



TOWN OF NORTH HAMPTON, NEW HAMPSHIRE  
SELECT BOARD AGENDA

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REGULAR MEETING  
MONDAY, MARCH 20, 2017 AT 7:00 O'CLOCK P.M.  
TOWN HALL  
231 ATLANTIC AVENUE  
NORTH HAMPTON, NEW HAMPSHIRE

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1. **Call To Order by the Chair, *Pro Tempore***
2. **Pledge of Allegiance**
3. **First Public Comment Session**

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

4. **Organizational Meeting**
  - 4.1 Public Oath of Kathleen Kilgore as Select Board Member;
  - 4.2 Election of Select Board Officers;
  - 4.3 Reading of the Preamble to the Code of Ethics;
  - 4.4 Discussion of Committee Assignments:
    - 4.4.1 Budget Committee;
    - 4.4.2 Planning Board;
    - 4.4.3 Heritage Commission;
    - 4.4.4 Water Commission;
    - 4.4.5 Capital Improvements Committee;
    - 4.4.6 Economic Development Committee;
    - 4.4.7 Standing Ethics Committee;
    - 4.4.8 Any other Committee which requires a Select Board Representative;

- 4.5 Discussion of Election Results:
  - 4.5.1 Discuss Resolution Recognizing Rick Stanton's Service to the Town;
  - 4.5.2 Discussion of Approved Warrant Articles regarding Conservation Commission;
- 4.6 Discuss Meeting Schedule and FY 2018 Goals Meeting.
- 4.7 Appoint Members to Heritage Commission

**5. Consent Calendar**

- 5.1 Payroll Manifest of March 16, 2016 in the amount of \$64,285.05

**6. Communications to the Select Board**

No Items

**7. Committee Updates**

**8. Report of the Town Administrator**

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

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

**10. Second Public Comment Session**

See Item 3, above.

**11. Adjournment**

**TOWN OF NORTH HAMPTON, NH**  
**CODE OF ETHICS**

**ARTICLE I. AUTHORITY**

This Code of Ethics is adopted pursuant to the authority of RSA 31:39-a.

**ARTICLE II. PREAMBLE**

The Town of North Hampton values honesty, transparency, accountability, respect and civility in the behavior of its Officials. All Town Officials, whether elected, appointed or hired, shall act in the best interests of the Town, shall maintain the highest standards of personal integrity in discharging their public duties, and shall never abuse their positions or powers for improper reasons or personal gain. Therefore, in order to promote and sustain an ethical culture it shall be the duty of all Officials to read this Code of Ethics and to familiarize themselves with its content.

**ARTICLE III. PURPOSE**

The purposes of this Code of Ethics are to outline the ethical goals to which the Town Officials are expected to aspire; to educate the Town Officials and residents as to the meaning of ethical and responsible conduct; and to establish guidelines for the ethical standards of conduct for Town Officials. This Code of Ethics establishes standards governing official conduct, provides guidance for ethical decisions and behavior, and establishes a course of action for resolving alleged ethics violations in a manner that is fair to all of the parties involved.

**ARTICLE IV. CODE OF ETHICS**

*Section 4.01 Conflicts of Interest, Disclosure, and Recusal.* Town Officials are expected always to act in the best interests of the Town and to be independent, impartial, and responsible to their fellow townspeople when discharging their public duties. Therefore, Town Officials shall disclose, publicly and on the record, any and all conflicts of interest and shall not participate in deliberations or discussions with respect to any matter in which they, or a member of their family, has a personal or pecuniary interest, that may directly affect or influence the performance of their duties. Where any such conflict exists, Town Officials are expected also to recuse themselves from related deliberations, discussions, and decision-making. In addition, pursuant to the impartial juror standard set forth in New Hampshire RSA 43 or RSA 673:14 as appropriate, Town Officials must recuse themselves from a quasi-judicial action if they have advised or assisted either party in the matter being decided, are prejudiced to any degree regarding the pending matter, believe they cannot for any reason be totally fair and impartial, or otherwise fail to meet the standard of impartial juror in that case.

Those who have recused themselves shall immediately leave the room or shall seat themselves in a non-official capacity with other members of the public who are present. A recused person shall not deliberate or vote on the matter in question. If one chooses to participate, one must clearly state for the record that he/she is doing so only as a member of the general public.

*Section 4.02 Fairness and Adherence to Proper Procedure.* All persons appearing before any Town Board or otherwise conducting business with the Town shall be treated fairly, equally and with respect. No Town Official shall in the course of official duties give or deny any person special consideration, advantage, or treatment as a result of the person's public status, position, age, sex, race, religion, creed, sexual orientation, or national origin. In addition, all Town Officials, Board members, and employees are expected to comply with the provisions of the New Hampshire Right to Know Law (RSA 91-A).

*Section 4.03 Improper Personal Gain.* Town Officials shall not use the powers or privileges of their public office, volunteer position, or employment for personal gain or advantage.

