confirmed to Representative Cushing that, according to the records he was able to access at that moment, Coakley Landfill Group is not on the registry of Charitable Trusts established pursuant to RSA 7:19 and maintained by the Unit, it has not registered with the Unit or completed an NHCT1, and it has not filed annual reports, form NHCT2A, or copies of IRS form 990's with the Charitable Trust Unit.

The undersigned, Representative Mindi Messmer (Rock 24), Representative Renny Cushing (Rock 21), Representative Philip Bean (Rock 21), and Representative Mikd Edgar write as lawmakers, as members of the Commission on the Seacoast Cancer Cluster Commission established under RSA 126-A:74, and as citizens, who been working to protect health and safety of the people of the seacoast from toxins escaping from the Coakley Superfund Site. In that work and in our concerns we are not alone. In a letter sent to a us and other seacoast legislators last summer from NHDES, we were told the *"New Hampshire Department of Environmental Services (NHDES) shares these concerns, and believes that the migration of contaminants from site groundwater to surface water and the resultant impacts on Berrys Brook are unacceptable and need to be addressed."* That letter went on to state *"NHDES believes that actions need to be implemented at the site to provide additional removal or containment of the*

*contamination, in order to mitigate these surface water quality impacts.”*

As part of our work to protect the public, on February 2, 2018 we filed a request pursuant to RSA 91-A, with the Coakley Landfill Group, the City of Portsmouth, the towns of Newington and North Hampton, and the Department of Defense. Our letter to the CLG and municipalities requests copies of reports to the Attorney General on behalf of Coakley Landfill Group, copies of all submittals to the NH Division of Charitable Trusts, including all annual financial reports (IRS Form 990, or functional equivalent), Coakley Landfill Group bank records, and copies of annual audited financial reports of the operations of the parties listed in the Coakley Landfill Group Participation Agreement.

On February 7, 2018, we received a reply to our request from Attorney Robert Sullivan. Attorney Sullivan is the Portsmouth City Attorney and at the same time Chair of the Executive Committee of the Coakley Landfill Group. Mr. Sullivan, apparently acting on behalf of the CLG, asserted that “*because the Coakley Landfill Group is a voluntary association of parties and not a governmental entity, the Right to Know Law would not extend to the Coakley Landfill Group.*” (Emphasis added)

As to the request made to the City of Portsmouth, Mr. Sullivan informed us that the materials we requested would not be available for approximately six weeks. To date we have received no response from the Towns of Newington and North Hampton.

A copy of both our request under RSA 91-A and Mr. Sullivan’s response is included with this letter.

Based upon the response of Mr. Sullivan to our request, as well as accounts that have been reported in local press and responses to inquiries each one of us have made at various times to officials close to CLG, we have grave concerns about the management and the oversight of millions of dollars of funds by the Coakley Landfill Group. We are mindful that CLG is a voluntary association that is a somewhat unique hybrid: 63% of which is composed of municipalities whose taxpayers’ public dollars fund the group, 20% are generators, companies that acknowledged toxins they are responsible for ended up in the Coakley Dump, and 17% are transporters who hauled waste and dumped it in Coakley. Though 63% of the multimillion dollar voluntary association is composed of municipalities, there is no accounting to the NH Department of Revenue Administration of Income and Expenses, and there is no audit as required by state law of all municipalities done by CLG to oversee and control the expenditure of public moneys once they are paid to CLG.

On February 2, 2018, Mr. Sullivan stated publicly that he estimated CLG will extract \$278,000 in the coming year from the City of Portsmouth. Three days later journalist Jeff McMenemy reported that Sullivan had “acknowledged there has been no formal accounting of where the money has been spent” by the Coakley Landfill Group. This, despite a requirement of the CLG Group Participation Agreement that there be “at least annually, a formal accounting of monies received, spent and obligated” there apparently has been no audit of how the approximately \$27 million dollars has been used. Yet

another report quotes Sullivan as saying about CLG: "The group doesn't have a checkbook, it doesn't have cash."

In addition to the sketchy reports about CLG expenses, it has also been revealed that CLG has hired one of the state's most powerful law firms, headed by the former New Hampshire Attorney General, to lobby in the state legislature to oppose legislation sponsored by the signers of this letter to remediate the Coakley Site and require transparency by CLG. The irony of CLG, a seemingly unaccountable entity established for the purpose of cleaning up and remediating the Coakley Superfund Dump spending tens of thousands of dollars to defeat legislation to clean up and remediate the Coakley landfill, is not lost on us. We recognize that under IRS rules there are limits to the amount of money a non profit 501 C(3) organization can spend on lobbying and the amount spent lobbying becomes a public record. Because CLG apparently has not filed an IRS Form 990 and a copy of that with the Charitable Trust Unit, there is no way for the public to review how taxpayer dollars that are being spent to defeat legislation to protect public health.

RSA 7:24 **Investigation** gives authority and responsibility to the attorney general to investigate at any time a charitable trust for the purpose of ascertaining whether the trust is being administered in accordance with law and the terms and purposes for which the entity was established. As outlined in this letter, Coakley Landfill Group, a "charitable organization" as defined by RSA 7:21 II (a) and subject to the reporting requirement authorized by RSA 7:22, is, in our view, in clear violation of the laws of our state, in that:

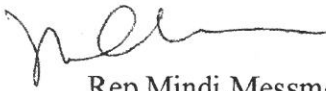
1. CLG is not registered as a charitable trust, failed to file NHCT 1, and its trustees failed to file with the Attorney General within six months after the start of financial transactions, in violation of RSA 7:28 I.
2. CLG failed to file required annual financial reports and form NHCT 2A or any required audited financial accounting to the Attorney General in any year, in violation of RSA 7:28 II.
3. The trustees of CLG, as a charitable trust, have failed to adopt a conflict of interest policy in violation of RSA 7:19-a IV.
4. In a breach of its fiduciary responsibility and purpose, CLG apparently took millions of dollars from the Department of Defense for the express purpose of constructing the Operating Unit 2 groundwater collection and treatment system to remediate the Coakley Superfund Dump to prevent migration of contaminants away from the site and protect human health and the environment, and then CLG did not construct the project or return the moneys to the federal government. While members of the public are not privy to any secret agreements between the Department of Defense and CLG to not proceed with pump and treat remediation at Coakley and modification of the agreement that instead lets CLG retain the federal funds, absent such a modification of the agreement there may be possible violations of RSA 637 and/or RSA 638.

5. In a breach of fiduciary responsibility, CLG used funds intended to clean up and mitigate Coakley and protect the public health, including taxpayer money, and diverted that money into lobbying activity against the very purpose of the charitable trust.

Accordingly, by this letter, the undersigned Representatives Mindi Messmer, Renny Cushing, Philip Bean and Mike Edgar formally request the New Hampshire Attorney to conduct a full investigation into the finances and operations of the Coakley Landfill Group, make a full report to the public of the results of such investigation, and take all necessary and appropriate actions to enforce the laws governing charitable trusts and other laws of the state of New Hampshire.

We look forward to hearing from you and providing any assistance you need in your investigation.

Sincerely,



Rep Mindi Messmer



Rep Renny Cushing

s/Philip Bean  
Rep Philip Bean

S/Mike Edgar  
Rep Mike Edgar

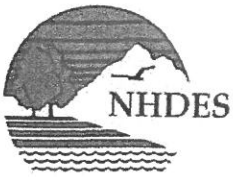
Enclosed Attachments

1. Letter from NHDES to Seacoast lawmakers 7/7/17
2. Messmer, Cushing, Bean, Right-to-Know Request 2/2/18
3. Response of Attorney Sullivan 2/7/18
4. Coakley Landfill Group Members List
5. Portsmouth to Pay \$278K to Coakley Group in 2018 2/2/18
6. City officials discuss Coakley Landfill Group expenses 2/5/18
7. Seacoast lawmakers push for Coakley financial report 2/5/18
8. Sullivan: 6 weeks needed to respond to Coakley requests 2/9/18

Copies to:

Attorney Robert Sullivan, Coakley Landfill Group  
Robert Scott, Commissioner of Environmental Services  
Governor Christopher Sununu  
Speaker Gene Chandler  
Senate President Chuck Morse  
Seacoast Legislative Delegation

Commission of Seacoast Cancer Cluster Investigation  
Acting United States Attorney John Farley, District of New Hampshire  
Glenn Fine, Principal Deputy Inspector General, US Department of Defense  
Alexandra Dunn, Region 1 United States Environmental Protection Agency  
Honorable Jim Splaine  
Portsmouth City Council  
Newington Select Board  
North Hampton Select Board  
Hampton Select Board  
Senator Jeanne Shaheen  
Senator Maggie Hassan  
Representative Carol Shea-Porter  
David Collins, Lobbyist for Coakley Landfill Group  
David McKillop, Lobbyist for Coakley Landfill Group  
Richard Parsons, Lobbyist for Coakley Landfill Group  
Gina Powers, Lobbyist for Coakley Landfill Group  
Glen Wallace, Lobbyist for Coakley Landfill Group



The State of New Hampshire  
Department of **Environmental Services**



**Robert R. Scott, Commissioner**

EMAIL ONLY

July 7, 2017

The Honorable Mindi Messmer  
Health, Human Services & Elderly Affairs Committee  
Legislative Office Building, Room 205  
Concord, New Hampshire 03301

The Honorable Martha Fuller Clark  
Senate Energy Committee  
Legislative Office Building, Room 102-A  
Concord, New Hampshire 03301

The Honorable Mike Edgar  
The Honorable Henry Marsh  
The Honorable Dennis Malloy  
The Honorable Becky McBeath  
The Honorable Pam Gordon  
The Honorable Tamara Le  
The Honorable Phil Bean  
The Honorable Laura Pantelakos  
The Honorable Renny Cushing  
New Hampshire House of Representatives  
Legislative Office Building  
Concord, New Hampshire 03301

SUBJECT: Coakley Landfill Superfund Site

Dear Representative Messmer, Senator Fuller Clark, et al.:

Thank you for your letter of June 29, expressing concerns relative to surface water impacts from the Coakley Landfill Superfund site. The New Hampshire Department of Environmental Services (NHDES) shares these concerns, and believes that the migration of contaminants from site groundwater to surface water and the resultant impacts on Berrys Brook are unacceptable and need to be addressed. Acting in its support role, NHDES has communicated these concerns to the U.S. Environmental Protection Agency (USEPA), which serves as the lead agency for management and oversight of the Coakley site. Our concerns can be divided into three areas.

First, and in the near term, NHDES believes that signage to alert the public to the presence of contaminants in the adjacent wetlands, seasonally flooded railroad bed, and the uppermost reach of Berrys Brook is appropriate. We have discussed this issue with USEPA and are working with them to determine how to best accomplish this.

[www.des.nh.gov](http://www.des.nh.gov)

P.O. Box 95, 29 Hazen Drive, Concord, New Hampshire 03302-0095  
Telephone: (603) 271-2905 Fax: (603) 271-2456 TDD Access: Relay NH 1-800-735-2964



Second, with regard to the expressed concerns about potential impacts to fish in Berrys Brook, NHDES believes that additional work needs to be completed, in concert with NH Fish & Game (NHFG), to determine whether the surface water quality in the lower reaches of the brook poses any risk to recreational anglers who catch and consume the stocked brown trout or other species from the brook. Since early May, NHDES has been engaged with USEPA on this topic. NHFG is currently working to address a number of relevant questions developed by USEPA about the fisheries. Once that information is received, we will work with USEPA and NHFG to determine how best to address this question.

Third, NHDES believes that actions need to be implemented at the site to provide additional removal or containment of the contamination, in order to mitigate these surface water quality impacts. In the long run, this will be the most reliable way to limit exposure to site contaminants via the surface water pathway.

NHDES and USEPA are meeting during the week of July 10 in order to determine action items for each of these areas of concern. Following those discussions, I will be prepared to provide further details.

Thank you again for your letter and your interest in this topic. If you have any questions, please do not hesitate to contact me.

