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TOWN OF NORTH HAMPTON, NEW HAMPSHIRE

SELECT BOARD AGENDA  
MONDAY APRIL 23, 2018  
NOTICE OF PUBLIC MEETING  
NORTH HAMPTON TOWN HALL  
231 ATLANTIC AVENUE  
6:30 O'CLOCK PM

NON PUBLIC SESSION: 6:31 O'CLOCK P.M.  
EXECUTIVE CONFERENCE ROOM  
TOWN ADMINISTRATIVE OFFICE  
233 ATLANTIC AVENUE

- 
1. 6:30 p.m. Call To Order by the Chair
  2. 6:31 p.m. Non-Public Session I Pursuant to RSA 91-A:3, II (c)
  3. 6:55 p.m. Return to Regular Session and Recess to Town Hall, 231 Atlantic Avenue
  4. 7:00 p.m. Reconvening of Public Session at Town Hall and Pledge of Allegiance
  
  5. First Public Comment Session  
Public Comment is an opportunity for residents to ask questions, request information and make comments on issues facing the Town. Individuals will be given not more than three (3) minutes to speak, and people who have already spoken will be asked to wait until everyone has had the chance to speak once. The total time devoted to this agenda item is fifteen (15) minutes. Individuals who are not able to speak during the First Public Comment Session will be given first opportunity to speak during the Second Public Comment Session at the end of the Meeting.
  
  6. Consent Calendar
    - 6.1 Payroll Manifest of 04/12/2018 in the amount of \$61,541.13
    - 6.2 Payroll Manifest of 04/19/2018 in the amount of \$65,732.17
    - 6.3 Accounts Payable Manifest of 04/19/2018 in the amount of \$1,295,877.01
    - 6.4 Approval of Veteran's Tax Credit Application
    - 6.5 Approval of Elderly Exemption Application
    - 6.6 Approval of Religious and/or Charitable Exemption Applications
    - 6.7 Delegation of Deposit Authority by Town Treasurer
    - 6.8 Approval of Petition and Pole License
    - 6.9 Select Board Rules and Procedures

**7. Correspondence**

*No items*

**8. Committee Updates**

- 8.1 Economic Development Committee
- 8.2 Heritage Commission
- 8.3 Water Commission
- 8.4 Bandstand Committee

**9. Report of the Town Administrator**

- 9.1 General Report

**10. Items Left on the Table**

- 10.1 Discussion of Document Management System

**11. New Business**

- 11.1 Donation to Police Department from Crimeline for the Hamptons, Inc.
- 11.2 Discussion of Street Light Conversion to LED Lighting
- 11.3 Discussion of Possible Safety Improvements on Mill Road "Curve"
- 11.4 Aquarion Water Company Update – Carl McMorran, John Herlihy, Dan Lawrence
- 11.5 Board of Health Update
- 11.6 Coakley Landfill Group Update
- 11.7 Discussion of Town Sign Proposal
- 11.8 Discussion of Advertising on Inside and/or Outside of Recreation Van
- 11.9 Town Hall Repair Cost Estimates
- 11.10 Discussion of Cable Access Revolving Fund

**12. Minutes of Prior Meetings**

- 12.1 Approval of April 9, 2018 Meeting Minutes
- 12.2 Approval of April 4, 2018 Non Public Minutes
- 12.3 Approval of April 9, 2018 Non Public Minutes

**13. 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.

**14. Second Public Comment Session**

See Item 6, above.

**15. Adjournment**

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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C O N S E N T   C A L E N D A R

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**TO:** SELECT BOARD  
**FROM:** BRYAN KAENRATH, TOWN ADMINISTRATOR  
**SUBJECT:** CONSENT CALENDAR FOR SELECT BOARD MEETING 04/23/2018  
**DATE:** 04/20/2018

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

**Consent Calendar**

- 6.1 Payroll Manifest of 04/12/2018 in the amount of \$61,541.13
- 6.2 Payroll Manifest of 04/19/2018 in the amount of \$65,732.17
- 6.3 Accounts Payable Manifest of 04/19/2018 in the amount of \$1,295,877.01
- 6.4 Approval of Veteran's Tax Credit Application
- 6.5 Approval of Elderly Exemption Application
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- 6.7 Delegation of Deposit Authority by Town Treasurer
- 6.8 Approval of Petition and Pole License
- 6.9 Select Board Rules of Procedures


# TOWN OF NORTH HAMPTON PAYROLL MANIFEST

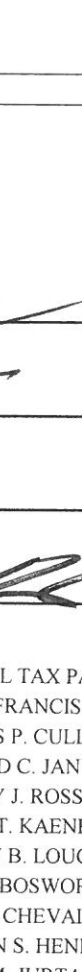
Report # 36058

Include Authorization Codes: Yes  
Batch: 18972  
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, Select Board

  
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Jim Maggiore, Select Board

Kathleen Kilgore, Select Board  
  
  
\_\_\_\_\_  
Bryan Kaenrath, Town Administrator

	04/12/2018	EFTPS	FEDERAL TAX PAYMENTS		8,399.49	8,399.49	0.00	0.00	
222072	04/12/2018	2008	PETER FRANCIS	1	2,190.60	1,444.46	308.37	1,136.09	
222073	04/12/2018	9722	FRANCIS P. CULLEN	1	198.24	178.35	0.00	178.35	
222074	04/12/2018	9488	RICHARD C. JANVRIN	1	131.68	121.61	0.00	121.61	
222075	04/12/2018	9742	LINDSEY J. ROSS	1	240.00	212.74	0.00	212.74	
222076	04/12/2018	9749	BRYAN T. KAENRATH	1	1,839.85	1,297.69	0.00	1,297.69	
222077	04/12/2018	9743	JEFFREY B. LOUGHMAN	1	112.00	63.44	63.44	0.00	
222078	04/12/2018	9691	GLEN S. BOSWORTH	1	1,150.44	878.75	878.75	0.00	
222079	04/12/2018	9655	COLIN J. CHEVALIER	1	1,467.58	1,071.78	1,071.78	0.00	
222080	04/12/2018	9409	STEPHEN S. HENRY	1	1,569.47	1,161.36	1,161.36	0.00	
222081	04/12/2018	5855	JAMES M. JURTA	1	1,051.78	805.04	805.04	0.00	
222082	04/12/2018	2019	JASON M. LAJOIE	1	1,534.62	1,157.10	1,157.10	0.00	
222083	04/12/2018	9701	MICHAEL W. MORIN	1	1,592.99	1,137.96	1,137.96	0.00	
222084	04/12/2018	9481	JEREMY J. PARENT	1	1,284.23	827.76	827.76	0.00	
222085	04/12/2018	9738	THOMAS A. PIDGEON	1	831.32	644.96	644.96	0.00	
222086	04/12/2018	9621	ANGELO C. PUGLISI	1	1,882.76	1,264.53	1,264.53	0.00	
222087	04/12/2018	9557	LEE WILLIAM TABER	1	1,250.34	757.43	757.43	0.00	
222088	04/12/2018	9422	MARTIN B. TAVITIAN	1	1,419.71	866.38	866.38	0.00	
222089	04/12/2018	9745	DAVID L. TRAINOR	1	933.55	668.70	668.70	0.00	
222090	04/12/2018	9083	MICHAEL J. TULLY	1	2,128.18	1,249.11	1,249.11	0.00	
222091	04/12/2018	9737	TROY C. WISE	1	977.37	675.89	675.89	0.00	
222092	04/12/2018	9687	RYAN A. CORNWELL	1	1,579.79	1,116.20	1,116.20	0.00	
222093	04/12/2018	9702	ANNE M. KENNY	1	491.97	435.34	435.34	0.00	
222094	04/12/2018	9283	JEFFREY P. BARNES	1	1,039.69	742.65	742.65	0.00	
222095	04/12/2018	9649	SCOTT BUCHANAN	1	760.00	535.15	535.15	0.00	
222096	04/12/2018	9401	JON E. HOXIE	1	902.03	630.72	630.72	0.00	
222097	04/12/2018	9554	JOHN HUBBARD	1	1,619.97	1,199.31	1,199.31	0.00	
222098	04/12/2018	9259	WILLIAM L. ADAMS III	1	228.00	176.87	176.87	0.00	
222099	04/12/2018	9718	TIMON A. AIKAWA	1	1,222.06	859.96	859.96	0.00	
222100	04/12/2018	9634	ASA D. JOHNSON	1	1,149.97	840.13	840.13	0.00	
222101	04/12/2018	9746	KYLE R. MANLOW	1	865.39	672.83	672.83	0.00	
222102	04/12/2018	9699	JAMES D. MASCIOLI	1	1,767.79	1,292.53	1,292.53	0.00	
222103	04/12/2018	9314	JESSICA L. MIEHLE	1	977.20	714.08	714.08	0.00	
222104	04/12/2018	9727	CHRISTOPHER R. POPPALARD	1	1,166.31	875.47	875.47	0.00	
222105	04/12/2018	9332	JAMES M. RUSSELL	1	2,667.39	1,752.72	1,752.72	0.00	
222106	04/12/2018	9264	JOSHUA E. STOKEL	1	3,286.49	2,431.76	2,431.76	0.00	