- A. *No Unfair Use of Personal Property.* No Town Official, or his/her family member shall accept or use Town property, services, or labor personally, or make the same available to others unless such use is available to other residents upon request on equal terms; unless necessary to carry out his/her assigned duties.
- B. *No Misuse of Confidential Information.* No Town Official shall use any confidential information acquired by virtue of his/her official position for personal benefit, or for the benefit of any other person, entity, or business. In addition, no Town Official shall unnecessarily violate the privacy of others or publicize, disclose or discuss information confidentially acquired in the course of official duties unless in the best interests of the Town.
- C. *No Improper Gifts.* No Town Official shall accept a gift (or knowingly allow acceptance of such gift by a Family member) from any individual, group, or entity that has or is likely to have a matter pending before the Official. This provision is not intended to apply to gifts traditionally exchanged between family members at holidays.
- D. *No Representation of Clients.* No Town Official shall appear on behalf of a client before any governmental body of which the public official is a member or whose members have been appointed by the governmental body of which the public official is a member.
- E. *No Improper Influence.* No Town Official shall use his or her official position to influence or to attempt to influence any governmental body to act in favor of the Official, or in favor of any individual or entity associated with the Official.

*Section 4.04 Duty to Cooperate.* All Town Officials shall cooperate with the Standing Ethics Committee regarding any complaint or inquiry alleging violation of this Code of Ethics; provided however, that such persons shall retain all legal rights otherwise provided under law.

*Section 4.05 Incompatibility of Offices.* This Code of Ethics incorporates by reference the prohibitions concerning incompatible offices contained in RSA 669:7 and RSA 673:7.

## **ARTICLE V. DEFINITIONS OF TERMS**

As used in this Code of Ethics, the following terms shall have the meanings indicated:

*Section 5.01 Board.* Any board, commission, committee, or subcommittee, permanent or special, established by the voters at Town Meeting or by the Select Board under New Hampshire State Law or otherwise, or by another Town Board or Commission.

*Section 5.02 Complainant.* A person who has formally submitted an allegation of a violation of the Code of Ethics.

*Section 5.03 Conflict of Interest.* The existence of a personal or pecuniary interest, or both, on the part of a Town Official, which would be deemed by an objective and reasonable third person to have the capacity to influence an officer or employee in the exercise of that person's public duty.

*Section 5.04 Employee.* A person who is paid by the Town of North Hampton for his/her services, on a full or part-time basis, but who is not an independent contractor.

*Section 5.05 Family.* Any person who is related to the Town Official, Board member, or employee in one of the following ways: spouse, parent, grandparent, child, grandchild, sibling, or similar relation to the individual's spouse. This includes all persons who are members of the same household as the Town Official, Board member, or employee in question, regardless of whether they are related by blood or marriage.

*Section 5.06 Interest.* Any legal or equitable right, which is owned or held either independently or jointly, including but without limitation, a right, share or claim to land.

*Section 5.07 Official.* Any elected or appointed officer, Board member, employee or other agent of the Town of North Hampton.

*Section 5.08 Recusal (To Recuse.)* Removal of oneself completely from all further participation in any matter in which a Town Official, Board member, or employee has a conflict of interest.

*Section 5.09 Respondent.* An Official named in a formal allegation of a violation of the Code of Ethics.

*Section 5.10 Quasi-judicial Action.* Any action where a Board has a duty to notify the potential parties, hear the parties, and can only decide the matter after weighing and considering such evidence and arguments as the parties choose to lay before them in the context of applicable legal standards. By way of example, the work of the Planning Board and Zoning Board is largely quasi-judicial.

*Section 5.11 Town.* The Town of North Hampton, including all of its departments, Boards, commissions, and committees.

## **ARTICLE VI. EXCLUSIONS**

The provisions of this Code of Ethics shall not be interpreted to bar:

*Section 6.01* Any Official or Employee of the Town from fully participating in any public proceeding conducted by the Town (but see Section 5.01);

*Section 6.02* Acceptance of donations for the expressed purpose of financing a political campaign, provided such contributions are reported (if required) by any local, state and federal laws that pertain to such donations;

*Section 6.03* Participation in a matter that relates to a person, business, or entity from which an Official, Board member or employee has purchased or sold goods or services, if the individual in question has no other conflict of interest relating to that person or business;

*Section 6.04* Police officers, fire fighters, and other emergency personnel from acting in the course of their official capacities when responding to emergencies in accordance with the rules and regulations of his/her departments; and

*Section 6.05* Supervisors of Town employees from appropriately carrying out personnel policies.

## **ARTICLE VII. ENFORCEMENT AND ADJUDICATION OF COMPLAINTS**

*Section 7.01 Self Enforcement.* In the first instance, all Town Officials, Board members and employees are expected to maintain the highest standards of personal integrity and to share the Town's values of honesty, transparency, accountability, respect and civility. While respect and civility are important goals, rights guaranteed to citizens under the First Amendment to the United States Constitution shall be preserved at all times.

*Section 7.02 Enforcement by Board Chairs.* The presiding officers of Town Boards (as defined in paragraph 5.01 above) are critical in enforcing this Code of Ethics. They must provide leadership required to maintain order and efficiency while building consensus that ensures that the Board, not the presiding officer alone, makes decisions consistent with its role in Town governance. Presiding officers, therefore, have the following distinct responsibilities:

- A. In order to make this document an integral part of the culture of the Town of North Hampton, at their initial meeting following each annual Town Meeting, it shall be the first duty of the newly elected Chairs of the Select Board, Planning Board, Zoning Board of Adjustment, Municipal Budget Committee, and Board of Library Trustees to read aloud Article II, "Preamble," of this Code of Ethics. In addition, the Chairs shall provide a copy of the entire Code to members of their Boards.