Sincerely yours,



Michael J. Wimsatt, P.G., Director  
Waste Management Division  
Tel. (603) 271-1997  
Email: [michael.wimsatt@des.nh.gov](mailto:michael.wimsatt@des.nh.gov)

Waste  
Management  
Division

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o=Waste, ou=ORCB,  
email=michele.lregan@des.nh.gov,  
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ec: Paul Sanderson, Selectman, Town of Greenland  
Karen Anderson, Town Administrator, Greenland  
Martha Wassell, Health Officer, Town of Greenland  
Andrew Hoffman, NHDES  
Gerardo Millan-Ramos, USEPA  
Jim Murphy, USEPA  
Doug Grout, NH Fish & Game Department  
Patrick Carroll, Office of Rep. Carol Shea Porter  
Maddie DeSantis, Office of Rep. Carol Shea Porter  
Liz Wester, Office of Sen. Jeanne Shaheen  
William Hinkle, Office of Sen. Maggie Hassan



# CITY OF PORTSMOUTH

LEGAL DEPARTMENT

Robert P. Sullivan, City Attorney – 603-610-7204 (Direct Dial)  
Suzanne M. Woodland, Deputy City Attorney – 603-610-7240 (Direct Dial)  
Kathleen M. Dwyer, Assistant City Attorney – 603-498-2126 (Direct Dial)  
Jane M. Ferrini, Assistant City Attorney – 603-610-7256 (Direct Dial)

February 7, 2018

## VIA E-MAIL

Rep. Mindi Messmer (*mind.messmer@leg.state.nh.us*)  
Rep. Robert Renny Cushing (*renny.cushing@leg.state.nh.us*)  
Rep. Philip Bean (*philip.bean@leg.state.nh.us*)  
Rep. Henry Marsh (*henry.marsh@leg.state.nh.us*)  
State of New Hampshire

### **RE: Right-to-Know Request**

Dear Representatives Messmer, Cushing, Bean and Marsh,

The City acknowledges receipt of your letter dated January 31, 2018 addressed to Coakley Landfill Group c/o Attorney Robert Sullivan and Peter Forbes of U.S. Air Force Civil Engineering Center and received by this office on February 1, 2018 requesting, "an opportunity to inspect or obtain copies of public records that pertain to the following:

1. Minutes of non-public meetings between responsible parties including but not limited to those listed in the Participation Agreement dated September 27, 1991 ("Participation Agreement").
2. Minutes of non-public meetings between the Coakley Landfill Group, City of Portsmouth, Department of Defense and regulatory agencies including but not limited to the USEPA and New Hampshire DES.
3. Copies of all reports to the New Hampshire Attorney General on behalf of Coakley Landfill Group or the City of Portsmouth.
4. Copies of all submittals to the New Hampshire Division of Charitable Trust including all annual financial reports (IRS Form 990, or functional equivalent).
5. Copies of all Coakley Landfill Group bank records.
6. Copies of annual audited financial reports of the operations of the parties listed in the Participation Agreement and other responsible parties from 1991 to current.
7. All correspondence from 1991 to present relating to Coakley Landfill Group meetings concerning moneys paid by the Department of Defense (DOD) to carry out the pump and treat system for the Coakley Landfill Superfund Site.
8. A copy of the Memorandum of Agreement and any other correspondence between the Department of Defense, the USEPA and/or state regulators regarding the allocation of \$5.25M referenced in Section 6.3 of the Participation Agreement. Copies of any documents relating or referencing the payment for the pump and treat system installation and following correspondences relating to the decision made by Coakley Landfill Group and regulators regarding the decision not to install said system and the response form the DOD about that decision.

February 7, 2018

RE: **Right-to-Know Request**

9. Any and all correspondence relating to the Coakley Landfill Group notification to the Department of Defense that the pump and treat system would not be installed.
10. Coakley Landfill Group is to provide an estimate of the current liabilities for the all towns listed in the Participation Agreement for payback of all money owed upon closure of the Coakley Landfill Superfund site.
11. Any and all correspondence relating to any waiving of the refund of monies received from the Department of Defense for the pump and treat system, if not installed.
12. Any and all correspondence relating to the abandonment of the pump and treat installation.
13. Any and all correspondence regarding waiving liability for off-site migration for contamination to responsible parties.
14. Any and all correspondence with government officials regarding Coakley Landfill Superfund Site, including but not limited to, former Senator Bob Smith."

The City also acknowledges receipt of your supplement to that request dated January 31, 2018 and received in this office via e-mail on February 2, 2018 which indicated:

"Under the New Hampshire Right to Know Law R.S.A. Ch. 91-A et seq., we are requesting an opportunity to inspect or obtain copies of public records that pertain to the following:

1. Minutes of non-public meetings between responsible parties including but not limited to those listed in the Participation Agreement dated September 27, 1991 ("Participation Agreement").
2. Minutes of non-public meetings between the Coakley Landfill Group, City of Portsmouth, Department of Defense and regulatory agencies including but not limited to the USEPA and New Hampshire DES.
3. Copies of all reports to the New Hampshire Attorney General on behalf of Coakley Landfill Group or the City of Portsmouth.
4. Copies of all submittals to the New Hampshire Division of Charitable Trust including all annual financial reports (IRS Form 990, or functional equivalent).
5. Copies of all Coakley Landfill Group bank records.
6. Copies of annual audited financial reports of the operations of the parties listed in the Participation Agreement and other responsible parties from 1991 to current.
7. All correspondence from 1991 to present relating to Coakley Landfill Group meetings concerning moneys paid by the Department of Defense (DOD) to carry out the pump and treat system for the Coakley Landfill Superfund Site.
8. A copy of the Memorandum of Agreement and any other correspondence between the Department of Defense, the USEPA and/or state regulators regarding the allocation of \$5.25M referenced in Section 6.3 of the Participation Agreement. Copies of any documents relating or referencing the payment for the pump and treat system installation and following correspondences relating to the decision made by Coakley Landfill Group and regulators regarding the decision not to install said system and the response form the DOD about that decision.

Page Three

February 7, 2018

RE: Right-to-Know Request

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12. Any and all correspondence relating to the abandonment of the pump and treat installation.
13. Any and all correspondence regarding waiving liability for off-site migration for contamination to responsible parties.
14. Any and all correspondence with government officials regarding Coakley Landfill Superfund Site, including but not limited to, former Senator Bob Smith."

Because the Coakley Landfill Group is a voluntary association of parties and not a governmental entity the Right-to-Know law would not apply to the Coakley Landfill Group. Therefore, your requests are being treated as Right-to-Know law requests of the City of Portsmouth, which is subject to the provisions of the Right-to-Know law (RSA 91-A).

Accordingly, all City records responsive to your requests are being assembled, and generally being made suitable for your review. This is a large complex project insofar as the records commence in approximately 1992 and the landfill has been in very active remediation since that time to the present date. It appears that when fully assembled the records which you seek will constitute approximately one hundred (100) bankers boxes of documents, each box measuring 12" x 15.5". Moreover, since 1992 Portsmouth City Hall has moved from a former location on Daniel Street to its current location on Junkins Avenue. The boxes of documents have become re-distributed to several municipal buildings located in different parts of the City. The work of collecting and indexing the documents is being performed by municipal employees who simultaneously have other work which needs to be done. Therefore, it is anticipated that all records will not be in one place for your review for approximately six (6) weeks.

When the project described in the previous paragraph is completed, I believe that all existing City records responsive to your requests will be located in a single place and available for your review per RSA 91-A.

Once the records are all assembled in one place, a City staff member with some familiarity with them will be assigned to assist you in reviewing whatever records you wish to see. I will also be available for that purpose. You may either make arrangements for copying whatever documents you wish or the City will provide copies at the City's nominal rate of \$2.00 for the first page and \$0.50 for each page thereafter.

Page Four

February 7, 2018

RE: **Right-to-Know Request**

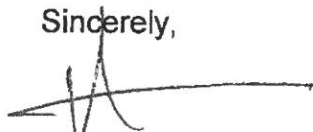
To the extent that you would like to discuss the foregoing approach to the City's response to your Right-to-Know law request I am available to do so. Depending upon the focus of your inquiry it may be possible to simplify the work for both the City staff and yourselves by narrowing the scope of your requests. The City is open to discussing any approach to this very involved project.

Notwithstanding the daunting logistical issue created by the number of your requests in light of the volume of the City's records, you may be assured that the City will cooperate with you to fully comply with the City's obligation under Right-to-Know law jurisprudence.

Insofar as the City has received a Right-to-Know law request which is similar in many ways to yours from Mr. James Splaine dated January 31, 2017 he will be receiving a letter very similar to this one.

Please call if you have any questions.

Sincerely,



Robert P. Sullivan  
City Attorney

RPS/rao

cc: John P. Bohenko, City Manager  
Coakley Landfill Executive Committee  
Town of North Hampton  
Town of Newington  
Peter Forbes, U.S. Air Force Civil Engineer Center  
James Splaine

MUNICIPAL MEMBERS (63.077%)

City of Portsmouth (53.553%) 551  
Town of North Hampton (4.062%) 463  
Town of Newington (5.462%) 463

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GENERATOR MEMBERS (20%)

Booth Fisheries Corporation (5.03%)	New England Telephone and Telegraph Co. (0%)
Custom Pools, Inc. (0.481%)	Northern Utilities, Inc. (0%)
J. Edwards, Inc. (0%)	Pike Associates, Inc. (0.302%)
Erie Scientific Company Division of Fybron (1.389%)	Post Machinery Company, Inc. (0%)
Gary W. Blake, Inc. (0%)	Public Service Company of New Hampshire (1.978%)
Goss Lincoln Mercury Isuzu (0%)	K.J. Quinn & Co., Inc. (0.302%)
GTE Products Corporation (0%)	S&H Precision Manufacturing Co., Inc. (0.302%)
Gypsum Haulage, Inc. (0.302%)	Sanel Auto Parts, Inc. (0%)
Jet-Line Services, Inc. (4.241%)	Seacoast Volkswagen, Inc. (0%)
John Iafolla Company, Inc. (0%)	Simplex Wire and Cable Company (2.973%)
K mart Corporation (0.481%)	United Technologies Corporation (0%)
Mobil Oil Corporation (0%)	
Montgomery Ward & Co., Incorporated (2.219%)	
Newington Midas Muffler Shops (0%)	

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Public Service Company of New Hampshire (1.978%)  
K.J. Quinn & Co., Inc. (0.302%)  
S&H Precision Manufacturing Co., Inc. (0.302%)  
Sanel Auto Parts, Inc. (0%)  
Seacoast Volkswagen, Inc. (0%)  
Simplex Wire and Cable Company (2.973%)  
United Technologies Corporation (0%)

EVERSOURCE

TRANSPORTERS (16.923%)

Browning-Ferris Industries of New Hampshire, Inc. and Seacoast Trucking and Moving Co. (12.308%)  
Waste Management of Maine, Inc. and Waste Management of New Hampshire, Inc. (4.615%)

## Portsmouth to pay \$278K to Coakley group in 2018

By Jeff McMenemy

[jmcmenemy@seacoastonline.com](mailto:jmcmenemy@seacoastonline.com)

Posted Feb 2, 2018 at 4:42 PM

Updated Feb 2, 2018 at 4:42 PM

PORTSMOUTH -- The Coakley landfill Superfund cleanup site has been closed for about 33 years, but it's still costing the taxpayers of Portsmouth hundreds of thousands of dollars.

During the past three years, the city has been "assessed" slightly more than \$350,000 for its part in the Coakley Landfill Group's required remediation of the site, according to an examination of CLG meeting minutes. The Coakley landfill is a 27-acre site in Greenland and North Hampton that accepted waste from 1972 to 1982 and then incinerator waste until 1985.

The city's taxpayers are expected to pay \$278,465 to the CLG in 2018, according to Peter Britz, the city's environmental planner, who also works for the CLG.

During the past three years, the CLG has paid its primary consultants, CES, Inc., about \$294,034, according to an examination of the CLG's meeting minutes.

City Attorney Robert Sullivan, a member of the CLG's executive committee, acknowledged Friday the consultants have received "a lot of money" the past three years. Sullivan has previously said the CLG spent about \$27 million on remediation at the landfill, \$13 million of which came from Portsmouth taxpayers.

He has acknowledged previously there is no formal record of how the money was spent, but maintains the spending is all documented in minutes of teleconference meetings the CLG has held over the past decades. Sullivan is trying to put together a more formal report, but said, "it's a huge job. The issue is that records go back to the early 1990s, a pre-computer era, so it's all paper records."

Much of those records are in "cardboard boxes at various places around the city," Sullivan said. "We're in the process of locating and collecting those."

Sullivan, Britz and Mike Deyling, a vice president at CES, Inc., are scheduled to make a report to the City Council Monday night about the CLG. The presentation will include an explanation of the CLG's decision to hire a lobbyist, who state Rep. Mindi Messmer, D-Rye, said told her he was hired to lobby against her legislation. The lobbyist denies that.

CES, Inc. by far received the most money from the CLG the past three years, according to the meeting minutes. Sullivan said the group is “the primary consulting engineers and hydrologists” for the CLG. “They engage subcontractors to drill the wells and do the monitoring,” he said. “We have a very intensive monitoring imposed on us by the EPA.”

During the past three years, the CLG has also paid the city about \$50,000 - typically \$2,500 per meeting - for Britz’s services. Sullivan denied having Britz work for the city and CLG is a conflict of interest. The decision was made to have Britz work for the CLG too “to save the city money,” Sullivan said.

“Peter Britz performs certain services for the Coakley Landfill Group ... services that would otherwise have to be provided by an outside consultant at outside consultant rates,” Sullivan said. “In turn, the Coakley Landfill Group reimburses the city for those frankly nominal amounts rather than having to pay an outside consultant significantly higher amounts.”

The city, and not Britz, receives the fee for his services, Sullivan said. He stressed the city and CLG share the common interest of wanting to protect public health around the landfill.

Tests on monitoring wells at the landfill found PFASs and 1,4-dioxane, both suspected carcinogens, at levels above the EPA’s health advisory levels. Many people living near the landfill fear chemicals leaching from Coakley will contaminate their wells, but so far PFCs found in private wells have tested below the EPA’s health advisory level. N.H. Department of Environmental Services officials, however, confirmed high levels of PFASs in nearby Berry’s Brook pose a risk to the environment and should be cleaned up.

“Peter is the main contact between the Coakley Landfill Group and the regulatory agencies,” Sullivan said. “If EPA has to contact the group, they contact them through Peter and vice versa. He’s an administrator, he’s not a policy maker.”

Sullivan further maintained Britz “has saved tremendous sums of money for the city and the CLG.”

Britz also denied any conflict. “I would say it’s in support of the city. The city is 53 percent of the Coakley Landfill Group,” he said. “It’s something the city has to do.” He too maintained he is saving the city money.