# TOWN OF NORTH HAMPTON PAYROLL MANIFEST

Report # 36058

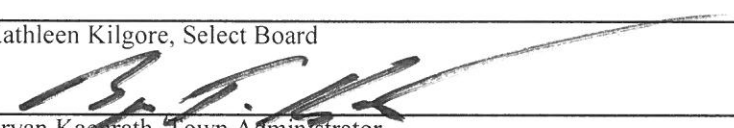
Check #	Check Date	Code	Name	Chk Grp	Gross Pay	Net Pay	Direct Deposit	Check Amt	Void
222107	04/12/2018	9748	TODD E. WHITCOMB	1	913.47	697.35	697.35	0.00	
222108	04/12/2018	9710	PAUL J. YANAKOPULOS	1	1,481.68	1,064.17	1,064.17	0.00	
222109	04/12/2018	9712	JOEL F. HURVITZ	1	112.50	99.76	99.76	0.00	
222110	04/12/2018	9747	JOSEPH A. MANZI	1	1,116.26	925.06	925.06	0.00	
222111	04/12/2018	9230	STEVEN BUCHANAN	1	403.27	336.23	336.23	0.00	
222112	04/12/2018	9728	PATRICIA M. BOOKER	1	164.08	151.53	151.53	0.00	
222113	04/12/2018	9129	SUSAN M. BUCHANAN	1	1,090.90	782.66	782.66	0.00	
222114	04/12/2018	9480	PATRICIA LEE	1	225.29	208.05	208.05	0.00	
222115	04/12/2018	9004	JANET L. FACELLA	1	1,772.61	1,231.86	1,231.86	0.00	
222116	04/12/2018	9719	RICHARD M. MILNER	1	1,028.85	797.28	797.28	0.00	
222117	04/12/2018	LGC	Healthtrust		90.38	90.38	0.00	90.38	
222118	04/12/2018	457B	MID ATLANTIC CAPITAL CORP		1,231.59	1,231.59	0.00	1,231.59	
					<b>61,541.13</b>	<b>46,776.17</b>	<b>34,108.23</b>	<b>4,268.45</b>	

Check Authorization Summary			
Type	Description	Count	Amount
Employee	Checks	5	2,946.48
	Voided Checks	0	0.00
	Direct Deposits (Fully Distributed)	40	33,799.86
	ACH Employee Credits	41	34,108.23
	ACH Employee Debits (Voids)	0	0.00
Deduction	Checks	2	1,321.97
	Voided Checks	0	0.00
	ACH Vendor Credits	0	0.00
	ACH VendorDebits (Voids)	0	0.00
Taxes	EFTPS Payment - Debit	1	8,399.49

# TOWN OF NORTH HAMPTON PAYROLL MANIFEST

Report # 36117

Include Authorization Codes: Yes  
Batch: 19000  
Check Dates: (Earliest) - (Latest)  
Cash Account Number:  
Minimum Check Amount: \$0.00  
Sorted By: Check Number

Check #	Check Date	Code	Name	Chk Grp	Gross Pay	Net Pay	Direct Deposit	Check Amt	Void
<hr/>									
Larry Miller, Select Board									
<hr/>									
Jim Maggiore, Select Board									
<hr/>									
Kathleen Kilgore, Select Board									
									
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Bryan Kaenrath, Town Administrator									
	04/19/2018	EFTPS	FEDERAL TAX PAYMENTS		9,214.36	9,214.36	0.00	0.00	
222119	04/19/2018	9528	BRIAN CHEVALIER	1	340.00	285.39	0.00	285.39	
222120	04/19/2018	9527	KENDALL CHEVALIER	1	552.00	476.79	0.00	476.79	
222121	04/19/2018	2008	PETER FRANCIS	1	1,341.90	857.91	308.37	549.54	
222122	04/19/2018	9722	FRANCIS P. CULLEN	1	198.24	178.35	0.00	178.35	
222123	04/19/2018	9488	RICHARD C. JANVRIN	1	131.68	121.61	0.00	121.61	
222124	04/19/2018	9742	LINDSEY J. ROSS	1	240.00	212.74	0.00	212.74	
222125	04/19/2018	9749	BRYAN T. KAENRATH	1	1,839.85	1,297.69	0.00	1,297.69	
222126	04/19/2018	9743	JEFFREY B. LOUGHMAN	1	112.00	63.44	63.44	0.00	
222127	04/19/2018	9691	GLEN S. BOSWORTH	1	1,150.44	878.75	878.75	0.00	
222128	04/19/2018	9655	COLIN J. CHEVALIER	1	1,736.58	1,318.74	1,318.74	0.00	
222129	04/19/2018	9409	STEPHEN S. HENRY	1	1,315.32	967.78	967.78	0.00	
222130	04/19/2018	5855	JAMES M. JURTA	1	1,051.78	805.04	805.04	0.00	
222131	04/19/2018	2019	JASON M. LAJOIE	1	1,534.62	1,157.10	1,157.10	0.00	
222132	04/19/2018	9701	MICHAEL W. MORIN	1	1,061.49	742.47	742.47	0.00	
222133	04/19/2018	9481	JEREMY J. PARENT	1	1,083.33	697.17	697.17	0.00	
222134	04/19/2018	9738	THOMAS A. PIDGEON	1	787.50	611.59	611.59	0.00	
222135	04/19/2018	9621	ANGELO C. PUGLISI	1	1,638.45	1,100.00	1,100.00	0.00	
222136	04/19/2018	9557	LEE WILLIAM TABER	1	1,626.63	1,010.91	1,010.91	0.00	
222137	04/19/2018	9422	MARTIN B. TAVITIAN	1	1,197.61	716.77	716.77	0.00	
222138	04/19/2018	9745	DAVID L. TRAINOR	1	787.50	561.45	561.45	0.00	
222139	04/19/2018	9083	MICHAEL J. TULLY	1	5,764.55	3,706.16	3,706.16	0.00	
222140	04/19/2018	9737	TROY C. WISE	1	831.32	567.86	567.86	0.00	
222141	04/19/2018	9687	RYAN A. CORNWELL	1	1,579.79	1,116.20	1,116.20	0.00	
222142	04/19/2018	9702	ANNE M. KENNY	1	428.49	383.05	383.05	0.00	
222143	04/19/2018	9283	JEFFREY P. BARNES	1	1,039.69	742.65	742.65	0.00	
222144	04/19/2018	9649	SCOTT BUCHANAN	1	760.00	535.15	535.15	0.00	
222145	04/19/2018	9401	JON E. HOXIE	1	902.03	630.72	630.72	0.00	
222146	04/19/2018	9554	JOHN HUBBARD	1	1,619.97	1,199.31	1,199.31	0.00	
222147	04/19/2018	9718	TIMON A. AIKAWA	1	1,337.80	938.14	938.14	0.00	
222148	04/19/2018	9634	ASA D. JOHNSON	1	1,928.97	1,365.76	1,365.76	0.00	
222149	04/19/2018	9746	KYLE R. MANLOW	1	865.39	672.83	672.83	0.00	
222150	04/19/2018	9699	JAMES D. MASCIOLI	1	1,500.03	1,111.69	1,111.69	0.00	
222151	04/19/2018	9314	JESSICA L. MIEHLE	1	977.20	714.08	714.08	0.00	
222152	04/19/2018	9727	CHRISTOPHER R. POPPALARD	1	1,738.98	1,293.96	1,293.96	0.00	
222153	04/19/2018	9332	JAMES M. RUSSELL	1	2,213.03	1,453.87	1,453.87	0.00	