- B. To conduct meetings professionally in accordance with rules of procedure adopted by their respective Boards.
- C. To set and maintain a respectful tone in all discussions, including those involving public participation, and thus to ensure that all participants behave civilly and do not engage in personal attacks.
- D. To state that in his/her opinion a member of the Board or any other participant is behaving inappropriately whenever such behavior disrupts the orderly conduct of business. The Board member or participant shall then be expected to respect the presiding officer's opinion and stop the offending behavior.
  - 1. If inappropriate behavior continues, to restore order and civility, the presiding officer has authority to ask the offending member or participant to leave the meeting and, if necessary, to recess the meeting and get assistance to remove the offending member or participant. With respect to all members and participants, the presiding officer shall respect the rights of citizens under the First Amendment to the United States Constitution.
  - 2. If a member persists in inappropriate behavior after warnings and actions pursuant to (1) above, then the presiding officer has authority to entertain a motion to censure that member's behavior and to make such a motion of censure a matter of public record in the Board's official minutes.
- E. Alleged violations of provisions of this Code of Ethics shall be handled by the enforcement procedures of Section 7.03, 7.04, 7.05, and 7.06 below. The presiding officer shall, when appropriate, initiate enforcement actions with respect to alleged violations by members of his/her Board.

*Section 7.03 Enforcement by Standing Ethics Committee*

- A. *Establishment of the Standing Ethics Committee ("Committee").* At their initial meeting immediately following annual Town Meetings, each of the following elected bodies shall appoint one regular member and one alternate member from their ranks to serve a one-year term on the Committee: Select Board, Planning Board, Zoning Board of Adjustment, Budget Committee, and Trustees of the Library.
- B. *Purposes*
  - 1. The purposes of this Committee are to adjudicate Complaints and make recommendations in accordance with Section 7.06;
  - 2. to disseminate the Code of Ethics and educate Public Officials and the Public about the Code, and
  - 3. to review annually proposals for revising this Code of Ethics.
- C. *Organization of the Committee.* Each year at their first meeting after Town Meeting the Committee shall elect a Chair and Vice Chair from its membership. Town Administration shall provide a qualified individual to serve as Recording Secretary. The Recording Secretary may be an employee of the Town or a contractor engaged for that purpose, but shall not be a member of the Committee.
- D. *Adoption of Rules of Procedure for Legislative and Executive Functions.* The Committee shall develop and adopt Rules of Procedure for conducting its legislative and executive functions under paragraphs 7.03 (c) (i) and 7.03 (c) (ii) above, as appropriate, for work the Committee plans to undertake during the year. Such Rules shall include provisions for public notice of all meetings and hearings and, in addition, provisions for public hearings

about any proposals to revise the Code of Ethics. The Rules of Procedure shall also include forms that a person must use to file a complaint alleging a violation of the Code of Ethics.

*Section 7.04 Reporting Process.* Any person who believes that an Official or Employee of the Town has violated this Code of Ethics may file a written complaint with the Town Clerk outlining the reasons for the alleged violation. The Town Clerk shall deliver a copy of the complaint both to the accused party and to the Chair of the Committee within three business days after receiving said complaint. The Respondent shall promptly be furnished with a copy of any such complaint.

- A. *Normally the Committee shall accept only those complaints submitted within three (3) months after the alleged violation has occurred.*
- B. *However, in all cases the decision whether to accept a complaint is at the sole discretion of the committee.*

*Section 7.05 Initial Review of Complaint.* The following two-step Initial Review shall aim to provide due process to all parties to the complaint, to protect their rights, and to ensure that justice is rendered:

- A. The Committee shall consider taking jurisdiction only for complaints that are made in writing, signed by the Complainant or Complainants, notarized, and submitted to the Town Clerk.
- B. The Committee shall meet within fourteen (14) days of release of the complaint from the Town Clerk in accordance with RSA 91-A to determine by a recorded vote that the allegation of misconduct is with or without merit or foundation pursuant to the Code of Ethics and shall notify the Complainant(s) and Respondent of the time, date, and place of the hearing no less than seven (7) days prior to this meeting. Notice shall be given by registered mail, return receipt requested.
  - 1. If the Committee finds the complaint to be without merit or unfounded pursuant to the Code of Ethics it shall dismiss the complaint and provide both the Complainant and the Respondent with the decision together with written findings.
  - 2. If the Committee determines by a recorded vote that the complaint has merit pursuant to the Code of Ethics, a preliminary investigation will begin. A preliminary investigation may include, but is not limited to the following: reviewing State law, reviewing Town ordinances, interviewing witnesses, and reviewing meeting minutes and meeting recordings.
  - 3. Upon completion of a preliminary investigation, the Committee shall conclude by recorded vote that pursuant to the Code of Ethics:
    - (a) No action is appropriate because no improper conduct occurred, or;
    - (b) The violation was inadvertent, technical, or minor in nature and will be addressed informally in writing or verbally, or;
    - (c) The conduct was of a serious nature and formal proceedings should be instituted to inquire further into the complaint. The Committee shall then make a statement of the formal charges and hold a formal hearing into the complaint, the procedures for which will be outlined in Section 7.06 below.
    - (d) The Respondent and Complainant shall both be promptly provided with a written copy of the statement of formal charges.