“If we hired engineers overseeing this stuff, their hourly billable rate is way higher than mine,” Britz said, adding “there’s plenty of environmental planners that work on remediation projects. It’s in keeping with my background and my experience.”

The CLG is made up of municipalities and groups that used the landfill including companies that transported trash there. The entities have been required to pay into a trust created through a 1991 Record of Decision by the EPA and DES. The city of Portsmouth is required to pay 53.6 percent of remediation costs.

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## City officials discuss Coakley Landfill Group expenses

By Jeff McMenemy

[jmcmenemy@seacoastonline.com](mailto:jmcmenemy@seacoastonline.com)

Posted Feb 5, 2018 at 11:25 PM

Updated Feb 6, 2018 at 10:24 AM

PORTSMOUTH - The Coakley Landfill Group (CLG) is paying a lobbyist it hired \$4,000 a month for up to five months, City Attorney Robert Sullivan told the City Council Monday night.

Sullivan said the CLG hired the lobbyist because there were a number of items introduced in the state Legislature this year that were “aimed at the Coakley Landfill Group by name.”

Sullivan, who also serves on the CLG’s executive committee, said the group hired the lobbyist “to find out what the proposals were about.”

The lobbyist was hired “to perform whatever services are needed,” Sullivan added during Monday night’s City Council meeting.

Sullivan’s comments came during a lengthy presentation about the Coakley Landfill, a Superfund clean-up site in North Hampton and Greenland, and the CLG.

The Coakley landfill is a 27-acre site that accepted waste from 1972 to 1982 and then incinerator waste until 1985.

Some residents have been upset by the CLG’s decision to hire the lobbyist, who state Rep. Mindi Messmer, D-Rye, said told her he was hired to fight against her CLG-related legislation.

The lobbyist has denied this.

Sullivan recently testified against a bill that Messmer and other Seacoast lawmakers have sponsored calling for the CLG to fall under the provisions of the state Right to Know Law.

Assistant Mayor Cliff Lazenby pointed out that when Sullivan testified in Concord he “wasn’t acting on behalf” of something the City Council approved.

He suggested that because Sullivan works for both the city and CLG, it makes sense for the council to “pass a more specific set of principles” to guide when staff can lobby for or against legislation.

Other residents have been troubled by the lack of details concerning how much money the CLG - and Portsmouth taxpayers - have spent on remediation at the site.

Sullivan has repeatedly said the group has spent about \$27 million on remediation at the site with roughly \$13 million coming from city taxpayers.

But there has been no formal accounting of how the money was spent during the past 27 years.

The CLG is made up of municipalities and groups that used the landfill including companies that transported trash there.

The entities have been required to pay into a trust created through a 1991 Record of Decision by the EPA and DES. The city of Portsmouth is required to pay 53.6 percent of remediation costs.

Sullivan acknowledged Monday that the \$13 million estimate is not accurate.

"The actual city expense is lower than that," Sullivan said, after first pointing out that when he went to Boston College "I was an English major."

City Manager John Bohenko said during a break it is unclear how much Portsmouth taxpayers have paid to the CLG over its existence.

In his research so far, Bohenko said the city borrowed about \$4.2 million to pay for Coakley-related costs when the group was formed, and the cost of the principal and interest will be \$5.8 million when it's paid off shortly.

In addition, the city has paid about \$1.2 million for other Coakley costs from 2000 to 2018, Bohenko said. That brings the total spending he's been able to identify so far to more than \$7 million.

Sullivan said other city staff are trying to locate all the paper records connected to spending by the CLG.

"We are right now up to about 100 ... cardboard boxes full of records," Sullivan said.

That translates to "at least 100,000 records connected with the Coakley landfill," Sullivan said.

He stressed that the CLG's executive committee has to approve any and all spending, which is voted on at CLG teleconferences.

"The group doesn't have a checkbook, it doesn't have cash," Sullivan said.

Mike Deyling, a vice president at CES Inc., the CLG's main consultants on the project, stressed that despite the concerns raised by people who live around the landfill, the remediation required by the Environmental Protection Agency is working.

Tests on monitoring wells at the landfill have found PFASs and 1,4-dioxane, both suspected carcinogens, at levels above the EPA's health advisory levels.

Many people living near the landfill fear chemicals leaching from Coakley will contaminate their wells, but so far PFCs found in private wells have tested below the EPA's health advisory level.

"No one is drinking water that has any of these compounds above the health advisory levels," Deyling said Monday night.

The City Council also voted unanimously to host a meeting at City Hall with all the interested parties, including officials from other towns, regulators and the public.

City Councilor Rick Becksted made the motion to hold the meeting, although it has not yet been scheduled.

City Councilor Chris Dwyer backed the idea, but suggested that Hampton town officials in particular should watch the tape of Monday's presentation before all the groups get together.

"They clearly are way out on this stuff," Dwyer said.

She also pointed to a recent letter sent to the City Council by Hampton selectmen.

"Given this letter and the tone of the letter and the clear misstatements that have been accusatory of all of us," is why they should watch the presentation, Dwyer said.

Mayor Jack Blalock said he looks forward to having an "honest, open discussion" at the meeting.

He hopes to create "a real level of trust that all the entities involved want the same thing: a clean environment."

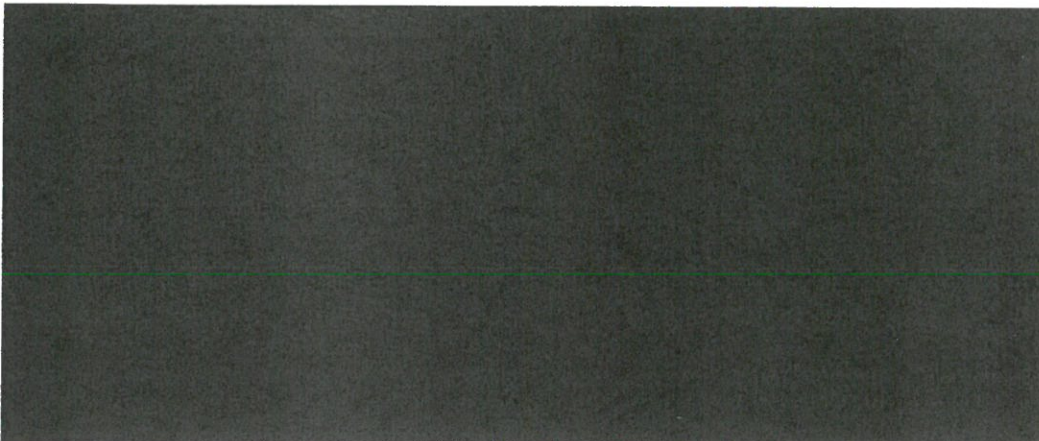


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## Seacoast lawmakers push for Coakley financial report

By Jeff McMenemy

[jmcmenemy@seacoastonline.com](mailto:jmcmenemy@seacoastonline.com)

Posted Feb 5, 2018 at 5:54 PM

Updated Feb 5, 2018 at 5:54 PM

PORTSMOUTH - Three area lawmakers have sent a letter to the Coakley Landfill Group asking for financial information from the group that says it has spent \$27 million on remediation at the Superfund landfill site.

State Reps. Mindi Messmer, D-Rye, Renny Cushing, D-Hampton and Phil Bean, R-Hampton, filed a Right to Know request for the information with City Attorney Robert Sullivan last week. Sullivan serves on the CLG's executive committee.

The lawmakers asked for "copies of all Coakley Landfill Group bank records, copies of annual audited financial reports of the operations of the parties" that make up the CLG and an estimate "of the current liabilities for all towns" in the CLG, according to a copy of the Right to Know request.

Messmer stated they asked for the information "because we want to know exactly what the Coakley Landfill Group is doing with their money."

"They're taking money from the taxpayers of Portsmouth and taxpayers from other towns and we're concerned with what they're using it for," Messmer said. "They hired a lobbyist who told me he's going to be lobbying against my legislation, too."

"I just want things to be as transparent as possible. They should be accountable to the city of Portsmouth taxpayers, too," she added.

The CLG is made up of municipalities and groups that used the landfill including companies that transported trash there. The entities have been required to pay into a trust created through a 1991 Record of Decision by the Environmental Protection Agency and N.H. Department of Environmental Services.

The city of Portsmouth is required to pay 53.6 percent of all remediation costs under the agreement.

Sullivan has previously said that all the money spent by the CLG has been authorized by the executive committee at their teleconference meetings. But he acknowledged there has been no formal accounting of where the money has been spent. The biggest single expense of the CLG has been the roughly \$9 million cost to cap the landfill, Sullivan said Friday.

The lawmakers also asked the CLG for “copies of all reports to the New Hampshire Attorney General on behalf of Coakley Landfill Group or the city of Portsmouth” and all submissions to the New Hampshire Division of Charitable Trusts, “including all annual financial reports (IRS Form 990, or functional equivalent,” according to their letter.

Messmer said the lawmakers are concerned with what they see as the lack of transparency from the CLG and want to know how they could have spent that much money at Coakley, especially because there is no treatment system there.

“We don’t understand what they are and who they report to,” Messmer said. “No entity can take in \$27 million and not report how they’re spending it in some way.”

Sullivan contended in a recent interview that the CLG has been compiling monthly meeting minutes when they hold conference calls that contain “all details of our financial transactions.”

The CLG’s Group Participation Agreement calls for the executive committee to provide “from time to time but at least annually, a formal accounting of monies received, spent and obligated.”

Sullivan stated that he believes the minutes that are kept from each CLG meeting fulfill the obligations of that provision of the agreement.

Asked if in retrospect he thinks the CLG should have kept annual reports, Sullivan said, “In retrospect there are a great many things that might have been done differently.”

The Coakley landfill is a 27-acre site in Greenland and North Hampton that accepted waste from 1972 to 1982 and then incinerator waste until 1985.

Many people living near the site are worried that contaminants leaching from the landfill could harm their residential drinking water wells and have asked the CLG to provide municipal water to them.

The CLG has so far refused.

Tests on monitoring wells at the landfill found PFASs and 1,4-dioxane, both suspected carcinogens, at levels above the EPA’s health advisory levels.

But so far PFCs found in private wells have tested below the EPA’s health advisory level. N.H. Department of Environmental Services officials, however, confirmed high levels of PFASs in nearby Berry’s Brook pose a risk to the environment and should be cleaned up.



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## Sullivan: 6 weeks needed to respond to Coakley requests

By Jeff McMenemy

[jmcmenemy@seacoastonline.com](mailto:jmcmenemy@seacoastonline.com)

Posted Feb 9, 2018 at 5:15 PM

Updated Feb 9, 2018 at 5:15 PM

PORTSMOUTH - City Attorney Robert Sullivan said it will take “approximately six weeks” for city staff to collect records related to the Coakley Landfill Group (CLG) that a group of Seacoast lawmakers and the former assistant mayor are seeking.

In responses to two different Right to Know requests - one filed by former Assistant Mayor Jim Splaine, a second filed by state Reps. Mindi Messmer, D-Rye, Renny Cushing, D-Hampton and Phil Bean, R-Hampton - Sullivan repeats comments about the CLG’s record-keeping that he has made previously to the Portsmouth Herald.

“This is a large complex project insofar as the records commence in approximately 1992 and the landfill has been in very active remediation since that time to the present date,” Sullivan states in his response to the Right to Know requests. “It appears that when fully assembled the records which you seek will constitute approximately 100 bankers boxes of documents ...,” Sullivan said.

The search for the records has been complicated by the fact that since 1992, Portsmouth City Hall has moved from Daniel Street to its current location on Junkins Avenue, Sullivan said.

“The boxes of documents have become redistributed to several municipal buildings located in different parts of the city,” Sullivan stated. “The work of collecting and indexing the documents is being performed by municipal employees who simultaneously have other work which needs to be done.”

The CLG is made up of municipalities and groups that used the landfill - a Superfund cleanup site in North Hampton and Greenland - including companies that transported trash there.

The entities have been required to pay into a trust created through a 1991 Record of Decision by the Environmental Protection Agency and N.H. Department of Environmental Services.

The city of Portsmouth is required to pay 53.6 percent of all remediation costs under the agreement.

The lawmakers asked for “copies of all Coakley Landfill Group bank records, copies of annual audited financial reports of the operations of the parties” that make up the CLG and an estimate “of the current liabilities for all towns” in the CLG, according to a copy of the Right to Know request.

Messmer stated previously that they asked for the information “because we want to know exactly what the Coakley Landfill Group is doing with their money.”

“They’re taking money from the taxpayers of Portsmouth and taxpayers from other towns and we’re concerned with what they’re using it for,” Messmer said. “They hired a lobbyist who told me he’s going to be lobbying against my legislation, too.”

“I just want things to be as transparent as possible. They should be accountable to the city of Portsmouth taxpayers, too,” she added.

Sullivan has repeatedly said the group has spent about \$27 million on remediation at the site with roughly \$13 million coming from city taxpayers.

But at Monday’s City Council meeting, Sullivan acknowledged that the \$13 million estimate is not accurate.

“The actual city expense is lower than that,” Sullivan said, after first pointing out that when he went to Boston College “I was an English major.”

City Manager John Bohenko said Monday it is unclear how much Portsmouth taxpayers have paid to the CLG over its existence.

In his research so far, Bohenko said the city borrowed about \$4.2 million to pay for Coakley-related costs when the group was formed, and the cost of the principal and interest will be \$5.8 million when it’s paid off shortly.