# TOWN OF NORTH HAMPTON PAYROLL MANIFEST

Report # 36117

Check #	Check Date	Code	Name	Chk Grp	Gross Pay	Net Pay	Direct Deposit	Check Amt	Void
222154	04/19/2018	9264	JOSHUA E. STOKEL	1	3,877.49	2,830.06	2,830.06	0.00	
222155	04/19/2018	9748	TODD E. WHITCOMB	1	913.47	697.35	697.35	0.00	
222156	04/19/2018	9710	PAUL J. YANAKOPULOS	1	1,921.93	1,390.10	1,390.10	0.00	
222157	04/19/2018	9712	JOEL F. HURVITZ	1	112.50	99.76	99.76	0.00	
222158	04/19/2018	9747	JOSEPH A. MANZI	1	1,116.26	925.06	925.06	0.00	
222159	04/19/2018	9230	STEVEN BUCHANAN	1	395.04	329.62	329.62	0.00	
222160	04/19/2018	9728	PATRICIA M. BOOKER	1	169.94	156.94	156.94	0.00	
222161	04/19/2018	9129	SUSAN M. BUCHANAN	1	1,090.90	782.66	782.66	0.00	
222162	04/19/2018	9480	PATRICIA LEE	1	303.28	280.08	280.08	0.00	
222163	04/19/2018	9004	JANET L. FACELLA	1	1,125.39	811.88	811.88	0.00	
222164	04/19/2018	9719	RICHARD M. MILNER	1	1,028.85	797.28	797.28	0.00	
222165	04/19/2018	LGC	Healthtrust		90.38	90.38	0.00	90.38	
222166	04/19/2018	457B	MID ATLANTIC CAPITAL CORP		1,158.22	1,158.22	0.00	1,158.22	
					<b>65,732.17</b>	<b>50,056.87</b>	<b>36,471.80</b>	<b>4,370.71</b>	

Check Authorization Summary			
Type	Description	Count	Amount
Employee	Checks	7	3,122.11
	Voided Checks	0	0.00
	Direct Deposits (Fully Distributed)	39	36,163.43
	ACH Employee Credits	40	36,471.80
	ACH Employee Debits (Voids)	0	0.00
Deduction	Checks	2	1,248.60
	Voided Checks	0	0.00
	ACH Vendor Credits	0	0.00
	ACH VendorDebits (Voids)	0	0.00
Taxes	EFTPS Payment - Debit	1	9,214.36

# TOWN OF NORTH HAMPTON ACCOUNTS PAYABLE MANIFEST

Report # 36134

Check Batch: 19009  
 Check Header: (N / A)  
 Check Numbers: (First) - (Last)  
 Check Dates: (Earliest) - (Latest)  
 Cash Account Numbers: (First) - (Last)  
 Bank Account Code: (N/A)  
 Check Authorization Code: AP  
 Minimum Check Amount: \$0.00  
 Sorted By:  
 Include Payable Information: No  
 Include Payable Dist Information: No  
 Include Authorization Information: Yes

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
				Larry Miller, Select Board		
				Jim Maggiore, Select Board		
				Kathleen Kilgore, Select Board		
				Bryan Kaenrath, Town Administrator		
19009	33980	04/19/2018	512	A.H. HARRIS & SONS, INC.	0.00	1,243.20
	33981	04/19/2018	4052	AUTOZONE	0.00	17.45
	33982	04/19/2018	2288	BEAUREGARD EQUIPMENT INC	0.00	367.12
	33983	04/19/2018	3995	CIT FINANCING SERVICE, INC.	0.00	198.12
	33984	04/19/2018	2020	CITIZENS BANK	0.00	3,733.02
	33985	04/19/2018	1209	COMCAST	0.00	423.68
	33986	04/19/2018	47	COMSTAR INC	0.00	1,247.52
	33987	04/19/2018	4280	CORNWELL, RYAN	0.00	317.00
	33988	04/19/2018	4034	CRYSTAL ROCK LLC	0.00	53.65
	33989	04/19/2018	2657	DAVE'S SEPTIC SERVICE, INC	0.00	148.00
	33990	04/19/2018	33	EVERSOURCE	0.00	3,808.89



# TOWN OF NORTH HAMPTON ACCOUNTS PAYABLE MANIFEST

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	33991	04/19/2018	2161	FASTENER WAREHOUSE	0.00	175.00
	33992	04/19/2018	2929	FIRST LIGHT	0.00	927.40
	33993	04/19/2018	111	FISHER AUTO PARTS	0.00	3.40
	33994	04/19/2018	2692	FRIENDS OF THE NORTH HAMPTON PUBLIC LIBR	0.00	1,972.99
	33995	04/19/2018	71	G & K SERVICES	0.00	189.16
	33996	04/19/2018	1848	GUNSTOCK MOUNTAIN RESORT	0.00	149.00
	33997	04/19/2018	29	Health Trust	0.00	7.50
	33998	04/19/2018	730	HILLSIDE LANDSCAPING INC	0.00	200.00
	33999	04/19/2018	295	JAMES R ROSENCRANTZ & SONS INC	0.00	483.54
	34000	04/19/2018	205	JOE'S MEAT SHOPPE	0.00	206.02
	34001	04/19/2018	530	LAMPREY ENERGY, INC.	0.00	835.48
	34002	04/19/2018	2180	LARIVIERE INC	0.00	7,316.00
	34003	04/19/2018	4688	LEONARDI, SUSAN	0.00	25.00
	34004	04/19/2018	20	MATTHEW BENDER & CO INC	0.00	513.00
	34005	04/19/2018	1230	MUNICIPAL RESOURCES INC	0.00	4,805.38
	34006	04/19/2018	197	NEW ENGLAND BARRICADE CO.	0.00	577.92
	34007	04/19/2018	4539	NEWEGG BUSINESS, INC.	0.00	59.98
	34008	04/19/2018	12	NORTH HAMPTON PUBLIC LIBRARY	0.00	32,538.56
	34009	04/19/2018	14	NORTH HAMPTON SCHOOL DISTRICT	0.00	711,045.00
	34010	04/19/2018	777	OMNI SERVICES, INC	0.00	87.54
	34011	04/19/2018	2021	PELMAC INDUSTRIES	0.00	189.00
	34012	04/19/2018	4412	PITNEY BOWES	0.00	515.49
	34013	04/19/2018	4684	RESCUE ESSENTIALS	0.00	1,228.79
	34014	04/19/2018	119	ROCKINGHAM COUNTY	0.00	19.47
	34015	04/19/2018	573	SANEL AUTO PARTS CO	0.00	118.09
	34016	04/19/2018	4490	SEACOAST CHIEF FIRE OFFICERS MUTUAL AID	0.00	2,402.45
	34017	04/19/2018	45	SEACOAST MEDIA GROUP	0.00	603.80
	34018	04/19/2018	9	SEACOAST POWER EQUIPMENT	0.00	124.00
	34019	04/19/2018	97	SOUTHEAST REGIONAL REFUSE	0.00	2,408.25
	34020	04/19/2018	4271	TOSHIBA FINANCIAL SERVICES	0.00	403.93
	34021	04/19/2018	56	TREASURER STATE OF NH	0.00	1,632.35
	34022	04/19/2018	2330	UPTON & HATFIELD LLP	0.00	1,539.00
	34023	04/19/2018	4276	VENTURA, JOHN	0.00	3,333.33
	34024	04/19/2018	1145	VISION GOVERNMENT SOLUTIONS	0.00	2,307.77
	34025	04/19/2018	1306	W.B. MASON	0.00	481.10
	34026	04/19/2018	91	WASTE MANAGEMENT	0.00	531.30
	34027	04/19/2018	684	WAYNE BARKER AUTO BODY, INC	0.00	1,813.37