*Section 7.06 Formal Proceedings.* The following Formal Proceedings, when conducted, shall aim to provide due process to all parties to the complaint, to protect their rights, and to ensure that justice is rendered:

- A. Following the completion of a preliminary investigation from which there is a finding that a formal proceeding should be conducted, the Committee will hold a formal meeting on the merits of the complaint within twenty-one (21) days. Notice of the time, date and place of this meeting shall be given to Complainant(s) and Respondent(s) by registered mail, return receipt requested.
- B. If the Complainant and Respondent wish to submit any written testimony, evidence, or witness list, they must provide a copy of all material to the Town Clerk so that it is received no less than five (5) business days prior to the hearing. The Town Clerk shall provide the Standing Ethics Committee with copies no less than three (3) days prior to the hearing.
- C. In the event that any regular member of the Committee is disqualified or unable to sit with respect to a complaint, the alternate from his/her appointing body shall be seated. In the event that both appointees from one body are disqualified or unable to be seated, then the Chair shall seat one of the alternate members from another Board to hear the complaint.
- D. All meetings and deliberations with respect to each complaint, and all documents and records pertaining to those meetings and deliberations shall be governed by the New Hampshire Right to Know Law, RSA 91-A.
- E. Formal Proceedings shall not be bound by the strict rules of evidence prevailing in courts of law or equity.
- F. A Committee meeting to review a complaint is not a public hearing in which members of the general public may comment, unless invited to do so at the pleasure of the Committee.
- G. In Formal Proceedings Committee meetings shall be conducted under the following rules:
  - 1. The Chair will call the meeting to order and read the charges against the Respondent(s).
  - 2. The Chair will then call upon the Complainant(s) to present the complaint. If the complaint is signed by more than one individual, the Complainants shall appoint one individual to act as their spokesperson.
  - 3. The Committee may question the Complainant(s) as necessary.
  - 4. The Chair will then call upon the Respondent to explain his/her case.
  - 5. The Committee may question the Respondent(s) as necessary.
- H. After the Committee has received all relevant testimony and evidence, it will begin deliberations. The Committee shall conduct its deliberations in accordance with RSA 91-A:3. Nothing herein shall be construed to prohibit the Committee from consulting with legal counsel pursuant to RSA 91-A:2.
- I. Written Recommendation: The Ethics Committee shall have no authority to remove any person from his or her office or position of employment, or to impose any other penalty or sanction, but shall determine on the record whether a violation of the Ethics Code has occurred. The result of each adjudicative process shall be a written recommendation, with specific findings, to the appropriate Town Official or body about: 1) whether a violation of the Ethics Code has occurred; and 2) whether any remedial or punitive action should be taken. This recommendation shall be signed by all members of the Committee who voted



in favor of the recommendation. Members of the Committee who opposed the recommendation shall have the right to convey written minority opinion(s) at the same time the majority opinion is submitted.

**ARTICLE VIII. SUPERCESSION**

This Code of Ethics upon adoption supersedes any prior version of the Code of Ethics.

**ARTICLE IX. SEVERABILITY**

If any portion of this Code of Ethics shall be held invalid, the remainder shall not be affected thereby and shall remain in full force and effect.

**ARTICLE X. EFFECTIVE DATE**

*Section 10.01* This Code of Ethics shall take effect upon passage by the legislative body.

*Section 10.02* Any amendments shall take effect upon passage or upon such other date as may be specified by the legislative body.

*Section 10.03* Any complaint pending at the time of adoption of this Code of Ethics shall be governed by rules in effect at the time the complaint was filed.

TOWN ADMINISTRATOR  
PAUL APPLE

PAPPLE@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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**C O N S E N T   C A L E N D A R**

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**TO:** SELECT BOARD  
**FROM:** PAUL APPLE, TOWN ADMINISTRATOR  
**SUBJECT:** CONSENT CALENDAR FOR SELECT BOARD MEETING 03/20/2017  
**DATE:** 03/10/2017

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

**Consent Calendar**


7.1 Payroll Manifest of March 16, 2017 in the amount of \$64,285.05

# TOWN OF NORTH HAMPTON PAYROLL MANIFEST

Report # 33333

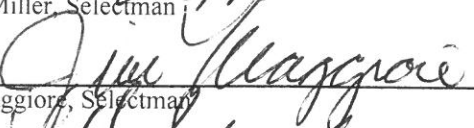
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Batch: 17292  
Check Dates: (Earliest) - (Latest)  
Cash Account Number:  
Minimum Check Amount: \$0.00  
Sorted By: Check Number

Check #	Check Date	Code	Name	Chk Grp	Gross Pay	Net Pay	Direct Deposit	Check Amt	Void
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 Larry Miller, Selectman

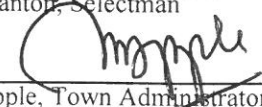

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 Jim Maggiore, Selectman


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 Rick Stanton, Selectman


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 Paul Apple, Town Administrator