In addition, the city has paid about \$1.2 million for other Coakley costs from 2000 to 2018, Bohenko said. That brings the total spending he’s been able to identify so far to more than \$7 million.

Bohenko said he is continuing to work “with members of the Finance Department” to get the exact amount of money that the city of Portsmouth has had to pay to the CLG.

“I want to be absolutely certain we have the right number,” Bohenko said Friday.

Splaine, in an interview Friday, said he was “not impressed with the response.”

“What is stunning to me is the oversight, the management of the records, tells me that the Coakley Landfill Group has not been doing a good job,” Splaine said.

He also is disappointed that it appears instead of getting an organized response and answers to questions he and the lawmakers asked, they are being told to “go in and look at thousands of records.”

“There needs to be an accounting, there needs to be an audit. That audit must go back to the beginning,” Splaine said about the CLG’s spending.

Because the CLG did not have a clerk to make sure the work that was billed for was done properly, “then we’re wasting money and that is malfeasance.”

“It’s time for the City Council to take this extraordinarily seriously,” Splaine said.

He acknowledged that he takes “part of the blame” for not asking questions about CLG’s spending and management sooner.

“I’m embarrassed for myself after four years on the council it got by me,” Splaine said.

Messmer, in an interview Friday, said she’s been surprised that the City Council hasn’t shown more concern about the CLG’s spending.

“The only concern I heard was about the need to make different rules in terms of lobbying,” Messmer said about the City Council’s conversation on the CLG during their meeting this week. “I didn’t hear any concern about the money.”

Sullivan has previously said that all the money spent by the CLG has been authorized by the executive committee at their teleconference meetings. But he acknowledged there has been no formal accounting of how the money has been spent.

The biggest single expense of the CLG has been the roughly \$9 million cost to cap the landfill, Sullivan said Friday.

The lawmakers also asked the CLG for “copies of all reports to the New Hampshire Attorney General on behalf of Coakley Landfill Group or the city of Portsmouth” and all submissions to the New Hampshire Division of Charitable Trusts, “including all annual financial reports (IRS Form 990, or functional equivalent,” according to their letter.

Messmer said the lawmakers are concerned with what they see as the lack of transparency from the CLG and want to know how they could have spent that much money at Coakley, especially because there is no treatment system there.

“We don’t understand what they are and who they report to,” Messmer said. “No entity can take in \$27 million and not report how they’re spending it in some way.”



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## Lawmakers ask AG to investigate Coakley group

By **Jeff McMenemy**

[jmcmenemy@seacoastonline.com](mailto:jmcmenemy@seacoastonline.com)

Posted Feb 19, 2018 at 4:47 PM

Updated Feb 20, 2018 at 6:57 AM

PORTSMOUTH — Four Seacoast lawmakers are asking the state attorney general's office to conduct "a full investigation into the finances and operations of the Coakley Landfill Group."

State Reps. Renny Cushing, D-Hampton, Mindi Messmer, D-Rye, Phil Bean, R-Hampton and Mike Edgar, D-Hampton, sent the letter Monday afternoon to Attorney General Gordon MacDonald and Tom Donovan, who is the head of the AG's Charitable Trusts Unit.

The lawmakers state in the letter they "have grave concerns about the management and the oversight of millions of dollars of funds by the Coakley Landfill Group."

The CLG is made up of municipalities and groups that used the landfill, including companies that transported trash at the Superfund cleanup site in Greenland and North Hampton.

The entities have been required to pay into a trust created through a 1991 Record of Decision by the EPA and DES. The city of Portsmouth is required to pay 53.6 percent of remediation costs.

In the letter and in an interview Monday, Cushing stated that the CLG meets the state definition of a charitable organization, and because of that should have been filing annual reports to the AG's office since its creation.

"The idea they can raise and spend millions of dollars of public money and not have any oversight is wrong," Cushing said Monday. He said he is "shocked" the CLG has not been filing annual reports with the AG's office.

"There's this entity out there spending millions of dollars, and no one is taking a look at the books," Cushing said. He said the failure by the CLG to file annual financial reports with the state amounts to what lawmakers describe as a "clear violation of the laws of our state."

Reached Monday afternoon, Portsmouth City Attorney Robert Sullivan, who also serves on the CLG's executive committee, said he has not seen the letter. Sullivan said he does not believe the CLG has a responsibility to file annual financial reports with the AG's office.

“Obviously if we felt we had an obligation to file that, then we would be doing it,” Sullivan said. “We feel that the operation of the CLG has been in compliance with all applicable laws.”

A charitable organization is defined in part under state law as any “person or entity that is or holds itself out to be established, in whole or in part, for any benevolent, philanthropic, patriotic, educational, humane, scientific, public health, environmental conservation, civic, or other charitable purpose.”

The lawmakers stated in their letter that 63 percent of the CLG “is composed of municipalities whose taxpayers’ public dollars fund the group,” 20 percent are generators of the trash and 17 percent are transporters who hauled waste to the Superfund cleanup site.

“Though 63 percent of the multi-million-dollar voluntary association is composed of municipalities, there is no accounting to the N.H. Department of Revenue Administration of Income and Expenses, and there is no audit as required by state law of all municipalities done by CLG to oversee and control the expenditure of public monies once they are paid to CLG,” the lawmakers stated.

Sullivan has repeatedly said the group has spent about \$27 million on remediation at the site and acknowledged there has been no formal reporting of how the money was spent during the past 27 years, other than votes by the CLG’s executive committee.

In a recent response to a Right to Know request, Sullivan said boxes containing CLG records “have become redistributed to several municipal buildings located in different parts of the city.”

The lawmakers also point to the recent decision by the CLG to hire a lobbyist to fight Coakley related legislation.

“The irony of CLG, a seemingly unaccountable entity established for the purpose of cleaning up and remediating the Coakley Superfund dump spending tens of thousands of dollars to defeat legislation to clean up and remediate the Coakley landfill, is not lost on us,” the lawmakers said in the letter.

They also contend the CLG took “millions of dollars from the Department of Defense” to construct a treatment system at the site, but then never installed one.

Sullivan has previously said if the treatment system is never installed at the landfill, the CLG will have to refund the money, and that could cost Portsmouth taxpayers “millions of dollars.”

In addition to the investigation, the lawmakers are asking the attorney general’s office to “make a full report to the public of the results of such investigation, and take all necessary and appropriate actions to enforce the laws governing charitable trusts and other laws of the state of New Hampshire.”

Many people living near the landfill in North Hampton and Greenland fear chemicals leaching from Coakley will contaminate their wells, but so far PFAS contaminants found in private wells have tested below the EPA's health advisory level.

Tests on monitoring wells at the landfill have found PFASs and 1,4-dioxane, both suspected carcinogens, at levels above the EPA's health advisory levels.

The lawmakers noted that in a letter they received from the N.H. Department of Environmental Services (NHDES) last summer, an official from the agency stated the "migration of contaminants from site groundwater to surface water and the resultant impacts on Berrys Brook are unacceptable and need to be addressed." That letter went on to state "NHDES believes that actions need to be implemented at the site to provide additional removal or containment of the contamination, in order to mitigate these surface water quality impacts."



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Lindsey M. Stepp  
Commissioner

MUNICIPAL AND PROPERTY  
DIVISION  
Stephan W. Hamilton  
Director

February 26, 2018

Town of North Hampton  
ATTN: Board of Selectmen  
231 Atlantic Ave  
North Hampton, NH 03862

Re: Cyclical Monitoring for 2017

Dear Members of the Board,

As part of the Department's duty under RSA 21-J:11 II; I am forwarding the final results of the monitoring of the cyclical inspections for the Town of North Hampton. Please review the enclosed PA 45/46 monitoring report. Note, only property record cards with points have been included.

The monitoring report was sent to MRI for their review on January 5, 2018.

If you have any questions regarding the enclosed information, please feel free to contact me. Thank you for your time and cooperation.

Sincerely,

Charles K. Reese  
Real Estate Appraiser Supervisor  
[Charles.Reese@DRA.NH.Gov](mailto:Charles.Reese@DRA.NH.Gov)  
603-419-9794

cc: file

TDD Access: Relay NH 1-800-735-2964

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NH DEPARTMENT OF REVENUE ADMINISTRATION  
MUNICIPAL and PROPERTY DIVISION  
RESIDENTIAL MONITORING REPORT

Municipality: North Hampton		Year: 2017		Monitoring			
DRA Monitor: L. MacEachern		Date: Nov. 28, 2017		Company Lister: M. Pelletier, D. Scalzo			
Data Item	Points	Map/Lot Numbers of Samples				Comments:	
		1-19	2-30	3-14	5-33		
<b>Owner/Land Section</b>		1	2	3	4	1-19	
Address; if applicable	1					Shed listed as having 192 sq. ft., measured to have 216 sq. ft..	
Topography	1						
Parcel ID	1						
Lot Size	1						
Card Number ( _ of _ )	1						
Land-Use Code/Neighborhood	1/1						
<b>Sale History Section</b>							
Sale Date	2					2-30	
Sale Price	2						
Sale Validity	2						
Sales Notes if Non-Valid	1					O.K.	
<b>Improvement Section</b>						Note to Assessor: Renovations in progress, currently working in 12'x16' BAS. Excavation in back yard.	
Style Type	2						
Incorrect Photo	1						
Date of Visit / ID / Entry Code	1						
Foundation Type	2						
Story Height	2						
Exterior Wall	1						
Roof Style	2						
Roof Cover	1						
Interior Wall	1						
Interior Floor	1						
Heating Type	1					3-14	
Central A/C	2						
Bedrooms	1						
Bathrooms	2						
Fixture Count	1 per						
Depreciation / Func. Code / UC	2						
Year Built	2						
Condition	2						
Grade	2						
Comments / Notes	1						
OB's if < 200 SF	1 per	1				5-33	
OB's if > 200 SF	3 per						
Extra Features	1 per						
Sketch Accuracy Up To 2'	1 Pt						
Sketch Accuracy > 2'	1Pt/Ft						
Sketch Labeling < \$5,000 impact	2						
Sketch Labeling > \$5,000 impact	4						
<b>Interior Inspection</b>							O.K.
By Company Lister Y/N		No	No	No	No		
By DRA Monitor Y/N		No	No	Yes	No		
<b>Total Points</b>		1	0	0	0		

Points on Residential monitoring should total less than 6



NH DEPARTMENT OF REVENUE ADMINISTRATION  
MUNICIPAL and PROPERTY DIVISION  
RESIDENTIAL MONITORING REPORT

Municipality: North Hampton		Year: 2017		Monitoring		
DRA Monitor: L. MacEachern		Date: Nov. 28, 2017		Company Lister: M. Pelletier, D. Scalzo		
Data Item	Points	Map/Lot Numbers of Samples				Comments:
		7-47	8-116	8-139	9-6-8	
<b>Owner/Land Section</b>		1	2	3	4	7-47
Address; if applicable	1					O.K.
Topography	1					
Parcel ID	1					
Lot Size	1					
Card Number ( _ of _ )	1					
Land-Use Code/Neighborhood	1/1					
<b>Sale History Section</b>						
Sale Date	2					
Sale Price	2					8-116
Sale Validity	2					O.K.
Sales Notes if Non-Valid	1					Note to Assessor: Now has A/C.
<b>Improvement Section</b>						
Style Type	2					
Incorrect Photo	1					
Date of Visit / ID / Entry Code	1					
Foundation Type	2					
Story Height	2					
Exterior Wall	1					
Roof Style	2					8-139
Roof Cover	1					O.K.
Interior Wall	1					
Interior Floor	1					
Heating Type	1					
Central A/C	2					
Bedrooms	1					
Bathrooms	2					
Fixture Count	1 per					
Depreciation / Func. Code / UC	2					
Year Built	2					9-6-8
Condition	2					O.K.
Grade	2					
Comments / Notes	1					
OB's if < 200 SF	1 per					
OB's if > 200 SF	3 per					
Extra Features	1 per					
Sketch Accuracy Up To 2'	1 Pt					
Sketch Accuracy > 2'	1Pt/Ft					
Sketch Labeling < \$5,000 impact	2					
Sketch Labeling > \$5,000 impact	4					
<b>Interior Inspection</b>						
By Company Lister Y/N		No	No	No	No	
By DRA Monitor Y/N		No	No	No	No	
<b>Total Points</b>		0	0	0	0	

Points on Residential monitoring should total less than 6



NH DEPARTMENT OF REVENUE ADMINISTRATION  
MUNICIPAL and PROPERTY DIVISION  
RESIDENTIAL MONITORING REPORT

Municipality: North Hampton		Year: 2017		Monitoring		
DRA Monitor: L. MacEachern		Date: Nov. 28, 2017		Company Lister: M. Pelletier, D. Scalzo		
Data Item	Points	Map/Lot Numbers of Samples				Comments:
		14-58	14-92	14-95	17-69-5	
<b>Owner/Land Section</b>		1	2	3	4	14-58
Address; if applicable	1					Shed listed as having 96 sq. ft., measured to have 128 sq. ft..
Topography	1					
Parcel ID	1					
Lot Size	1					
Card Number ( of )	1					
Land-Use Code/Neighborhood	1/1					
<b>Sale History Section</b>						14-92
Sale Date	2					O.K.
Sale Price	2					
Sale Validity	2					O.K.
Sales Notes if Non-Valid	1					
<b>Improvement Section</b>						14-95
Style Type	2					O.K.
Incorrect Photo	1					
Date of Visit / ID / Entry Code	1					
Foundation Type	2					
Story Height	2					
Exterior Wall	1					
Roof Style	2					O.K.
Roof Cover	1					
Interior Wall	1					
Interior Floor	1					
Heating Type	1					
Central A/C	2					
Bedrooms	1					O.K.
Bathrooms	2					
Fixture Count	1 per					
Depreciation / Func. Code / UC	2					
Year Built	2					
Condition	2					
Grade	2					O.K.
Comments / Notes	1					
OB's if < 200 SF	1 per	1				
OB's if > 200 SF	3 per					
Extra Features	1 per					
Sketch Accuracy Up To 2'	1 Pt					
Sketch Accuracy > 2'	1Pt/Ft					O.K.
Sketch Labeling < \$5,000 impact	2					
Sketch Labeling > \$5,000 impact	4					
<b>Interior Inspection</b>						
By Company Lister Y/N		Yes	No	No	No	
By DRA Monitor Y/N		No	No	No	No	
<b>Total Points</b>		1	0	0	0	

Points on Residential monitoring should total less than 6

Michael J. Tully  
Interim Town Administrator

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



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

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**TOWN ADMINISTRATOR'S REPORT  
MARCH 12, 2018 SELECT BOARD MEETING**

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**REPORTING PERIOD**

The reporting period is from February 27, 2018 through March 12, 2018

**FINANCE**

The current expenditure report can be found here: [https://www.northhampton-nh.gov/sites/northhamptonnh/files/uploads/expense03052018\\_0.pdf](https://www.northhampton-nh.gov/sites/northhamptonnh/files/uploads/expense03052018_0.pdf)

FY 18 expenditures are within normal parameters, there are no alarming trends at this point. Highway and Fire budgets are still running very tight. Overall the budget is in good shape. I will keep the Board updated with any changes.