# TOWN OF NORTH HAMPTON ACCOUNTS PAYABLE MANIFEST

Report # 36134

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	34028	04/19/2018	338	WHITE'S WELDING CO., INC.	0.00	20.00
	34029	04/19/2018	93	WINNACUNNET COOP SCHOOL DISTRICT	0.00	502,320.00
	34030	04/19/2018	4640	WORKOUT ANYTIME, NORTH HAMPTON	0.00	210.00
<b>Totals:</b>					<b>0.00</b>	<b>\$1,295,877.01</b>

51 Checks Listed.

# Memorandum

To: Bryan Kaenrath  
Town Administrator  
Town of North Hampton

From: Michael Pelletier, CNHA  
Municipal Resources, Inc.  
Contracted Assessing Agents

Date: April 17, 2018

RE: Exemption Applications –

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Attached is a listing of properties that have applied for religious or charitable exemption for the 2018 tax year. The A-9 and A-12 applications and information have been received and reviewed. These properties were previously granted exemption and it appears that they still qualify. It is recommended that the Select Board approve the exemption status for the 2018 tax year for the attached list of properties.

Exemption Approved

Exemption Denied

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Map	Block	Lot	ST	STREET #	Owner	EXEMPTION REQUEST
17	8	0	14	WOODRIDGE LN	ONE SKY COMMUNITY SERVICES	CHARITABLE
7	58	02M	29	LAFAYETTE RD	HOME HEALTH VNA INC	CHARITABLE
7	58	01M	29	LAFAYETTE RD	HOME HEALTH VNA INC	CHARITABLE
1	122	0	10	WILLOW AVE	FULLER FOUNDATION	CHARITABLE
1	123	0		WILLOW AVE	FULLER FOUNDATION	CHARITABLE
6	68	0	95	ATLANTIC AVE	UNITED CHURCH OF CHRIST	RELIGIOUS
14	50	0	107	POST RD	UNITED CHURCH OF CHRIST	RELIGIOUS
1	150	0	7	WILLOW AVE	UNION CHAPEL TRUSTEES	RELIGIOUS
14	101	0		BIRCH RD	NORTH HAMPTON YOUTH ASSOCIATIO	CHARITABLE
14	49	0	105	POST RD	FRIENDS OF CENTENNIAL HALL INC	CHARITABLE
1	42	0		ATLANTIC AVE	AUDUBON SOCIETY OF NEW HAMPSHIRE	CHARITABLE
1	43	0		ATLANTIC AVE	AUDUBON SOCIETY OF NEW HAMPSHIRE	CHARITABLE
1	45	0		ATLANTIC AVE	AUDUBON SOCIETY OF NEW HAMPSHIRE	CHARITABLE
1	37	0		OCEAN BLVD	AUDUBON SOCIETY OF NEW HAMPSHIRE	CHARITABLE
1	47	0		ATLANTIC AVE	AUDUBON SOCIETY OF NEW HAMPSHIRE	CHARITABLE
1	51	0		ATLANTIC AVE	AUDUBON SOCIETY OF NEW HAMPSHIRE	CHARITABLE
1	54	0		ATLANTIC AVE	AUDUBON SOCIETY OF NEW HAMPSHIRE	CHARITABLE
1	55	0		ATLANTIC AVE	AUDUBON SOCIETY OF NEW HAMPSHIRE	CHARITABLE
1	59	0	34	ATLANTIC AVE	AUDUBON SOCIETY OF NEW HAMPSHIRE	CHARITABLE
1	60	0		ATLANTIC AVE	AUDUBON SOCIETY OF NEW HAMPSHIRE	CHARITABLE
1	61	0		ATLANTIC AVE	AUDUBON SOCIETY OF NEW HAMPSHIRE	CHARITABLE
1	66	0		ATLANTIC AVE	AUDUBON SOCIETY OF NEW HAMPSHIRE	CHARITABLE
1	67	0		ATLANTIC AVE	AUDUBON SOCIETY OF NEW HAMPSHIRE	CHARITABLE
1	68	0		ATLANTIC AVE	AUDUBON SOCIETY OF NEW HAMPSHIRE	CHARITABLE
1	58	0		ATLANTIC AVE	AUDUBON SOCIETY OF NEW HAMPSHIRE	CHARITABLE

DELEGATION OF AUTHORITY BY THE TREASURER  
PURSUANT TO RSA 41:29, VI (2013)

I, BARBARA DEWING, Treasurer of the Town of North Hampton, New Hampshire, hereby delegate the below indicated duties to the Town's Finance Director, or the Director's Designee, who is a qualified and bonded individual. The effective date of the delegation is retroactive to March 15, 2018.

BRD Deposit funds of the Town into Town Accounts;

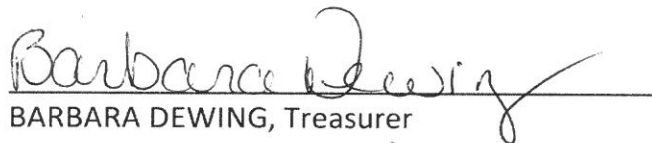
BRD Invest funds of the Town;

BRD Recordkeeping of financial matters of the Town;

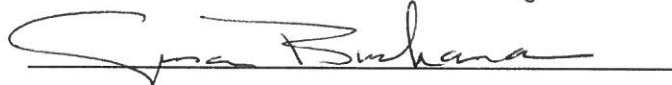
BRD Reconciliation of funds of the Town.

This delegation shall continue in effect until the expiration of my term, or upon my written rescission whichever shall occur first.

Dated: April 11, 2018

  
BARBARA DEWING, Treasurer

ATTEST:

  
SUSAN BUCHANAN, Town Clerk

ACCEPTANCE OF DELEGATION

I accept the delegation of the Treasurer and agree to comply with all financial policies of the Town, including, without limitation the Investment Policy, the Fraud Policy, the Purchasing Policy and the Delegation Regulations. Failure to comply may result in disciplinary action, including, without limitation, termination.

Dated:

  
RYAN A. CORNWELL, CPA, Finance Director

\_\_\_\_\_

The Select Board hereby acknowledges the delegation of authority by the Treasurer to the Finance Director and confirms the adoption of written guidelines and policies acceptable to the Board related thereto.