	03/16/2017	EFTPS	FEDERAL TAX PAYMENTS		9,419.15	9,419.15	0.00	0.00	
219264	03/16/2017	2008	PETER FRANCIS	1	2,122.46	1,365.89	308.37	1,057.52	
219265	03/16/2017	9711	EMILY R. STOCKBRIDGE	1	101.25	93.50	0.00	93.50	
219266	03/16/2017	9722	FRANCIS P. CULLEN	1	164.16	151.60	0.00	151.60	
219267	03/16/2017	9703	ANTHONY J. JANVRIN	1	97.76	84.93	0.00	84.93	
219268	03/16/2017	9488	RICHARD C. JANVRIN	1	258.40	229.42	0.00	229.42	
219269	03/16/2017	9691	GLEN S. BOSWORTH	1	389.34	340.12	340.12	0.00	
219270	03/16/2017	9663	KEVIN C. KELLEY	1	1,221.16	819.32	819.32	0.00	
219271	03/16/2017	9655	COLIN J. CHEVALIER	1	1,011.35	758.50	758.50	0.00	
219272	03/16/2017	9715	COREY A. GREANEY	1	1,067.62	726.03	726.03	0.00	
219273	03/16/2017	9729	ZACHARY A. GREENBAUM	1	787.50	560.43	560.43	0.00	
219274	03/16/2017	9409	STEPHEN S. HENRY	1	2,558.18	1,824.84	1,824.84	0.00	
219275	03/16/2017	5855	JAMES M. JURTA	1	1,394.20	1,048.81	1,048.81	0.00	
219276	03/16/2017	2019	JASON M. LAJOIE	1	1,534.62	1,140.17	1,140.17	0.00	
219277	03/16/2017	9721	ADAM J. MILLS	1	1,196.44	791.11	791.11	0.00	
219278	03/16/2017	9701	MICHAEL W. MORIN	1	1,123.88	784.68	784.68	0.00	
219279	03/16/2017	9481	JEREMY J. PARENT	1	1,052.80	665.85	665.85	0.00	
219280	03/16/2017	9621	ANGELO C. PUGLISI	1	1,897.75	1,026.35	1,026.35	0.00	
219281	03/16/2017	9557	LEE WILLIAM TABER	1	1,676.46	1,028.95	1,028.95	0.00	
219282	03/16/2017	9422	MARTIN B. TAVITIAN	1	1,509.22	890.14	890.14	0.00	
219283	03/16/2017	9083	MICHAEL J. TULLY	1	2,128.18	1,224.75	1,224.75	0.00	
219284	03/16/2017	9687	RYAN A. CORNWELL	1	1,430.31	984.66	984.66	0.00	
219285	03/16/2017	9702	ANNE M. KENNY	1	327.36	294.00	294.00	0.00	
219286	03/16/2017	9283	JEFFREY P. BARNES	1	1,020.00	718.41	718.41	0.00	
219287	03/16/2017	9649	SCOTT BUCHANAN	1	760.00	545.77	545.77	0.00	
219288	03/16/2017	9401	JON E. HOXIE	1	884.95	610.03	610.03	0.00	
219289	03/16/2017	9554	JOHN HUBBARD	1	1,573.85	1,057.81	1,057.81	0.00	
219290	03/16/2017	9259	WILLIAM L. ADAMS III	1	1,195.56	795.47	795.47	0.00	
219291	03/16/2017	9718	TIMON A. AIKAWA	1	1,122.44	771.64	771.64	0.00	
219292	03/16/2017	9479	STEVEN J. JANVRIN	1	1,534.50	1,166.52	1,166.52	0.00	
219293	03/16/2017	9634	ASA D. JOHNSON	1	1,061.62	755.07	755.07	0.00	
219294	03/16/2017	9263	MICHAEL E. MADDOCKS	1	1,715.27	1,116.22	1,116.22	0.00	
219295	03/16/2017	9699	JAMES D. MASCIOLI	1	1,565.78	1,074.37	1,074.37	0.00	
219296	03/16/2017	9314	JESSICA L. MIEHLE	1	904.81	644.78	644.78	0.00	
219297	03/16/2017	9727	CHRISTOPHER R. POPPALARD	1	1,308.66	951.35	951.35	0.00	
219298	03/16/2017	9725	JOSHUA N. PRECOURT	1	837.12	610.02	610.02	0.00	

# TOWN OF NORTH HAMPTON PAYROLL MANIFEST

Report # 33333

Check #	Check Date	Code	Name	Chk Grp	Gross Pay	Net Pay	Direct Deposit	Check Amt	Void
219299	03/16/2017	9332	JAMES M. RUSSELL	1	1,577.47	989.54	989.54	0.00	
219300	03/16/2017	9264	JOSHUA E. STOKEL	1	2,089.04	1,510.20	1,510.20	0.00	
219301	03/16/2017	9710	PAUL J. YANAKOPULOS	1	1,237.49	886.46	886.46	0.00	
219302	03/16/2017	9730	CHRISTOPHER M. ZELINSKI	1	838.83	595.26	595.26	0.00	
219303	03/16/2017	9656	JAMES M. O'HARA	1	887.35	627.43	627.43	0.00	
219304	03/16/2017	9230	STEVEN BUCHANAN	1	395.68	321.66	321.66	0.00	
219305	03/16/2017	9728	PATRICIA M. BOOKER	1	161.00	148.69	148.69	0.00	
219306	03/16/2017	9129	SUSAN M. BUCHANAN	1	1,090.90	770.99	770.99	0.00	
219307	03/16/2017	9482	GEORGIA A. DOUGHERTY	1	322.13	276.45	276.45	0.00	
219308	03/16/2017	9668	PAUL L. APPLE	1	1,905.48	1,388.13	1,388.13	0.00	
219309	03/16/2017	9004	JANET L. FACELLA	1	1,110.00	779.27	779.27	0.00	
219310	03/16/2017	9719	RICHARD M. MILNER	1	1,028.85	777.48	777.48	0.00	
219311	03/16/2017	LGC	Healthtrust		221.14	221.14	0.00	221.14	
219312	03/16/2017	457B	MID ATLANTIC CAPITAL CORP		1,465.58	1,465.58	0.00	1,465.58	
					<b>64,285.05</b>	<b>47,828.94</b>	<b>35,106.10</b>	<b>3,303.69</b>	