**PRIORITIES**

**Personnel**

*Town Administration.* The Board held a workshop on March 5<sup>th</sup> to review the transition plan for Mr. Kaenrath. He will be at the polls on voting day and I encourage residents to take the time to introduce themselves after they vote. Town reports are in and on the website. Thank you to Jan Facella for once again putting everything together for us to have the reports in a timely manner.

*The Police Department.* Officer Whitcomb, the newest officer on the force, has begun his training. The department held boards to fill the final officer's position and if a candidate is chosen a background check will follow.



*The Fire Department.* Emergency departments have been busy with the recent nor easters that have hit the seacoast. Tides have been monitored day and night and Fire Department personnel assisted residents with sandbagging their properties as well as water removal.

-  
*Building Department.* The part time Building Inspectors advertisement has closed. Resumes have been forwarded to the Board. A date needs to be set for interviews at a time the Board has available.

### **Facilities**

*Town Hall.* I have two dates available to post a workshop for the walk around assessment of the Town Hall. They are March 28<sup>th</sup> or 29<sup>th</sup> at 3 pm. If the Board can let me know which date would work better I will confirm and post.

*The Library.* Nothing new to report

*Stone Building.* Nothing new to report

### **Projects**

*Town Sign.* Nothing new to report

*Telephone System/Communications.* Nothing new to report

*Cell Tower.* Nothing new to report.

*Banners.* Nothing new to report

*Regionalization.* We are still working on the details of how the recent agreements with Rye will be handled. I will keep the Board up to date with any developments they should be made aware of.

*Perambulation.* Nothing new to report.

*Aquarion.* Information for residents on who to contact in order to request their private wells be tested is on the website and has been included in Friday Folders.

*Coakley Landfill Group.* The NH DES, EPA and Coakley Landfill group have advertised a save the date for April 5, 2018 for a public meeting. The tentative time is 6 pm at the Bethany Church.

*Cemeteries.* Nothing new to report.

*Finance Policies:* Nothing new to report.

*Elections.* Absentee ballots went out on February 22<sup>nd</sup> and 23<sup>rd</sup> for the upcoming election. Set up will begin at the North Hampton School Monday afternoon at 2:45 pm. Persons filling in for Mr. Miller in the Bull pen will be Henry Marsh from 8 am to 2 pm, Emily Creighton from 2 pm to 4 pm and James Sununu from 4 pm to 7 pm. I met with Dr. Anderson and we discussed for future elections that the school will attempt to schedule in service days for teachers so there will be no students in the school during voting.

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

*Trolley Bridge/Philbrick Pond Grant.* Nothing new to report.

*Hampton Rod and Gun Club:* Nothing new to report.

*Storm-Water Regulations.* The grant has been accepted and Director Hubbard is working with Jenn Rowden to be sure projects are completed in a timely manner.

*Hazard Mitigation Plan.* Nothing new to report

*Recreation Activities.* The Easter egg hunt will be March 24th. Mr. Manzi has begun the planning to continue the Town BBQ after the Memorial Day parade. The seniors St. Patrick's Day lunch is scheduled for March 20<sup>th</sup> with corned beef from Joe's meat shop. Mr. Manzo has also planned a Red Sox trip with transportation in June. Visit the Recreation page online for more information on those events. He is also getting quotes to repair cracks in the tennis courts at Dearborn Park.

*Conservation Easement Deeds.* Nothing new to report

*Mutual Aid.* I have nothing new to report.

*Economic Development.* EDC is currently looking at ways the Town can be more business friendly. A meeting will be scheduled soon to discuss suggestions for the building inspector and Planning Administrator's job description.

*Facilities.* See, above.

*Document Management System.* Nothing new to report

*IT Issues:* The server project has been completed. Software upgrades for IMC and Firehouse have begun. I had a conference call with PCG regarding ongoing machine replacement as well as moving the current email server to the cloud. You should expect to see an agenda item in the future for Dave Hodgdon to present future IT plans.

*Deed Waiver/Modular Home Tax Abatement Policy.* Nothing new to report

*Rails to Trails.* Nothing new to report

*Meeting Schedule:* The next regularly scheduled meeting of the Select Board will be on March 28, 2018

INTERIM TOWN ADMINISTRATOR  
MICHAEL J. TULLY

MTULLY@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

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**A G E N D A I T E M S**

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**TO:** SELECT BOARD  
**FROM:** MICHAEL TULLY, INTERIM TOWN ADMINISTRATOR  
**SUBJECT:** CONSENT CALENDAR FOR SELECT BOARD MEETING 03/12/2018  
**DATE:** 03/09/2018

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- Introduction of Town Administrator and Deputy Police Chief
- Recognition of Fire Department Members
- Discussion of Request for Proposals for Annual Finance Audit
- Discussion of Approval of Non Public Minutes
- Discussion of Meeting Date for Board of Health
- Discussion of "Request for Appointment with Select Board Form"
- Appointment to the Economic Development Committee
- Discussion of Property Settlement Involving 205 Lafayette Road

REQUEST FOR APPOINTMENT WITH SELECTMEN

Please Print

Date Submitted: 2/27/18 Monday Meeting Requested: 3/12/18

Requestor Name: Michael Tully

Address:

Phone: Cell: Email:

Agenda Item: Recognition of Fire Department Members

Brief Summary of Agenda Item: Request from Spaulding Rehabilitation Network to Recognize Fire Department Employees for outstanding Services

What action is requested by the Board of Selectmen on this item? None

Who will be speaking on the item? Sean Lukauskas

Speaker's contact information (if different from requestor):

Cell - 857 - 210 - 5891

How much time will be needed to present? 10 minutes

Have additional documents been submitted for this item? Yes No

If yes, what has been submitted? E-mail Communication

Staff: If this is a non-public session, then please indicate category:

- Non-Public Session: RSA 91-A:3 II
(a) personnel (compensation, discipline);
(b) hiring;
(c) adversely effect reputation of someone other than a board member;
(d) land & real estate;
(e) legal claims pending;
(i) thwart deliberate acts intended to result in widespread or severe damage to property, injury or loss of life

The deadline for agenda requests is noon on Thursday prior to the Board of Selectmen Meeting. If you have additional background information, please attach to this form. Do not submit this request until all background information is attached.

To be Completed by Administration

You are scheduled for Selectmen Meeting from to p.m.

## Michael Tully

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**From:** Jim Maggiore  
**Sent:** Thursday, February 08, 2018 3:56 PM  
**To:** Michael Tully  
**Subject:** Fw: Fire Department-Recognition award

Timly for Monday or wait?

*Sent from my Verizon LG Smartphone*

----- Original message-----

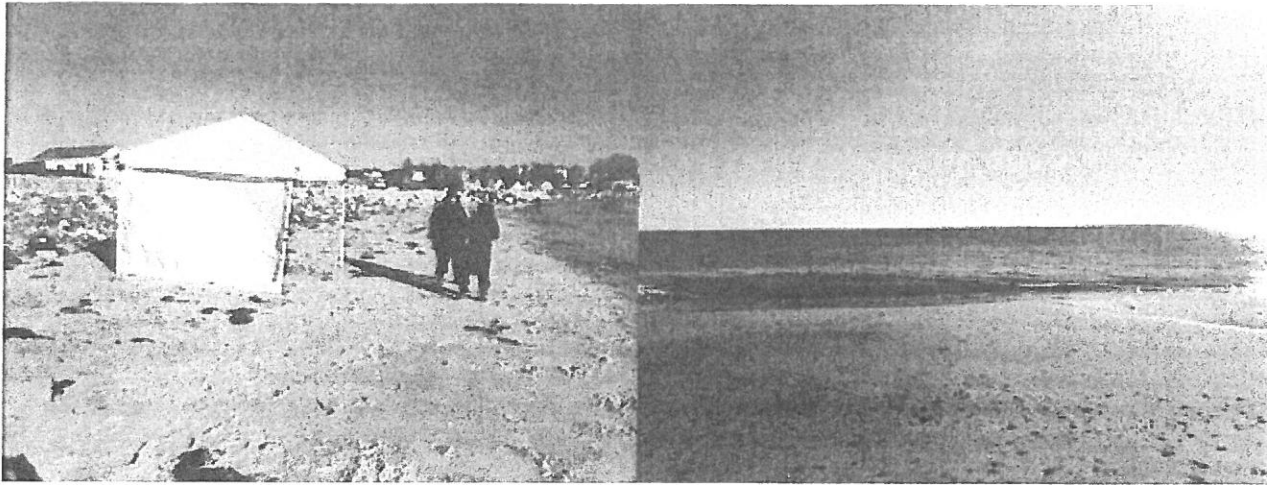
**From:** Kukauskas, Sean M.  
**Date:** Thu, Feb 8, 2018 2:40 PM  
**To:** Jim Maggiore;  
**Cc:** Kathleen Kilgore;L Miller;  
**Subject:**Fire Department-Recognition award

Honorable Board members,

Good afternoon, by way of email let me introduce myself, my name is Sean Kukauskas. I am the Director of Ambulance Services for the Spaulding Rehabilitation Network in Boston. I wanted to reach out to you and the rest of the Select Board regarding the North Hampton Fire Department and in particular, Deputy Chief Lajoie, Lt. Henry and FF. Wise and what an incredible group of professionals you have on your fire department and how they helped make a terminal patient's final wishes come true. The Spaulding Rehabilitation Network is comprised of several inpatient hospitals in and around the Boston area. Many of our patients are very sick with chronic illnesses or are recovering from traumatic injuries, Unfortunately some of these illnesses and injuries will ultimately become terminal for the patient. Back in mid-December I was contacted by the Vice President of Operations for our hospital in Cambridge. One of the patients in our Cambridge hospital was recently diagnosed with Amyotrophic Lateral Sclerosis (ALS), otherwise known as Lou Gehrig's Disease. This particular patient had been fighting a neuromuscular disease for some time and being a former ICU nurse, when she received her diagnosis, she knew what it meant. By this time she had already been confined to a wheelchair and was breathing with the assistance of a tracheostomy tube and a portable ventilator. The patient had expressed that she was considering comfort measures only for her remaining time as she did not want to go through what she knew the disease would bring. However she did express regret that she will "never see her favorite beach in North Hampton ever again" (her words). The VP approached me to see if we can make her wish come true. Our network operates it's own ambulance service so the transport portion was easy to arrange. The challenge was finding a place on the beach that would have relatively easy access for an ambulance, a stretcher and any additional equipment that would be needed so the patient could go to the beach one more time.

I immediately reached out to the North Hampton Fire Department and was put in touch with Deputy Lajoie and explained the situation. Without hesitation or thought, Deputy Lajoie offered whatever assistance he and his department could. Over the course of the next 3 days and multiple phone calls, emails and text messages, Deputy Lajoie and his team had found a suitable location on the beach, made arrangements for a shelter tent to help block the wind so she could stay on the sand a bit longer, and arranged for a generator to power her portable vent. Deputy Lajoie also arranged for several department members, Lt. Henry and FF. Wise to be at the beach with us to assist us in any way. I believe he also had coverage brought in so the crew could stay in case a call came in.

To make a long story short, on Saturday December 16, 2017 the North Hampton Fire Department spent a very cold and windy Saturday AM on North Hampton Beach making a dying woman's last wish come true. Deputy Lajoie's wife even donated a quilt to the patient to help keep her warm. In total we spent about an hour or so on the beach, letting her soak in the sun, smell the ocean and enjoy a little bit of peace. I am blessed to have the continued opportunity to see her daily and I can tell you that every day she has a smile on her face thinking about the beach.