Dated: \_\_\_\_\_  
JAMES MAGGIORE, Chair

Dated: \_\_\_\_\_  
KATHLEEN KILGORE

Dated: \_\_\_\_\_  
LARRY MILLER

ATTEST : \_\_\_\_\_  
SUSANBUCHANAN, Town Clerk

**PETITION AND POLE LICENSE**

**PETITION**

Manchester, New Hampshire

April 5, 2018

To the Board of Selectman **of the Town of North Hampton** New Hampshire.

PUBLIC SERVICE COMPANY OF NEW HAMPSHIRE, dba EVERSOURCE ENERGY and Northern New England Telephone Operations LLC, dba Consolidated Communications – NNE, request a license to install and maintain underground conduits, cable and wires, and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary along, and under the following public ways:

License one ( 1 ) pole(s), 44/2 located on Various-Sts in the Town of North Hampton.

**Northern New England Telephone Operations LLC  
dba Consolidated Communications – NNE**

**Public Service Company of New Hampshire,  
dba Eversource Energy**

BY: Francis Lovello

BY: Alaina Bailey  
Alaina Bailey, Licensing Specialist

**LICENSE**

Upon the foregoing petition and it appearing that the public good so requires, it is hereby

**ORDERED**

This 4th day of April, 2018, that, PUBLIC SERVICE COMPANY OF NEW HAMPSHIRE, dba EVERSOURCE ENERGY and Northern New England Telephone Operations LLC, dba Consolidated Communications – NNE be and hereby are granted a license to erect and maintain poles and structures, with wires, cables, conduits and devices thereon, together with sustaining, strengthening and protecting fixtures, in the public ways covered by said petition. All of said wires, except such as are vertically attached to poles and structures, shall be placed in accordance with the National Electrical Safety Code in effect at the time of petition and/or license is granted.

The approximate location of the poles and structures shall be shown on plan marked EVERSOURCE and Northern New England Telephone Operations LLC, dba Consolidated Communications – NNE No. 63-0679, dated 3/16/2018, attached hereto and made a part hereof.

Town of North Hampton, New Hampshire

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

Received and entered in the records of the Town of North Hampton, New Hampshire, Book 1, Page 42

Date: April 12, 2018

ATTEST: Juan Buchanan  
Town Clerk

# POLE LOCATION PLAN

**EVERSOURCE and**

**Northern New England Telephone Operations LLC, dba Consolidated Communications – NNE**

**DATE** 03/16/2018

**LICENSE NO.** 63-0679, EON: 63-015-18

**MUNICIPALITY:** North Hampton

**STATE HWY. DIV. NO.** 6

**STREET / ROAD:** Various-Sts

**STATE LICENSE NO.** \_\_\_\_\_

**PSNH OFFICE:** Portsmouth

**WORK REQUEST#** 3024617

**PSNH ENGINEER:** Michael Goetchius

**WORK FINANCIAL #** 9P720946

**TELCO ENGINEER:** Considine

**TELCO PROJECT #** N/A

Pole Numbers		Pole Sz-CI	Eq BH	INDICATE NORTH WITH AN ARROW						Span	DIST. FROM	Remarks	DOC REQ
LTS	TEL			INSTALL POLE	REMOVE PB	REF	100% LTS	J/O	100% TEL				
											187 Atlantic Ave.		
											42.97020 -70.82023		
44 2		40/2									Inst/Rmv 100%LTS Pole/Anc		
											Approx. 300 ft. to Atlantic Ave.		
											Atlantic Ave.		
											Pine Rd. Approx. 500 ft. to Pine Rd.		



**TOWN OF NORTH HAMPTON  
SELECT BOARD RULES AND PROCEDURES**

**SECTION 1. GENERAL PROVISIONS**

a) **SELECT BOARD MEETING LOCATION**

- i) All meetings of the Town of North Hampton Select Board shall be held at the Town Hall, unless the Select Board adjourns to another location or the meeting is scheduled for another location and is properly noticed.

b) **SELECT BOARD MEETING TIME**

- i) Meetings of the Town of North Hampton Select Board shall be held on the second and fourth Mondays of every month and begin at 7:00 p.m., unless otherwise noticed, or continued to a specific time and date.

c) **SELECT BOARD MEETINGS OPEN TO THE PUBLIC**

- i) All meetings of the Town of North Hampton Select Board and Committees thereof shall be open to the public, except as provided for by RSA 91-A,.

d) **ELECTION OF OFFICERS**

- i) Procedures for electing officers are as follows:

(1) Annually, at the first meeting of the Select Board after Town elections, the members thereof shall choose, from among their number, a Chair and a Vice Chair.

(2) In addition to the powers conferred upon the Chair and the Vice Chair, he/she shall continue to have all the rights, privileges and immunities of a Board Member.

(3) The above election shall be by a majority vote of the Select Board.

e) **PRESIDING OFFICER**

- i) The Chair of the Select Board shall preside at all meetings of the Select Board, and be recognized as the head of the Town for all ceremonial purposes.

- ii) The Chair of the Select Board has no regular administrative or executive duties. In case of the Chair's absence or temporary disability, the Vice Chair shall act as Chair during the continuance of the absence.

- iii) The Chair of the Select Board or the Vice Chair are referred to as "Presiding Officer" from time to time in these Rules of Procedure.

- iv) The Presiding officer shall preserve order and decorum, may participate in the discussion of any issue before the Select Board, may submit reports and

legislation to the Select Board for its consideration which shall require both motion and second by other Select Board, may speak to points of order in preference to other Select Board, and shall decide all questions of order or procedure, subject to appeal to the full Select Board.

f) DUTIES AND PRIVILEGES OF SELECT BOARD

- i) Selectmen shall address the Board upon recognition of the Presiding Officer.
- ii) Comment and debate shall be confined to the subject matter of the question.
- iii) No Board Member shall be interrupted while speaking except for a point of order.

g) QUORUM AND VOTING

- i) Two Selectmen shall constitute a quorum for the conduct of town business.

h) SELECT BOARD MEETING AGENDA

- i) The Town Administrator and Chair of the Select Board shall arrange a list of such matters according to the order of business and prepare ~~an~~ a draft agenda for the Select Board. The draft agenda shall be circulated to the Select Board members for review.
- ii) Information to be placed on the agenda must be in to the Town Administrator's Office by 12PM on the Thursday prior to the Meeting.
- iii) The Town Administrator shall determine if items will be included on the agenda. If the Town Administrator determines an item is not to be included, they shall inform the Board of the decision and the reason why. The Board at their next meeting may vote to include the topic on a future agenda.
- iv) A copy of the agenda and supporting materials shall be prepared for all Selectmen by the Friday immediately preceding a scheduled meeting of the Select Board.
- v) The Town Administrator or any Board Member may place a matter upon the agenda.
- vi) Any comments by the public on topics on the agenda shall be limited to three (3) minutes
- vii) The Presiding Officer may reserve time upon the agenda for presentations to the Select Board by private individuals or organizations as he or she may deem appropriate.

i) ORDER OF BUSINESS

i) The business of all meetings of the Select Board shall be transacted as follows; provided, however that the Presiding Officer may, during a Select Board meeting, rearrange items on the agenda to conduct the business before the Select Board more expeditiously:

(1) Call to order & Call of the Roll

~~(2)~~ Non-Public Session

~~(2)(3)~~ Swearing In of Public Employees

~~(3)~~ Approval of Minutes of Previous Meetings

~~(4)~~ First Period of Public Comment

(i) This is the portion of the meeting when individual members of the public may address concerns to the Select Board.

(ii) Members of the public shall state their name and address prior to addressing the Board.