Check Authorization Summary			
Type	Description	Count	Amount
Employee	Checks	5	1,616.97
	Voided Checks	0	0.00
	Direct Deposits (Fully Distributed)	42	34,797.73
	ACH Employee Credits	43	35,106.10
	ACH Employee Debits (Voids)	0	0.00
Deduction	Checks	2	1,686.72
	Voided Checks	0	0.00
	ACH Vendor Credits	0	0.00
	ACH VendorDebits (Voids)	0	0.00
Taxes	EFTPS Payment - Debit	1	9,419.15

Paul L. Apple  
Town Administrator

Municipal Offices  
233 Atlantic Avenue  
North Hampton, NH 03862  
papple@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 20, 2017 SELECT BOARD MEETING**

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**REPORTING PERIOD**

The reporting period is from March 13, 2017 through March 20, 2017.

**FINANCE**

The expenditure report is posted on the website. See: [http://www.northhampton-nh.gov/Public\\_Documents/NorthHamptonNH\\_FinDept/expense2016sept.pdf](http://www.northhampton-nh.gov/Public_Documents/NorthHamptonNH_FinDept/expense2016sept.pdf). Our "cushion" is about 5.75% when spending levels are adjusted to reflect large, one-time purchases.

**PRIORITIES**

**Scheduling**

**Personnel**

*The Police Department.* While full police staffing has been accomplished, there are still considerable demands on the more experienced officers for overtime. Officer Precourt is attending the January session of the New Hampshire Police Academy at present. The Academy is a 16 week training course that provides New Hampshire police officer certification to successful attendees.

Officer Zelinski is undergoing his field training, and will attend the next Academy session in May.

*The Fire Department.* The Department anticipates an opening in the coming weeks and has already begun the process of advertising for applicants to create a list of candidates to replace the member of staff who is moving on to a different position. I will continue to report regularly on the process, but the process is standard: applications are received and candidates present to an Oral Board consisting of individuals both inside and outside the department regarding their technical abilities

as fire fighters. The candidates who rank highest in that process – usually the top 3 – are invited for a Chief’s Interview, and then those 3 are presented to the Select Board with a recommendation for hire.

### **Facilities**

*Campus.* Work has not yet commenced on the septic system because of the weather. As soon as work begins, I will inform the Board.

The plan still calls for a chambered system, and a small, raised bed along the fence line. The raised bed will not interfere with drainage for the Library or snow removal and storage.

*Town Hall.* The contractor has inspected the clock tower, determined the source of the leak and repaired it. A copy of the building inspector’s report is attached hereto and incorporated herein by reference.

*Chevalier Building.* There is nothing new to report.

### **Projects**

*Cell Tower.* Nothing new to report.

*Regionalization.* The Chiefs and the organized labor representatives met last week to discuss the operational implications of a joint ladder truck. A meeting of the whole committee will be scheduled in the next several weeks.

*Website Update.* Results from Tuesday’s election were posted on the website Wednesday morning.

*Finance Policies:* Policies have been distributed to staff and signed copies have been received back.

*FY 2018 Budget Preparation.* Nothing new to report.

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

*Trolley Bridge/Philbrick Pond Grant.* I met with CMA Engineers and we are beginning the outreach necessary to start field work in the spring. Outreach requires individual meetings with at least 3 property owners who are opposed to any work being done on this issue. Since the grant is only to study the hydrology – meaning that no changes will be proposed at present – we believe it is likely that property owners will permit the surveying and sampling necessary for this study.

*Hampton Rod and Gun Club:* I have nothing new to report.

*Storm-Water Regulations.* Work is ongoing between RPC and the working group.

*Hazard Mitigation Plan.* A draft recommendation will be ready for your review at the end of the process, and final implementation is scheduled for August 2017.

*Water Conservation Regulations.* An update on the drought is in your packets this evening. The Fire Chief is recommending that we wait on a decision until April or May, when the spring season's participation will be known.

*Recreation Activities.* PASA members went to see a theater production this week. I will be giving the group a financial presentation on March 21, 2017.

*Conservation Easement Deeds.* I have not heard from the Commissioners.

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

*Economic Development.* EDC heard from Rick Traintor, who is a planner, and who has agreed to prepare a proposal to create a baseline and strategic plan for economic development.

*Facilities.* See, above.

*Document Management System.* I have nothing new to report.

*IT Issues.* The item in the last report are underway (BDR, Windows 10, Fire Chief's computer).

*Modular Home Tax Abatement Policy.*

I have nothing new to report.

Tax deeding manufactured housing creates significant risks. First, the Town becomes the delinquent owner's landlord and will be required to expend resources to evict the owner once the tax deed has been recorded. This process, in addition to being expensive, also presents public perception issues. The forced removal of anyone from their home is not a matter to be undertaken in all but the most severe cases.