Ladies and Gentleman, I have been involved in EMS and the fire service for well over 25 years and I can honestly say that this was one of the most heartwarming moments of my career and had it not been for the extraordinary effort of the Deputy and your department, this would not have been possible and the perpetual smile on her face would not be there. For that we will be forever grateful. On behalf of the patient, Spaulding Rehabilitation Hospital Ambulance Service and the Spaulding Rehabilitation Network, we would like to extend our thanks and present Fire Chief Tully, Deputy Lajoie, Lt. Henry and FF. Wise and the rest of the fire department with a small token of our thanks and appreciation. We are hoping to have the opportunity to present this to them personally in front of the Select Board and the citizens of North Hampton at a Selectman's Meeting, Town Meeting or some other venue that you feel is appropriate. Far too often the deeds that have the biggest impact are quiet, unrecognized and go unnoticed by others around them. Your Department had a direct and lasting impact on this patient and we want to be sure that the appropriate recognition is given.

The plaque we would be presenting is currently in production and will be ready in the next week or so. I wanted to reach out to you now so we have enough time to make the necessary arrangements. I would be happy to speak to you more in depth over the phone if that is easier. My cell phone number is (857) 210-5891. For the presentation, myself and possibly other members of my leadership team would take the trip to North Hampton to present the plaque personally and to say thank you.

I look forward to speaking to you and working with you and the rest of the board on the logistics for the presentation.

Sincerely,

Sean

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**Sean Kukauskas NRP**  
Director, Ambulance Services  
Spaulding Rehabilitation Network

1575 Cambridge St, Cambridge Ma. 02138  
Office: (617) 758-5477  
Cell: (857) 210-5891  
Pager ID: 62339  
[skukauskas@partners.org](mailto:skukauskas@partners.org)

REQUEST FOR APPOINTMENT WITH SELECTMEN

Please Print

Date Submitted: 3/2/18 Monday Meeting Requested: 3/12/18

Requestor Name: Michael Tully

Address:

Phone: Cell: Email:

Agenda Item: Discussion of meeting date for Board of Health

Brief Summary of Agenda Item: The Board had met Quarterly in the past to discuss Town Health issues. Does the Board have an interest in setting a new date?

What action is requested by the Board of Selectmen on this item? Discussion

Who will be speaking on the item?

Speaker's contact information (if different from requestor):

How much time will be needed to present? 10-minutes

Have additional documents been submitted for this item? Yes No

If yes, what has been submitted?

- Staff: If this is a non-public session, then please indicate category:
Non-Public Session: RSA 91-A:3 II
(a) personnel (compensation, discipline);
(b) hiring;
(c) adversely effect reputation of someone other than a board member;
(d) land & real estate;
(e) legal claims pending;
(i) thwart deliberate acts intended to result in widespread or severe damage to property, injury or loss of life

The deadline for agenda requests is noon on Thursday prior to the Board of Selectmen Meeting. If you have additional background information, please attach to this form. Do not submit this request until all background information is attached.

To be Completed by Administration

You are scheduled for Selectmen Meeting from to p.m.



**REQUEST FOR APPOINTMENT WITH SELECTMEN**

*Please Print*

Date Submitted: 3/11/18 Monday Meeting Requested: 3/12/18

Requestor Name: Michael Tully

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Agenda Item: Approval of Audit RFP

Brief Summary of Agenda Item: An RFP has been written for the annual Finance + Compliance audit.

What action is requested by the Board of Selectmen on this item? Give Direction or approval on RFP

Who will be speaking on the item? Ryan Cornwell

Speaker's contact information (if different from requestor): \_\_\_\_\_

How much time will be needed to present? 20 minutes

Have additional documents been submitted for this item?  Yes  No

If yes, what has been submitted? yes

Staff: If this is a non-public session, then please indicate category:

Non-Public Session: RSA 91-A:3 II

- (a) personnel (compensation, discipline);
- (b) hiring;
- (c) adversely effect reputation of someone other than a board member;
- (d) land & real estate;
- (e) legal claims pending;
- (i) thwart deliberate acts intended to result in widespread or severe damage to property, injury or loss of life

The deadline for agenda requests is noon on Thursday prior to the Board of Selectmen Meeting. If you have additional background information, please attach to this form. Do not submit this request until all background information is attached.

To be Completed by Administration

You are scheduled for \_\_\_\_\_ Selectmen Meeting from \_\_\_\_\_ to \_\_\_\_\_ p.m.

**Town of North Hampton, NH**  
Request for Proposals  
Financial and Compliance Audit

The Town of North Hampton, New Hampshire is seeking proposals and statements of qualification from certified public accounting firms relative to the performance of the Town's annual financial and compliance audits. Copies of the request for proposals may be obtained from the Town Administrator, North Hampton Town Offices, 233 Atlantic Avenue, North Hampton, NH 03862. Responses must be received no later than May 1, 2018 at 4:00 pm, EST. The Town of North Hampton reserves the right to accept or reject any or all proposals submitted in response to this request.

**TOWN OF NORTH HAMPTON, NEW HAMPSHIRE**  
**REQUEST FOR PROPOSAL**  
**FINANCIAL AND COMPLIANCE AUDIT**

**INTRODUCTION**

The Town of North Hampton invites qualified independent certified public accounting firms to submit proposals for the performance of an audit of its general purpose financial statements and related disclosures for the purpose of expressing an audit opinion relative to the fairness of the presentation in accordance with accounting principles generally accepted in the United States of America. The auditor(s) shall state that the primary purpose of the audit is to express an opinion on the general purpose financial statements taken as a whole and that the audit is subject to the inherent risk that errors or irregularities may occur and not be detected.

Furthermore, the Town has complied with the requirements of Governmental Accounting Standards Board Statement #34 since the date of implementation and intends to maintain compliance.

There is no expressed or implied obligation for the Town of North Hampton to reimburse firms for any expenses incurred in preparing proposals in response to this request.

To be considered, five copies of a proposal must be received by May 1, 2018 4:00 p.m., EST. The Town of North Hampton reserves the right to reject any or all proposals submitted. Submission of a proposal indicates acceptance by the firm of the conditions in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town of North Hampton and the selected firm.

It is anticipated that the selection of a firm will be completed by June 1, 2018. Following the notification of the selected firm, it is expected that an engagement letter will be executed between both parties within 30 days of approval.

**TERMS OF ENGAGEMENT**

A three (3) year contract is contemplated, subject to the annual review and recommendation of the Town Administrator, the satisfactory negotiation of terms, the concurrence of the Town of North Hampton and the annual availability of an appropriation.

The proposals are to cover the following three fiscal years:

- (a) July 1, 2017 through June 30, 2018
- (b) July 1, 2018 through June 30, 2019
- (c) July 1, 2019 through June 30, 2020

The Town reserves the right to negotiate with the successful proposer for an extension of our relationship beyond FY2020.

## QUALIFYING REQUIREMENTS

Firms submitting proposals must be qualified to perform independent audits of municipalities of the State of New Hampshire. The auditor's must have an office located within the State of New Hampshire, and resident staff must be able to offer the full range of auditing services required by this request for proposals.

Supervisory members of the audit team, including the "in-charge" field auditor, should be Certified Public Accountants and have a minimum of two (2) years of municipal audit experience in the State of New Hampshire. The Town of North Hampton intends to strongly consider municipal audit experience and certification in evaluating the proposer's audit team.

### A. GENERAL INFORMATION

The Town of North Hampton is a municipality of the State of New Hampshire, located in Rockingham County in the seacoast area of the state. The Town has a population of 4361 (estimated). North Hampton has a three member Board of Selectmen form of government and an Annual Town Meeting. The principal municipal departments, all of which will be subject to this audit, include police, fire, public works, recreation, health and welfare, tax collection, library and general government administration. Total appropriations for the current year (FY2018) are \$7,518,581.00.

The accounts of the Town are organized on the basis of funds, each of which is considered a separate fiscal and accounting entity with a self-balancing set of accounts.

The following types of funds are used by the Town:

- (1) General Fund: to account for all financial resources except those required to be accounted for in another fund.
- (2) Special Revenue Funds: to account for the proceeds of specific revenue sources other than expendable trust funds that are legally restricted to expenditures for specified purposes.
- (3) Capital Reserve Funds: to account for capital acquisitions, revaluations, maintenance or operational costs appropriated by the legislative body.
- (4) Trust and Agency Funds: to account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other funds.

The Town maintains general ledgers for the General Fund, Special Revenue Funds, Capital Reserve Funds, and Trust and Agency Funds.

The Town presently maintains its financial records on a computer system. ADS Profund software is currently utilized. Payroll, accounts receivable, accounts payable, and general ledgers are maintained as part of a comprehensive budgetary accounting system. Taxes receivable are maintained in Avitar software with billing and payment information transferred to the ADS Profund general ledger system via a system import/export process.

#### B. AUDIT STANDARDS

The audit firm shall conduct the audit of the accounts and records of the Town of North Hampton in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants, *the standards for financial audits set forth in the U.S. Comptroller General's Government Auditing Standards, the provisions of the Single Audit Act of 1984, the provisions of U.S. Office of Management and Budget (OMB) Circular A-133, and Audits of State and Local Governments.*

#### C. IMPLEMENTATION OF NEW ACCOUNTING PRINCIPLES

The proposal should include the firm's approach to assisting the Town with identifying the potential impact of upcoming accounting standards as well as the implementation of these standards. The proposal should include any foreseen requirements the firm will have requiring the Town to engage outside experts in order to implement any new standards.

#### D. AUDIT SCOPE

The certified public accounting firm shall be engaged to conduct an audit of the general purpose financial statements, accounts, records, and procedures of all departments and funds of the Town of North Hampton. A Single Audit conducted in accordance with the Single Audit Act of 1984 and OMB Circular A-133 is required for federally assisted programs, if any.

Indicate in your proposal if you agree to meet or exceed the following audit specifications. Explain exceptions you may have regarding any specification.

- (1) The firm shall perform a financial and compliance audit of all funds reported in the Town of North Hampton's financial statements included in the latest Annual Report which accompanies this Request for Proposals.

The audit shall be conducted to satisfy the requirements of the State of New Hampshire Department of Revenue Administration and applicable state and federal laws and regulations.

- (2) In connection with the examination of the records and financial statements, the firm shall review the system of internal control, operating procedures and compliance with budgetary and legal requirements by the Town of North Hampton.

This review of internal control must include a review of the related processing controls with respect to data processing operations.

This review should also include but not be limited to the areas of physical security, systems and program documentation, input/output controls and control over use and retention of electronic files.

- (3) The firm shall perform a financial and compliance audit in accordance with the Single Audit Act of 1984 and OMB Circular A-133 for all federally assisted programs.
- (4) The Town of North Hampton views its engagement of an audit firm as an ongoing professional relationship in which the firm is expected to provide occasional advisory services, as needed, during the course of each year. As such, the firm is expected to consult as required on auditing, accounting, financial reporting and operating questions, which may arise during the course of the year. In addition, the firm is expected to provide the town with information on current developments, which would affect the Town's financial operations.
- (5) The firm shall agree to make available its working papers upon request, to meet any Town financial need as well as in accordance with any federal or state grant provision. Working papers will be kept for three years from submission of the final audit report.
- (6) The firm shall agree to meet with North Hampton Town Officials prior to the audit to discuss the audit program as well as the Town's role and assistance in the audit process.
- (7) The partner in charge of the audit shall be available to attend public meetings at which the audit report may be discussed. The partner or manager in charge of the audit shall also be available to discuss the audit report or other reports required by this proposal with the Town's financial staff as required.

#### E. AUDIT AND REPORT SCHEDULES

Indicate in your proposal if you agree to meet the following audit and report schedules. Explain exceptions you may have regarding any of the requirements.

(1) The firm shall conduct the audits covering operations of the Town of North Hampton and of federally assisted programs (if any) during the following periods:

- (a) July 1, 2017 through June 30, 2018
- (b) July 1, 2018 through June 30, 2019
- (c) July 1, 2019 through June 30, 2020

The Town reserves the right to negotiate with the successful proposer for an extension of our relationship beyond FY2020.

The firm shall submit Independent Auditor's Reports containing an expression of opinion that the general purpose financial statements are fairly stated, or, if a qualified or adverse opinion or disclaimer of opinion is necessary, the reasons therefore. The firm shall submit one electronic copy as a PDF file no later than November 30th of each year.

- (2) The firm shall submit a written report on the internal control structure, which shall identify reportable conditions and/or material weaknesses, assess their effects and propose initial steps to mitigate them. The firm shall submit one electronic PDF file of the final draft of the report no later than November 30th of each year.
- (3) The firm shall file a copy of the auditor's report with the State Department of Revenue Administration within thirty (30) days after completion of the audits.
- (4) The Town reserves the right to request additional auditing services to be performed in conjunction with the annual financial and compliance audit. If such services are requested by the Town and agreed to by the firm, the firm shall provide a written quotation on the additional cost of said services, if any. During the course of performing such additional service, the firm agrees that it will notify the Town, in writing, if unanticipated work arises which would cause an increase in service fees. If additional costs are incurred by the firm and the Town has not agreed to such additional costs, the Town shall have no obligation to pay the additional costs.

## F. TECHNICAL PROPOSAL

### 1. General Requirements

The purpose of the technical proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the Town of North Hampton in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The technical proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposals requirements.