(iii) Public comments shall be limited to three (3) minutes.

(iv) Following such comments the Presiding Officer may place the matter on a future agenda, or refer the matter to the Town Administrator for investigation, report or to take such action as may be appropriate.

~~(4)(5)~~ Consent Calendar

(a) These items are approved without discussion.

(b) The consent format is to expedite the business of the Board when adequate backup material has been provided.

(c) Should a member of the Board request to have an item removed, it shall be placed on the current agenda under new business.

~~(5)(6)~~ Public Hearings

~~(6)(7)~~ Communications to the Select Board

*\* Communications to the Select Board are written correspondence sent or otherwise submitted to the Select Board (excluding bills, advertisements, flyers, brochures, copyrighted materials, media clippings or items that are of a routine business nature that or correspondence that are considered non-public under RSA91-a) shall be accepted and placed on file with the Board public meeting record. Unsigned communications shall not be introduced nor accepted.*

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(8) Committee Updates

(a) Committee updates shall include but not be limited to: Budget Committee, Economic Development Committee, Heritage Committee, Water Commission, Bandstand Committee, update from program manager of cable access channel

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~~(7)~~(9) Report of the Town Administrator

(10) New Business Items Left on the Table

(a) Items laid on the table shall remain on the table until a member of the Select Board makes a motion to remove such item from the table.

~~(8)~~

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~~(11)~~ Unfinished Business New Business

~~(12)~~ Minutes of Prior Meetings(s)

~~(9)~~ Any Other Item(s) that may legally come before the Boards

~~(10)~~(13) Items Laid on the Table

(a) Items laid on the table shall remain on the table until a member of the Select Board makes a motion to remove such item from the table.

~~(11)~~(14) Closing Comments Second Period of Public Comment

(a) Closing Comments by Visitors

(i) This is the portion of the meeting when individual members of the public may address concerns to the Select Board.

(ii) Members of the public shall state their name and address prior to addressing the Board.

(iii) Public comments shall be limited to three (3) minutes.

~~(iv)~~ Following such comments the Presiding Officer may place the matter on a future agenda, or refer the matter to the Town Administrator for investigation, report or to take such action as may be appropriate.

~~(b)~~ (iv) Closing Comments by Selectmen

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~~(12)~~(15) Adjournment

(a) No meeting shall be permitted to continue beyond 10:00 PM without

approval of a majority of the Select Board members who are present and eligible to vote.

- (b) If the decision is to recess the meeting, a location, date and time for reconvening must be publicly agreed to before taking a vote to recess the meeting. In the event that a meeting has not been closed or recessed by the Selectmen prior to 9:00 P.M., thus bringing the meeting to an end, the items not acted on shall be deferred to the next Select Board meeting, unless the Select Board, by a majority vote of members present, determines otherwise.

J) TOWN ADMINISTRATOR

- i) The Town Administrator or approved designee shall attend all meetings of the Select Board, unless excused by the Presiding Officer or Select Board.
- ii) The Town Administrator may take part in the Select Board's discussion on all matters on the agenda, and all other matters concerning the welfare of the Town.
- iii) In the event that the Town Administrator is unable to attend a Select Board meeting, he shall appoint another qualified staff member to attend the meeting.

k) CLERK OF THE SELECT BOARD

- i) The Administrative Assistant to the Town Administrator shall be the Clerk of the Select Board and take minutes and perform such other and further duties as may be required by the Select Board, Presiding Officer, or Town Administrator.

**SECTION 2. DUTIES AND PRIVILEGES OF MEMBERS**

a) DISSENTS AND PROTESTS

- i) Any Board Member shall have the right to express dissent from or protest against any ordinance or resolution of the Select Board.
- ii) After the Select Board has taken a position on an issue, official correspondence should reflect this position.
- iii) When members are requested to speak to groups or are asked the Board's position on an issue, the response should reflect the position of the Board as a whole. A member may clarify their vote on a matter by stating, "While I voted against X, the Select Board voted in support of it." When representing the Town at meetings or other venues, it is important that those in attendance gain an understanding of the Select Board's position as well as that of an individual member.

b) RULES OF ORDER

- i) The Presiding Officer shall resolve all issues of procedure for the Select Board meetings.
- ii) If not inconsistent with these rules adopted by the board, Robert's Rules of Order will be the parliamentary procedure for the board.
- iii) By a majority vote, the Selectmen may overrule any procedural decision of the Presiding Officer.

c) MOTIONS

i) MAIN MOTIONS.

- (1) Main motions, motions to take from the table, and motions to take up a question previously postponed are in order only when no other question is under debate.
- (2) A main motion may be debated, amended and reconsidered after it has been seconded by a Board Member.
- (3) Motions to take from the table or to take up a question previously postponed may not be debated, amended or reconsidered.

ii) SUBSIDIARY MOTIONS.

- (1) When a question is under debate, the following motions shall be in order according to the following priority:
  - (a) To adjourn (may not be debated, amended or reconsidered).
  - (b) To lay the question on the table (may not be debated, amended or reconsidered).
  - (c) To call the question (may not be debated, amended or reconsidered).
  - (d) To postpone the question to a date certain (may be debated, amended and reconsidered).
  - (e) To postpone the question indefinitely (may be debated, and reconsidered, but not amended).
  - (f) To commit or refer to committee (may be debated, amended and reconsidered).
  - (g) To amend (may be debated and reconsidered, but not amended).

d) RECONSIDERATION AND RECISION.

- i) Following the final vote on a question, any Board Member who the record indicates has voted with the prevailing side, may move for reconsideration.
- ii) No such motion shall be in order unless it is made at the meeting at which the Select Board acted on the question, or at the next succeeding meeting, provided written notice is provided in sufficient time for the matter to be included as an item on the agenda of the next succeeding meeting.
- iii) In the absence of such notice, no motion for reconsideration will be in order.
- iv) A motion to reconsider is debatable provided the subject question was debatable.
- v) A motion to reconsider cannot be amended or reconsidered.

e) SUSPENSION OF RULES.

- i) A motion to suspend these rules shall be in order at any time during a meeting of the Board or a public hearing, except during discussion of a pending motion.
- ii) A motion to suspend shall require a two-thirds vote of those present and voting.

f) ACTIONS FOR A PUBLIC HEARING

- i) The procedures for a public hearing are as follows:
  - (1) At the outset of each public hearing the Presiding Officer will announce the purpose of the public hearing and ask the parties wanting to speak to limit their presentations to information within the scope of the matter before the Select Board.
  - (2) The Presiding Officer may call upon the Town Administrator or other person to describe the matter under consideration.
  - (3) Each speaker, for or against the matter before the Select Board for public hearing, shall identify himself or herself by name and address. Each speaker shall be limited to three (3) minutes. When everyone wanting to speak has had one opportunity to speak, the Presiding officer shall call for anyone wanting to speak for a second time. Second time speakers shall be limited to the time allowed by the Presiding officer, or as established by a majority vote of the Selectmen.
  - (4) Once all Town residents wanting to speak for a second time have spoken, the Presiding Officer shall call for any non-residents wanting to speak.

These speakers shall be limited to three minutes.