Additional risks presented in this category include liability for park rent and other charges associated with the location of the unit. The park owners have agreed to waive park rent for properties taken pursuant to Tax Deed. The cost of disposal is also a potential liability for homes that are in poor condition or have no value. Manufactured housing does not hold value in the same way as traditional, stick-built housing.

*Rails to Trails.* Nothing new to report.

Paul L. Apple  
Town Administrator

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

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**TOWN ADMINISTRATOR'S REPORT  
MARCH 20, 2017 SELECT BOARD MEETING**

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*Rails to Trails.* Nothing new to report.



March 16, 2017

Paul Apple, Town Administrator  
Town of North Hampton

To the North Hampton Select Board:

The North Hampton Heritage Commission comes to you to renew candidates for appointment to the Commission. Please consider the following candidates at your next meeting, March 20, 2017:

Donna Etela: renewal 3 year term as Commissioner 2020

Jane Robie: renewal 3 year term as Commissioner 2020

Carolyn Brooks: renewal Alternate 1 year term 2018

Jeff Hillier: renewal Alternate 1 year term 2018

Vicki Jones: renewal Alternate 1 year term 2018

Nancy Monaghan: renewal Alternate 1 year term 2018 Planning Board Rep

Thank you for your consideration. Please confirm that this request will be on the Select Board Agenda, March 20, 2017.

Respectfully submitted,  
Donna Etela, Chair  
North Hampton Heritage Commission

**TOWN OF NORTH HAMPTON, NEW HAMPSHIRE**

To **Donna Etela** of North Hampton in the County of Rockingham, WHEREAS, there is a vacancy in the **Heritage Commission Member**, in said town and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you the said **Donna Etela** as a **Heritage Commission Member** and having this appointment and the certificate of said oath of office recorded by the Town Clerk, you shall have the powers, perform the duties, and be subject to the liabilities of such Office, until another person shall be chosen and qualified in your stead.

Given under our hands this 20 Day of March, 2017

\_\_\_\_\_  
James Maggiore

Term expiration date: March, 2020

\_\_\_\_\_  
Larry Miller

\_\_\_\_\_  
Kathleen Kilgore

**OATH OF OFFICE**

I, **Donna Etela** of North Hampton do solemnly swear, that I will bear faith and true allegiance to the United States of America and the State of New Hampshire, and will support the Constitution thereof, So help me God.

\_\_\_\_\_

I, **Donna Etela** do solemnly and sincerely swear and affirm that I will faithfully and impartially discharge and perform all the duties incumbent on me as a **Heritage Commission** member according to the best of my abilities, agreeably to the rules and regulations of this Constitution and laws of the State of New Hampshire, So help me God.

\_\_\_\_\_

**STATE OF NEW HAMPSHIRE**

Rockingham ss. On the \_\_\_\_\_ day of \_\_\_\_\_ 20 .

Personally appeared the above named, **Donna Etela**, who took and subscribed the foregoing oath. Before me,

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Clerk

**TOWN OF NORTH HAMPTON, NEW HAMPSHIRE**

To **Jane Robie** of North Hampton in the County of Rockingham, WHEREAS, there is a vacancy in the **Heritage Commission Member**, in said town and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you the said **Jane Robie** as a **Heritage Commission Member** and having this appointment and the certificate of said oath of office recorded by the Town Clerk, you shall have the powers, perform the duties, and be subject to the liabilities of such Office, until another person shall be chosen and qualified in your stead.

Given under our hands this 20 Day of March, 2017

\_\_\_\_\_  
James Maggiore

Term expiration date: March, 2020

\_\_\_\_\_  
Larry Miller

\_\_\_\_\_  
Kathleen Kilgore

**OATH OF OFFICE**

I, **Jane Robie** of North Hampton do solemnly swear, that I will bear faith and true allegiance to the United States of America and the State of New Hampshire, and will support the Constitution thereof, So help me God.

\_\_\_\_\_

I, **Jane Robie** do solemnly and sincerely swear and affirm that I will faithfully and impartially discharge and perform all the duties incumbent on me as a **Heritage Commission** member according to the best of my abilities, agreeably to the rules and regulations of this Constitution and laws of the State of New Hampshire, So help me God.

\_\_\_\_\_

**STATE OF NEW HAMPSHIRE**

Rockingham ss. On the \_\_\_\_\_ day of \_\_\_\_\_ 20 .

Personally appeared the above named, **Jane Robie**, who took and subscribed the foregoing oath. Before me,

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Clerk

**TOWN OF NORTH HAMPTON, NEW HAMPSHIRE**

To **Carolyn Brooks** of North Hampton in the County of Rockingham, WHEREAS, there is a vacancy in the **Heritage Commission Alternate Member**, in said town and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you the said **Carolyn Brooks** as a **Heritage Commission Alternate Member** and having this appointment and the certificate of said oath of office recorded by the Town Clerk, you shall have the powers, perform the duties, and be subject to the liabilities of such Office, until another person shall be chosen and qualified in your stead.

Given under our hands this 20 day of March, 2017

\_\_\_\_\_  
James Maggiore

Term expiration date: March, 2018

\_\_\_\_\_  
Larry Miller

\_\_\_\_\_  
Kathleen Kilgore

**OATH OF OFFICE**

I, **Carolyn Brooks** of North Hampton do solemnly swear, that I will bear faith and true allegiance to the United States of America and the State of New Hampshire, and will support the Constitution thereof, So help me God.