The technical proposal should address all the points outlined in the request for proposals. The proposals should be prepared simply and economically, providing a straightforward, concise description of the firm's capabilities to satisfy the requirements. While additional items may be presented, the following subjects must be included. They represent the criteria against which the proposal will be evaluated.

## 2. Independence

The firm should provide an affirmative statement that it is independent of the Town of North Hampton as defined by generally accepted accounting standards and the U.S. Comptroller General's Government Auditing Standards.

The firm should also list and describe the firm's professional relationships involving the Town of North Hampton or any of its agencies for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

In addition, the firm shall give the Town of North Hampton written notice of any professional relationships entered into during the period of this agreement.

## 3. License to Practice in New Hampshire

An affirmative statement should be included indicating that the firm and its municipal partner are qualified to practice in New Hampshire.

## 4. Firm Qualifications and Experience

The proposal should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the staff to be so employed.

The firm shall also provide information on the results of the firm's latest federal or state desk reviews or field reviews of its audits. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

## 5. Partner, Supervisory and Staff Qualifications and Experience

The firm should identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement and indicate whether each such person is licensed to practice as a certified public accountant in New Hampshire. The firm also should indicate how the quality of staff over the term of the agreement will be assured.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of Town of North Hampton. However, in either case, the Town of North Hampton retains the right to approve or reject replacements.



Consultants and firm specialists mentioned in response to this request for proposals can only be changed with the express prior written permission of the Town of North Hampton, which retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

#### 6. Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for the audit, include a list of municipal clients for whom the firm has provided auditing or other professional services. Also include for reference purposes the names and contact information of individuals from those municipal clients for whom the firm provided auditing or other professional services that are similar to the engagement described in this request for proposals.

#### 7. Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed and time estimates for each segment of work, to perform the services required in this request for proposal. In developing the work plan, reference should be made to specific sources of information that the Town will be required to provide during the audit.

#### 8. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the Town of North Hampton.

### G. EVALUATION PROCEDURES

The Town of North Hampton shall evaluate the proposals on the basis of the qualifications, relevant experience and responsiveness of the bidders, as well as the staffing and estimated cost of the engagement. The Town may wish to conduct oral interviews with the firms considered most qualified in order to help the Town in the selection process.

### H. ASSISTANCE BY THE TOWN

The Town of North Hampton's financial staff shall render all feasible assistance to the audit firm and shall respond promptly to requests for information, provide all necessary books and records, and provide physical facilities required by the firm for the expeditious conduct of the engagement.

I. COMPENSATION

The firm's proposal must indicate the maximum total your firm will charge the Town for each year of this proposal. The maximum fee must be broken down as indicated on the attached fee schedule for each year.

The final payment for any audit shall become due only after submission of all reports required by this document and their acceptance by the Town and/or federal and state grantor agencies.

Should the firm encounter circumstances requiring an increase in the extent of detailed investigation, or should the Town require an increase in the scope of the audit, written notice to that effect must be given to the other party.

The engagement can then be modified by mutual agreement as to additional work and compensation.

J. TERMINATION OF THE AUDIT

If the audit firm fails to substantially comply with the specifications set herein, the Town of North Hampton reserves the right to terminate the engagement after completion of any audit year upon written notice to the firm.

K. INSURANCE

The professional individual or firm shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from, or be in connection with the performance of the work hereunder by the individual or the firm, his agents, representatives, or employees.

For the purpose of this clause, the term "professional individual or firm" shall also include the individual's or firm's respective officers, agents, officials, employees, volunteers, boards, and commissions.

L. SUBMITTAL INFORMATION

Proposals, including completed copies of the attached proposer guarantees and warranties on page 9 as well as the attached fee schedules beginning on page 10, must be marked "Audit Proposal" and received no later than May 1, 2018 at 4 pm, EST. All submittals shall be addressed to Bryan Kaenrath, Town Administrator, 233 Atlantic Avenue, North Hampton, NH 03862. Any inquiries should be directed to Ryan Cornwell, Finance Director or Bryan Kaenrath, Town Administrator at 603-964-8087, or [rcornwell@northhampton-nh.gov](mailto:rcornwell@northhampton-nh.gov) [bkaenrath@northhampton-nh.gov](mailto:bkaenrath@northhampton-nh.gov) .

## PROPOSER GUARANTEES AND WARRANTIES

### Proposer Guarantees

The proposer certifies that it can and will provide and make available, at a minimum, all services set forth in this request for proposals.

### Proposer Warranties

1. The proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
2. The proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the express prior written permission of the Town of North Hampton.
3. The proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official: \_\_\_\_\_

Name (typed): \_\_\_\_\_

Title: \_\_\_\_\_

Firm: \_\_\_\_\_

Date: \_\_\_\_\_

Town of North Hampton, New Hampshire  
Request for Proposals  
Financial and Compliance Audit

Schedule of Professional Fees and Expenses  
For the Audit of the **FY2018** Financial Statements  
Supporting Schedule for Performance of Financial and Compliance Audits

	Hours	Standard Hourly Rate	Quoted Hourly Rate	Total
Partners				
Managers				
Supervisory Staff				
Staff				
Other (Specify)				
Subtotal				
Out of Pocket Expenses:				
Meals and Lodging				
Transportation				
Other (Specify)				
<b>Total Price for Performance of Financial &amp; Compliance Audits for FY2018:</b>				

Town of North Hampton, New Hampshire  
Request for Proposals  
Financial and Compliance Audit

Schedule of Professional Fees and Expenses  
For the Audit of the **FY2019** Financial Statements  
Supporting Schedule for Performance of Financial and Compliance Audits

	Hours	Standard Hourly Rate	Quoted Hourly Rate	Total
Partners				
Managers				
Supervisory Staff				
Staff				
Other (Specify)				
Subtotal				
Out of Pocket Expenses:				
Meals and Lodging				
Transportation				
Other (Specify)				
<b>Total Price for Performance of Financial &amp; Compliance Audits for FY2019:</b>				

Town of North Hampton, New Hampshire  
Request for Proposals  
Financial and Compliance Audit

Schedule of Professional Fees and Expenses  
For the Audit of the **FY2020** Financial Statements  
Supporting Schedule for Performance of Financial and Compliance Audits

	Hours	Standard Hourly Rate	Quoted Hourly Rate	Total
Partners				
Managers				
Supervisory Staff				
Staff				
Other (Specify)				
Subtotal				
Out of Pocket Expenses:				
Meals and Lodging				
Transportation				
Other (Specify)				
<b>Total Price for Performance of Financial &amp; Compliance Audits for FY2020:</b>				

Town of North Hampton, New Hampshire  
Request for Proposals  
Financial and Compliance Audit

Summary Schedule of Professional Fees and Expenses  
For the Audit of Financial Statements

	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>Total</b>
Audit	\$	\$	\$	\$

The undersigned proposes to provide the Town of North Hampton, New Hampshire with an independent audit of its financial accounts and records, as outlined in the accompanying specifications and that I will accept as full payment thereof, the sums indicated on this schedule.

Signature of Official: \_\_\_\_\_

Name (typed): \_\_\_\_\_

Title: \_\_\_\_\_

Firm: \_\_\_\_\_

Date: \_\_\_\_\_

**Municipal Auditing Firms in NH**

**Grzelak and Company, P.C., CPAs**

PO Box 8  
Laconia, NH 03247

**Melanson Heath & Co., PC**

102 Perimeter Road  
Nashua, NH 03063

**Plodzik & Sanderson, PA**

193 North Main Street  
Concord, NH 03301

**Roberts, Greene & Drolet, PLLC**

47 Hall Street  
Concord, NH 03301

**Vachon Clukay & Company PC**

608 Chestnut Street  
Manchester, NH 03104

**Mason + Rich, P.A.**

6 Bicentennial Square  
Concord, NH 03301



REQUEST FOR APPOINTMENT WITH SELECTMEN

Please Print

Date Submitted: 3/6/18 Monday Meeting Requested: 3/12/18

Requestor Name: Michael Tully

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Agenda Item: Discussion of proposed Settlement involving 205 Laf. Rd.

Brief Summary of Agenda Item: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What action is requested by the Board of Selectmen on this item? Discussion and vote to accept or deny Settlement agreement

Who will be speaking on the item? Mr. Maggiore

Speaker's contact information (if different from requestor): \_\_\_\_\_

\_\_\_\_\_

How much time will be needed to present? 20 minutes

Have additional documents been submitted for this item?  Yes  No

If yes, what has been submitted? \_\_\_\_\_

\_\_\_\_\_

Staff: If this is a non-public session, then please indicate category:

- Non-Public Session: RSA 91-A:3 II
  - (a) personnel (compensation, discipline);
  - (b) hiring;
  - (c) adversely effect reputation of someone other than a board member;
  - (d) land & real estate;
  - (e) legal claims pending;
  - (i) thwart deliberate acts intended to result in widespread or severe damage to property, injury or loss of life

The deadline for agenda requests is noon on Thursday prior to the Board of Selectmen Meeting. If you have additional background information, please attach to this form. Do not submit this request until all background information is attached.

To be Completed by Administration

You are scheduled for \_\_\_\_\_ Selectmen Meeting from \_\_\_\_\_ to \_\_\_\_\_ p.m.

REQUEST FOR APPOINTMENT WITH SELECTMEN

Please Print

Date Submitted: 3/6/18 Monday Meeting Requested: 3/12/18

Requestor Name: Michael Tully

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Agenda Item: Approval of non public minutes (Discussion)

Brief Summary of Agenda Item: The Board requested the Town Administrator  
look into options for how to approve non public minutes

What action is requested by the Board of Selectmen on this item? Discuss and Decide  
if action needs to be taken

Who will be speaking on the item? Michael Tully

Speaker's contact information (if different from requestor): \_\_\_\_\_

How much time will be needed to present? 20 minutes

Have additional documents been submitted for this item?  Yes  No

If yes, what has been submitted? \_\_\_\_\_

Staff: If this is a non-public session, then please indicate category:

- Non-Public Session: RSA 91-A:3 II
  - (a) personnel (compensation, discipline);
  - (b) hiring;
  - (c) adversely effect reputation of someone other than a board member;
  - (d) land & real estate;
  - (e) legal claims pending;
  - (i) thwart deliberate acts intended to result in widespread or severe damage to property, injury or loss of life

The deadline for agenda requests is noon on Thursday prior to the Board of Selectmen Meeting. If you have additional background information, please attach to this form. Do not submit this request until all background information is attached.

To be Completed by Administration

You are scheduled for \_\_\_\_\_ Selectmen Meeting from \_\_\_\_\_ to \_\_\_\_\_ p.m.

REQUEST FOR APPOINTMENT WITH SELECTMEN

Please Print

Date Submitted: 3/6/18 Monday Meeting Requested: 3/12/18

Requestor Name: Jim Better

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Agenda Item: Appointment to Economic Development Comm.

Brief Summary of Agenda Item: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What action is requested by the Board of Selectmen on this item? Consider appointing a member of the public to the ZDC

Who will be speaking on the item? Jim Better

Speaker's contact information (if different from requestor): \_\_\_\_\_

\_\_\_\_\_

How much time will be needed to present? 15 minutes

Have additional documents been submitted for this item?  Yes  No

If yes, what has been submitted? Request in writing

Staff: If this is a non-public session, then please indicate category:

- Non-Public Session: RSA 91-A:3 II
  - (a) personnel (compensation, discipline);
  - (b) hiring;
  - (c) adversely effect reputation of someone other than a board member;
  - (d) land & real estate;
  - (e) legal claims pending;
  - (i) thwart deliberate acts intended to result in widespread or severe damage to property, injury or loss of life

The deadline for agenda requests is noon on Thursday prior to the Board of Selectmen Meeting. If you have additional background information, please attach to this form. Do not submit this request until all background information is attached.

To be Completed by Administration

You are scheduled for \_\_\_\_\_ Selectmen Meeting from \_\_\_\_\_ to \_\_\_\_\_ p.m.

## **Michael Tully**

---

**From:** vtmailer@vt-s.net on behalf of Contact form at North Hampton NH [vtmailer@vt-s.net]  
**Sent:** Sunday, March 04, 2018 1:00 PM  
**To:** Paul Apple  
**Subject:** [North Hampton NH] Economic Development Committee (Sent by Glenn Martin, GMHomes@aol.com)

Hello papple,

Glenn Martin ([GMHomes@aol.com](mailto:GMHomes@aol.com)) has sent you a message via your contact form (<https://www.northhampton-nh.gov/user/84/contact>) at North Hampton NH.

If you don't want to receive such e-mails, you can change your settings at <https://www.northhampton-nh.gov/user/84/edit>.

Message:

Dear Mr. Tully,

This is a follow up from an email sent this past Thursday. I would like to be considered for the vacancy on the Economic Development Committee of North Hampton. As a resident of North Hampton all my life, 30+ years as a Realtor, and land owner of commercial properties, I feel I would offer additional knowledge on this committee. Thank you for your time and consideration.