- (5) During the hearing any Board Member shall be permitted to ask the speaker questions provided all questions are relevant to the matter before the Select Board for Public Hearing. The Presiding Officer shall retain the right to determine the relevancy of any question.
- (6) The Presiding Officer closes the public hearing.
- (7) The Presiding Officer shall then inquire if there is a motion by any Board Member. If a motion is made, it shall be in the form of an affirmative motion. Following the motion and its second, discussion occurs among Board Member. The Presiding officer may call on an individual Board Member in the discussion.

g) VOTING

- i) The votes during all meetings of the Select Board shall be transacted as follows:
  - (1) The Presiding Officer may require any question to be submitted in writing before the vote, and shall state each question before the vote.
  - (2) Unless otherwise provided for by statute, ordinance, or resolution, all votes shall be taken by voice, except that at the request of any Board Member, a roll call vote shall be taken by the Clerk.
  - (3) The order of the roll call vote shall be determined by the Presiding Officer.
  - (4) In addition, the Presiding Officer may, at his/her sole discretion, require a show of hands to insure the proper resolution of the vote.
  - (5) Secret ballot votes by Boards, Committees, and Commissions are illegal in New Hampshire.
  - (6) Every Board Member who is in the Select Board chambers when the question is called shall vote on the question before the Select Board.
  - (7) A Board Member shall at the beginning of the discussion of any topic shall announce the intention to excuse himself/herself and shall take no part in the debate should they feel that to vote would constitute a conflict. A Board Member shall vote to abstain if they excuse himself/herself from the discussion due to a conflict of interest. .

h) COMMITTEES/LIAISONS

- i) Special Ad Hoc Citizen Advisory Committees.



- (1) Special ad hoc citizen study committees may be created by the Select Board for a particular purpose.
- (2) All Committee members shall be appointed by the Select Board.
- (3) The committee shall appoint its own chair.
- (4) These committees shall be established by a written document stating the specific purpose, mission, and goals/objectives that the committee is to achieve or attain, and declaring that the committee is dissolved when these have been attained or by a date certain.
- (5) No business of any committee shall begin until such time as the committee has met and elected a chair person.
- (6) No request of staff shall be made without a majority vote of the members of the committee
- (7) Citizen study committees shall cease to exist at the end of each fiscal year unless specifically continued by the Select Board thereafter for a specified time period. At such point of time as a committee shall cease to exist, all documents and materials shall be turned
- (8) One Board Member, appointed by the Presiding Officer, may be appointed as a member and liaison of a citizen advisory committee.
- (9) Citizen study committees may make recommendations on proposed programs, services, ordinances, and resolutions within their area of responsibility before action is taken by the Select Board.
- (10) The committee chair may present the recommendations of the committee during the discussion of the item of business during a meeting of the Select Board.
- (11) Town employees shall staff the various committees as directed by the Town Administrator, but no staff person shall serve as a member of a citizen study committee.
- (12) Minutes of citizen study committee meetings shall be recorded in accordance with RSA 91-A, (the NH Right to Know Law).

i) **NOMINATIONS/APPOINTMENTS**

- i) The procedure for nominating and appointing citizens to Town boards, commissions and committees shall be as follows:

- (1) Single nomination.

- (a) Whenever only one person is nominated to a particular position, the nomination shall be made by a Board Member, and then seconded.
- (b) Once seconded, a vote is taken.
- (c) Should the person so nominated receive the majority of votes from those Selectmen present, the nomination is confirmed.
- (d) If the majority of those Selectmen present vote not to approve the nomination, the nomination shall be considered rejected and the name removed from further consideration.

(2) Multiple nominations.

- (a) Whenever there are multiple nominations for one position, each name will be placed in nomination with no requirement for a second, although a nomination may receive a second if a Board member wishes to do so.
- (b) When all nominations are closed, each Board Member shall have an opportunity to speak regarding the qualifications of nominees, and then each Board Member shall cast a vote for no more than one name.
- (c) The name receiving a majority of that Board Member present and voting shall be deemed confirmed.
- (d) Should no one nomination receive a majority of the vote and there are more than two nominations for the one position, then the nomination with the least number of votes received shall be removed from the second round of voting.
- (e) The Select Board shall then vote a second time on those nominations remaining.
- (f) If the second vote fails to confirm an appointment, the Presiding Officer may order a third vote or declare the matter deadlocked and order the nomination be forwarded to the next meeting of the Select Board.
- (g) In the case of only two nominations not receiving a majority vote, the Presiding officer may order a second vote or order the nomination be forwarded to the next meeting of the Select Board.

j) ENACTED ORDINANCES, RESOLUTIONS AND MOTIONS - DEFINED

- i) An enacted ordinance is a legislative act prescribing general, uniform, and permanent rules of conduct relating to the corporate affairs of the municipality.

- ii) Select Board action shall be taken by ordinance when required or permitted by law to prescribe permanent rules of conduct which continue in force until repealed.
- iii) An enacted resolution is an internal legislative action that is a formal statement of policy concerning matters of a special or temporary character. Select Board action shall be taken by resolution when required by law and in those instances where an expression of policy more formal than a motion is desired.
- iv) An enacted motion is a form of action taken by the Select Board to direct that a specific action be taken on behalf of the municipality. A motion, once approved and entered into the record, is the equivalent of a resolution in those instances where a resolution is not required by law.

k) RESOLUTIONS

- i) Each resolution may be voted and approved on the same day on which it was introduced.
- ii) Resolutions shall be numbered by the fiscal year followed by the chronological numbering of which it was introduced beginning July 1.

l) ORDINANCES

- i) The procedure for ordinances are as follows:
  - (1) An ordinance shall be introduced at a public meeting of the Select Board.
  - (2) At this meeting, the Select Board shall determine a future date for a public hearing and second reading of the proposed ordinance.
  - (3) At the second meeting, the Select Board shall hold a public hearing as previously described and act upon the ordinance.
  - (4) The title of each ordinance shall in all cases be read prior to its passage; provided, should a majority of the Selectmen present request that the entire ordinance or certain of its sections be read, such requests shall be granted.
  - (5) Ordinance shall be numbered by the fiscal year followed by the chronological numbering of which it was introduced beginning July 1.
- ii) Emergency Ordinances.
  - (1) The Town Select Board may, without notice or hearing, adopt an emergency ordinance authorizing expenditures for a public emergency as defined and prescribed in RSA Chapter 21-P:39, and the Town of North

Hampton Ordinances.

iii) A Board Member may, in open session, request of the Presiding Officer that the Select Board study the wisdom of enacting a particular ordinance.

iv) By affirmative motion, the Select Board may assign the proposed ordinance to a specific committee or the committee of the whole for study and consideration.

v) The committee shall report its findings to the Select Board.

m) **COMPLAINTS AND SUGGESTIONS TO SELECT BOARD**

i) When citizen complaints or suggestions are brought before the Select Board, other than for items already on an agenda, the Presiding Officer shall first determine whether the issue is legislative or administrative in nature and then:

(1) If legislative and a complaint about the letter or intent of legislative acts or suggestions for changes to such acts, and if the Select Board finds such complaint suggests a change to an ordinance or resolution of the Town, the Select Board may refer the matter to a committee or to the Town Administrator for study and recommendation.

(2) If administrative, and a complaint regarding administrative staff performance, administrative execution, or interpretation of legislative policy, or administrative policy within the authority of the Town Administrator, the Presiding Officer should then refer the complaint directly to the Town Administrator for review and response to the citizen. The Select Board may direct that the Town Administrator brief or report to the Select Board when his/her response is made.