\_\_\_\_\_

I, **Carolyn Brooks** do solemnly and sincerely swear and affirm that I will faithfully and impartially discharge and perform all the duties incumbent on me as a **Heritage Commission Alternate** member according to the best of my abilities, agreeably to the rules and regulations of this Constitution and laws of the State of New Hampshire, So help me God.

\_\_\_\_\_

**STATE OF NEW HAMPSHIRE**

Rockingham ss. On the \_\_\_\_\_ day of \_\_\_\_\_ 20 .

Personally appeared the above named, **Carolyn Brooks**, who took and subscribed the foregoing oath. Before me,

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Clerk

**TOWN OF NORTH HAMPTON, NEW HAMPSHIRE**

To **Jeffrey Hillier** of North Hampton in the County of Rockingham, WHEREAS, there is a vacancy in the **Heritage Commission Alternate Member**, in said town and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you the said **Jeffrey Hillier** as a **Heritage Commission Alternate Member** and having this appointment and the certificate of said oath of office recorded by the Town Clerk, you shall have the powers, perform the duties, and be subject to the liabilities of such Office, until another person shall be chosen and qualified in your stead.

Given under our hands this 20 Day of March, 2017

\_\_\_\_\_  
James Maggiore

Term expiration date: March, 2018

\_\_\_\_\_  
Larry Miller

\_\_\_\_\_  
Kathleen Kilgore

**OATH OF OFFICE**

I, **Jeffrey Hillier** of North Hampton do solemnly swear, that I will bear faith and true allegiance to the United States of America and the State of New Hampshire, and will support the Constitution thereof, So help me God.

\_\_\_\_\_

I, **Jeffrey Hillier** do solemnly and sincerely swear and affirm that I will faithfully and impartially discharge and perform all the duties incumbent on me as a **Heritage Commission Alternate** member according to the best of my abilities, agreeably to the rules and regulations of this Constitution and laws of the State of New Hampshire, So help me God.

\_\_\_\_\_

**STATE OF NEW HAMPSHIRE**

Rockingham ss. On the \_\_\_\_\_ day of \_\_\_\_\_ 20 .

Personally appeared the above named, **Jeffrey Hillier**, who took and subscribed the foregoing oath. Before me,

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Clerk

**TOWN OF NORTH HAMPTON, NEW HAMPSHIRE**

To **Vicki Jones** of North Hampton in the County of Rockingham, WHEREAS, there is a vacancy in the **Heritage Commission Alternate Member**, in said town and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you the said **Vicki Jones** as a **Heritage Commission Alternate Member** and having this appointment and the certificate of said oath of office recorded by the Town Clerk, you shall have the powers, perform the duties, and be subject to the liabilities of such Office, until another person shall be chosen and qualified in your stead.

Given under our hands this 20 day of March 2017

\_\_\_\_\_  
James Maggiore

Term expiration date: March, 2018

\_\_\_\_\_  
Larry Miller

\_\_\_\_\_  
Kathleen Kilgore

**OATH OF OFFICE**

I, **Vicki Jones** of North Hampton do solemnly swear, that I will bear faith and true allegiance to the United States of America and the State of New Hampshire, and will support the Constitution thereof, So help me God.

\_\_\_\_\_

I, **Vicki Jones** do solemnly and sincerely swear and affirm that I will faithfully and impartially discharge and perform all the duties incumbent on me as a **Heritage Commission alternate** member according to the best of my abilities, agreeably to the rules and regulations of this Constitution and laws of the State of New Hampshire, So help me God.

\_\_\_\_\_

**STATE OF NEW HAMPSHIRE**

Rockingham ss. On the \_\_\_\_\_ day of \_\_\_\_\_ 20 .

Personally appeared the above named, **Vicki Jones**, who took and subscribed the foregoing oath. Before me,

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Clerk



**TOWN OF NORTH HAMPTON, NEW HAMPSHIRE**

To **Nancy Monaghan** of North Hampton in the County of Rockingham, WHEREAS, there is a vacancy in the **Heritage Commission Alternate Member**, in said town and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you the said **Nancy Monaghan** as a **Heritage Commission Alternate Member** and having this appointment and the certificate of said oath of office recorded by the Town Clerk, you shall have the powers, perform the duties, and be subject to the liabilities of such Office, until another person shall be chosen and qualified in your stead.

Given under our hands this 20 Day of March, 2017

\_\_\_\_\_  
James Maggiore

Term expiration date: March, 2018

\_\_\_\_\_  
Larry Miller

\_\_\_\_\_  
Kathleen Kilgore

**OATH OF OFFICE**

I, **Nancy Monaghan** of North Hampton do solemnly swear, that I will bear faith and true allegiance to the United States of America and the State of New Hampshire, and will support the Constitution thereof, So help me God.

\_\_\_\_\_

I, **Nancy Monaghan** do solemnly and sincerely swear and affirm that I will faithfully and impartially discharge and perform all the duties incumbent on me as a **Heritage Commission** member according to the best of my abilities, agreeably to the rules and regulations of this Constitution and laws of the State of New Hampshire, So help me God.

\_\_\_\_\_

**STATE OF NEW HAMPSHIRE**

Rockingham ss. On the \_\_\_\_\_ day of \_\_\_\_\_ 20 .

Personally appeared the above named, **Nancy Monaghan**, who took and subscribed the foregoing oath. Before me,

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Clerk