Truly,  
Glenn Martin



TOWN OF NORTH HAMPTON, NEW HAMPSHIRE

SELECT BOARD DRAFT MINUTES  
MONDAY FEBRUARY 26, 2018  
NOTICE OF PUBLIC MEETING  
NORTH HAMPTON TOWN HALL  
231 ATLANTIC AVENUE  
5:15 O'CLOCK PM

NON PUBLIC SESSION I: 5:16 O'CLOCK P.M.  
EXECUTIVE CONFERENCE ROOM  
TOWN ADMINISTRATIVE OFFICE  
233 ATLANTIC AVENUE

NON PUBLIC SESSION II: 5:30 O'CLOCK P.M.  
EXECUTIVE CONFERENCE ROOM  
TOWN ADMINISTRATIVE OFFICE  
233 ATLANTIC AVENUE

NON PUBLIC SESSION III: 6:30 O'CLOCK P.M.  
EXECUTIVE CONFERENCE ROOM  
TOWN ADMINISTRATIVE OFFICE  
233 ATLANTIC AVENUE

1. 5:15 p.m. Call to Order
2. 5:16 p.m. Non-Public Session I Pursuant to RSA 91-A:3, II (c)
3. 5:30 p.m. Non-Public Session II Pursuant to RSA 91-A:3, II (c,e)
4. 6:30 p.m. Non-Public Session III Pursuant to RSA 91-A:3, II (c)
5. 6:55 p.m. Return to Regular Session and Recess to Town Hall, 231 Atlantic Avenue

Chair Maggiore opened the meeting at 7:10PM. Those in attendance were Selectman Miller, Selectwoman Kilgore and Interim Town Administrator Michael Tully.

6. 7:00 p.m. Reconvening of Public Session at Town Hall and Pledge of Allegiance

Chair Maggiore led the Pledge of Allegiance.

Chair Maggiore stated in Non Public Session I a unanimous motion was taken and the Interim Town Administrator and Town Clerk will act upon that motion.

45 Motion by Selectman Miller to seal the minutes of Non Public Session I. Seconded by Selectwoman  
46 Kilgore. Motion carries 3-0.

47 Motion by Selectwoman Kilgore to seal the minutes of Non Public Session III. Seconded by  
48 Selectman Miller. Motion carries 3-0.

50 Motion by Selectman Miller to seal the minutes of Non Public Session II. Seconded by Selectwoman  
51 Kilgore. Motion carries 3-0.

52  
53 (Transcriber's Note: The motions were made in this sequence.)  
54

55 7. **First Public Comment Session**

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

63 There were no comments from the public.  
64

65 8. **Consent Calendar**

- 66 8.1 Payroll Manifest of 02/15/2018 in the amount of \$57,447.13  
67 8.2 Payroll Manifest of 02/22/2018 in the amount of \$57,175.88  
68 8.3 Accounts Payable Manifest of 02/22/2018 in the amount of \$1,093,533.49  
69 8.4 Approval of Elderly Exemption Renewal  
70 8.5 Cemetery Deeds  
71 8.6 Approval of Invoice for Fire Permit Fees from 07/01/2017 – 12/31/2017  
72

73 Motion by Selectman Miller to approve the Consent Calendar as presented. Seconded by  
74 Selectwoman Kilgore. Motion carries 3-0.  
75

76 9. **Correspondence**

- 77 9.1 Correspondence from State of New Hampshire Department of Transportation  
78 9.2 Correspondence from Mindy Messmer  
79

80 Chair Maggiore read items 9.1 and 9.2, and noted the board had received two pieces of correspondence on  
81 the day of the meeting.  
82

83 10. **Committee Updates**

84 10.1 Budget Committee

85 Selectman Miller noted the committee had not met since the deliberative session. The board decided to  
86 remove this item from committee updates until the Budget Committee meets again in the late summer/  
87 early fall.  
88

89 10.2 Economic Development Committee

90 Selectwoman Kilgore stated the committee had met on February 14 and reviewed the survey that will be  
91 mailed out on March 12; a review of the sewer study and the first phase of the Vision statement also  
92 reviewed. The "Nuts and Bolts" committee met to review the job description for the Building  
93 Inspector/Code Enforcement Officer. They would like to see him as the first point of contact when a new  
94 business would like to come into North Hampton.

95 10.3 Heritage Commission

96 Chair Maggiore stated several items were on the evening's agenda.

97 10.4 Water Commission

98 Chair Maggiore stated there had been no meetings.

99 10.5 Bandstand Committee

100 Selectwoman Kilgore stated there had been no meetings, however bricks are still on sale until the middle of  
101 March.

102

103 **11. Report of the Interim Town Administrator**

104 11.1 General Report

105 (Scrivener's Note: A copy is on file and available in the Town Offices.)

106

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

108 12.1 Discussion of Document Management System

109 Selectwoman Kilgore stated she had attended a "Lunch and Learn" workshop at Ricoh in Manchester and  
110 was surprised to learn that Ricoh had already done an assessment of the town regarding a document  
111 management system with an intern several years ago.

112  
113 Chair Maggiore discussed last year's summer interns and the program they created for document  
114 management system archival. They had given a presentation and after the enormous amount of work they  
115 did scanning documents into their program, the hard drive had been accidentally dropped and all data had  
116 been lost.

117

118 12.2 Discussion of Cable Revolving Fund

119 Interim Town Administrator Tully stated information would be forthcoming at the next Select Board  
120 meeting.

121

122 (The board agreed to take this item up at the end of the agenda.)

123

124 **13. New Business**

125 13.1 Discussion of Discretionary Easement Application – Scott Marsh

126 Assessor Scott Marsh reviewed a Discretionary Easement Application that has been in effect since 1983,  
127 and needed to be renewed. Mr. Marsh stated the Conservation Commission had also reviewed the  
application and agreed that it should be renewed.

128 Mr. Marsh explained there were two methods of assessing the value and it was up to the Select Board  
129 whether to value you the property as current use or a figure up to 75% of the assessed value.

130 Selectman Miller asked what method had been used in 1983 and Mr. Marsh replied the board at the time  
131 had used the current use method which is the normal practice. He further stated the board could renew the  
132 application for 10 years or they could make the terms longer if they wished.

133 The Select Board agreed to keep things consistent and remain with 10 year renewals.

134 **Motion by Selectman Miller to approve the renewal of the Discretionary Easement for a 10 year**  
135 **period using current use values for Map 017-107-001 and Map 017-107-002. Seconded by**  
136 **Selectwoman Kilgore. Motion carries 3-0.**

137 Scott Marsh discussed the Department of Revenue Administration's sales review and equalization ratio for  
138 the prior six months noting the current ratio is 83.1% which is below the range of the standards board,  
139 however the town is scheduled for a revaluation in 2018.

140 13.2 Discussion of MS4 Stormwater Permit – Jennifer Rowden  
141 Jennifer Rowden, Senior Planner for Rockingham Planning Commission reviewed the MS4 Stormwater  
142 Technical Assistance Grant program. She stated the cost to the town will be \$3,000, and her assistance will  
143 include preparation and compliance in completing the MS4 and customization of a MS4 Permit compliance  
144 “Road Map” to guide yearly compliance activities and collection of data.

145 **Motion by Selectman Miller to empower the chair to sign the MS4 agreement with the Rockingham**  
146 **Planning Commission at a cost not to exceed \$5,000. Seconded by Selectwoman Kilgore. Motion**  
147 **carries 3-0.**

148 13.3 Discussion of Appointments to Heritage Commission – Donna Etela  
149 The Chair stated the next three items would all be taken up together and asked Mrs. Etela to the podium.

150  
151 Mrs. Etela distributed copies of the “Historic Resources in North Hampton Town-Wide Area Form 2018.”  
152 She stated the report had been prepared and a survey done by Lisa Mausolf of LM Preservation, and maps  
153 had been created by Rockingham Planning Commission based on Ms. Mausolf’s tables and input.

154  
155 Mrs. Etela noted Vicki Jones had completed the grant application which was part of the “Sandy Grant.”  
156 Copies are available for the print cost of \$21.30.

157  
158 13.4 Discussion of Discretionary Barn Preservation Policy – Donna Etela  
159 Mrs. Etela discussed the update to the Discretionary Barn Preservation Policy noting the update calls for  
160 better control and tracking of the application.

161  
162 **Motion by Selectman Miller to adopt the two pages as amended into the new policy. Seconded by**  
163 **Selectwoman Kilgore. Motion carries 3-0.**

164  
165 Mrs. Etela spoke about her request to the Select Board for reappointments to the Heritage Commission of  
166 the following: Jane Currivan, Paul Cuetara, Carolyn Brooks, Jiff Hillier and Vicki Jones. She stated all  
167 members wished to remain on the commission and have their terms renewed.

168  
169 Selectwoman Kilgore asked if there was to be a certain amount of people on the commission, and Mrs.  
170 Etela proceeded to hand out copies of the Heritage Commission by-laws and rules of procedure. She  
171 further stated there are five members noting one Planning Board member is an Alternate and a Select Board  
172 member on the commission as well as five alternates, noting there are currently four.

173  
174 Selectwoman Kilgore asked why the appointments were made last year after the election and this year  
175 before the election.

176  
177 Mrs. Etela stated the by-laws state officers must be in place by the first meeting in March, and this was  
178 overlooked last year.

179  
180 **Motion by Selectman Miller to approve Jane Currivan as a commissioner for a three year term; Paul**  
181 **Cuetara as a commissioner for a three year term; Carolyn Brooks as an alternate for a term of one**  
182 **year; Jeff Hillier as an alternate for a term of one year; and Vicki Jones as an alternate for a term of**  
183 **one year. Seconded by Chair Maggiore. Motion carries 3-0.**

184  
185 13.5 Discussion of Town Wide Inventory – Donna Etela  
186 (Scrivener’s Note: see discussion under items 13.3 and 13.4)

187  
188 13.6 Presentation from the North Hampton Recreation Commission  
189 Danielle Strater, North Hampton Recreation Commissioner thanked the Select Board for allowing her input  
190 during the interviews for a new Recreation Director. She also thanked Joe Manzi for taking the job.  
191



192 Mrs. Strater reviewed programs from the past, present and future and stated she had met with Mr. Manzi  
193 for the better part of a day where they discussed several ideas for fundraising, after school enrichment  
194 programs, collaborating with other towns as well as marketing and advertising.  
195

196 Mrs. Strater reminded all that Winterfest is being held on Saturday, March 10, 2018, and encouraged  
197 everyone to attend the fun filled event.  
198

199 13.7 Aquarion Water Company PFAS Update – Carl McMorran

200 Carl McMorran, John Herlihy and Dan Lawrence presented a lengthy update to the Select Board. The  
201 entire Power Point presentation can be accessed on the town website here: [https://www.northhampton-](https://www.northhampton-nh.gov/sites/northhamptonnh/files/pages/north_hampton_select_board_2018_02.pdf)  
202 [nh.gov/sites/northhamptonnh/files/pages/north\\_hampton\\_select\\_board\\_2018\\_02.pdf](https://www.northhampton-nh.gov/sites/northhamptonnh/files/pages/north_hampton_select_board_2018_02.pdf) or the entire  
203 presentation can be viewed on Town Hall Streams here:  
204 [http://townhallstreams.com/stream.php?location\\_id=35&id=15763](http://townhallstreams.com/stream.php?location_id=35&id=15763)  
205  
206

207 13.8 Discussion of 2018 Beach Parking Lease Agreement and Price for Permit

208 Chair Maggiore stated the 20 leased parking spaces at the North Hampton Beach have gone down in cost  
209 from \$980 per parking spot to \$933 per parking spot, however Finance Director Cornwell suggested the  
210 price of each sticker remain the same at \$35 in order to continue to build the Recreation Revolving Fund  
211 which is dangerously low.

212 **Motion by Selectwoman Kilgore to set the 2018 North Hampton Beach Parking permits at \$35 each.**  
213 **Seconded by Selectman Miller. Motion carries 3-0.**  
214

215 13.9 Discussion of Draft Select Board Rules and Procedures

216 **Motion by Chair Maggiore to table. Seconded by Selectwoman Kilgore. Motion carries 3-0.**  
217

218 13.10 Discussion of Town Hall Condition Report

219 Interim Town Administrator Tully stated he would like to schedule a workshop for the Select Board to sit  
220 down with Mr. Schnitzer to review his findings. The Select Board were in agreement and a date will be  
221 forwarded to them.  
222

223 13.11 Discussion of 2004 Ford Explorer Bid

224 Interim Town Administrator Tully explained this would be the final time a bid would come before the  
225 board on this vehicle and explained the last to bids that were awarded were rejected by those that bid. He  
226 further stated the vehicle is at the point whereby the town could get approximately the same amount to  
227 scrap it.  
228

229 **Motion by Chair Maggiore to accept the bid offered and if it is not accepted, authorize to scrap the**  
230 **vehicle. Seconded by Selectwoman Kilgore. Motion carries 3-0.**  
231

232 **14. Minutes of Prior Meetings**

233 14.1 Approval of February 13, 2018 Meeting Minutes

234 **Motion by Selectwoman Kilgore to accept the February 13, 2018 minutes as presented in the packets.**  
235 **Seconded by Selectman Miller. Motion carries 3-0.**  
236

237 **15. Any Other Item that may legally come before the Board**

238 The Board reserves the right to take action on any item relative to the prudential administration of the  
239 Town's affairs, which circumstances may require.  
240

241 Chair Maggiore reminded residents that absentee ballots are available and the election will be held on  
242 March 13, 2018 from 8AM to 7PM at the North Hampton School.  
243  
244

245 **16. Second Public Comment Session**

246 See Item 6, above.  
247

248  
249  
250  
251  
252  
253

17. **Adjournment**

Meeting adjourned at 10:00PM.

Respectfully,  
Janet L. Facella