**SECTION 3. CONDUCT WITH OTHER SELECT BOARD MEMBERS AND STAFF**

a) The Select Board shall treat others with respect and respect the rights and opinions of the community despite differences of opinion. The Select Board expects to be treated the same.

b) The Select Board when dealing with the Town Administrator and Town Staff shall:

i) Recognize the administrative chain of command and refuse to act on complaints as an individual outside the administration. (See Appendix A)

ii) Treat all staff as professionals and respect the abilities and integrity of each individual.

iii) Never publicly criticize an employee. Concerns of employee performance

shall be handled with the Town Administrator under RSA 91-A

- iv) Except for the purposes of inquires, deal with Town officers and employees who are subject to the direction and supervision of the Town Administrator solely through the Town Administrator.
  - v) Not give orders to any such officers or employees either publicly or privately.
  - vi) Direct question of the staff to the Town Administrator, Administrative Assistant to the Town Administrator or Department Heads. The Town Administrator should be copied on requests and discussions.
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  - ii) No member, including the chairperson or vice-chairperson, shall conduct any town business outside a regular scheduled meeting without the prior knowledge and approval of the Board at a meeting.
  - iii) Pursuant to RSA 91-A uphold the intent of non-public session and not release or discuss items raised in non-public session
  - iv) Refrain from communicating the position of the town or the Select Board to other entities (i.e. state and federal officials) unless the full board has previously agreed on both the position and the language of the statement
  - v) Treat with respect the rights of all members of the Board despite differences of opinion
- d) As required by State law, all business of the town shall be handled in public session, with the exception of matters listed under RSA 91 -A.
- e) Any violation of this Code of Conduct shall be reported to the Board within five (5) days of the occurrence.
- f) All actions taken under RSA 91 -A are to be, if appropriate, disclosed before the close of the regular session in a brief statement of the facts. Any discussion held within the closed session shall be considered closed to the public. Any person who reveals details of the closed session to the public, is to be censured for their actions, and held in contempt of RSA 91-A.
- g) Punishment for any violation of this code of conduct shall include but not limited

to, removal from committee assignments or chairmanships. Other punishments shall be handled by state law (RSA 42:1-a)

**Adopted: October 12, 2010**

# TOWN OF NORTH HAMPTON SELECT BOARD RULES AND PROCEDURES

## SECTION 1. GENERAL PROVISIONS

- a) SELECT BOARD MEETING LOCATION
  - i) All meetings of the Town of North Hampton Select Board shall be held at the Town Hall, unless the Select Board adjourns to another location or the meeting is scheduled for another location and is properly noticed.
- b) SELECT BOARD MEETING TIME
  - i) Meetings of the Town of North Hampton Select Board shall be held on the second and fourth Mondays of every month and begin at 7:00 p.m., unless otherwise noticed, or continued to a specific time and date.
- c) SELECT BOARD MEETINGS OPEN TO THE PUBLIC
  - i) All meetings of the Town of North Hampton Select Board and Committees thereof shall be open to the public, except as provided for by RSA 91-A,.
- d) ELECTION OF OFFICERS
  - i) Procedures for electing officers are as follows:
    - (1) Annually, at the first meeting of the Select Board after Town elections, the members thereof shall choose, from among their number, a Chair and a Vice Chair.
    - (2) In addition to the powers conferred upon the Chair and the Vice Chair, he/she shall continue to have all the rights, privileges and immunities of a Board Member.
    - (3) The above election shall be by a majority vote of the Select Board.
- e) PRESIDING OFFICER
  - i) The Chair of the Select Board shall preside at all meetings of the Select Board, and be recognized as the head of the Town for all ceremonial purposes.
  - ii) The Chair of the Select Board has no regular administrative or executive duties. In case of the Chair's absence or temporary disability, the Vice Chair shall act as Chair during the continuance of the absence.
  - iii) The Chair of the Select Board or the Vice Chair are referred to as "Presiding Officer" from time to time in these Rules of Procedure.
  - iv) The Presiding officer shall preserve order and decorum, may participate in the discussion of any issue before the Select Board, may submit reports and

legislation to the Select Board for its consideration which shall require both motion and second by other Select Board, may speak to points of order in preference to other Select Board, and shall decide all questions of order or procedure, subject to appeal to the full Select Board.

f) DUTIES AND PRIVILEGES OF SELECT BOARD

- i) Selectmen shall address the Board upon recognition of the Presiding Officer.
- ii) Comment and debate shall be confined to the subject matter of the question.
- iii) No Board Member shall be interrupted while speaking except for a point of order.

g) QUORUM AND VOTING

- i) Two Selectmen shall constitute a quorum for the conduct of town business.

h) SELECT BOARD MEETING AGENDA

- i) The Town Administrator and Chair of the Select Board shall arrange a list of such matters according to the order of business and prepare a draft agenda for the Select Board. The draft agenda shall be circulated to the Select Board members for review.
- ii) Information to be placed on the agenda must be in to the Town Administrator's Office by 12PM on the Thursday prior to the Meeting.
- iii) The Town Administrator shall determine if items will be included on the agenda. If the Town Administrator determines an item is not to be included, they shall inform the Board of the decision and the reason why. The Board at their next meeting may vote to include the topic on a future agenda.
- iv) A copy of the agenda and supporting materials shall be prepared for all Selectmen by the Friday immediately preceding a scheduled meeting of the Select Board.
- v) The Town Administrator or any Board Member may place a matter upon the agenda.
- vi) Any comments by the public on topics on the agenda shall be limited to three (3) minutes
- vii) The Presiding Officer may reserve time upon the agenda for presentations to the Select Board by private individuals or organizations as he or she may deem appropriate.

i) ORDER OF BUSINESS



i) The business of all meetings of the Select Board shall be transacted as follows; provided, however that the Presiding Officer may, during a Select Board meeting, rearrange items on the agenda to conduct the business before the Select Board more expeditiously:

(1) Call to order & Call of the Roll

(2) Non-Public Session

(3) Swearing In of Public Employees

(4) First Period of Public Comment

(i) This is the portion of the meeting when individual members of the public may address concerns to the Select Board.

(ii) Members of the public shall state their name and address prior to addressing the Board.

(iii) Public comments shall be limited to three (3) minutes.

(iv) Following such comments the Presiding Officer may place the matter on a future agenda, or refer the matter to the Town Administrator for investigation, report or to take such action as may be appropriate.

(5) Consent Calendar

(a) These items are approved without discussion.

(b) The consent format is to expedite the business of the Board when adequate backup material has been provided.

(c) Should a member of the Board request to have an item removed, it shall be placed on the current agenda under new business.

(6) Public Hearings

(7) Communications to the Select Board

*\* Communications to the Select Board are written correspondence sent or otherwise submitted to the Select Board (excluding bills, advertisements, flyers, brochures, copyrighted materials, media clippings or items that are of a routine business nature that or correspondence that are considered non-public under RSA91-a) shall be accepted and placed on file with the Board public meeting record. Unsigned communications shall not be introduced nor accepted.*

(8) Committee Updates

Committee updates shall include but not be limited to: Budget Committee, Economic Development Committee, Heritage Committee, Water Commission, Bandstand Committee, update from program manager of cable access channel

(9) Report of the Town Administrator

(10) Items Left on the Table

(a) Items laid on the table shall remain on the table until a member of the Select Board makes a motion to remove such item from the table.

(11) New Business

(12) Minutes of Prior Meetings(s)

(13) Any Other Item(s) that may legally come before the Board

(14) Second Period of Public Comment

(i) This is the portion of the meeting when individual members of the public may address concerns to the Select Board.

(ii) Members of the public shall state their name and address prior to addressing the Board.

(iii) Public comments shall be limited to three (3) minutes.

(iv) Following such comments the Presiding Officer may place the matter on a future agenda, or refer the matter to the Town Administrator for investigation, report or to take such action as may be appropriate.

(15) Adjournment

- (a) No meeting shall be permitted to continue beyond 10:00 PM without approval of a majority of the Select Board members who are present and eligible to vote.
- (b) If the decision is to recess the meeting, a location, date and time for reconvening must be publicly agreed to before taking a vote to recess the meeting. In the event that a meeting has not been closed or recessed by the Selectmen prior to 9:00 P.M., thus bringing the meeting to an end, the items not acted on shall be deferred to the next Select Board meeting, unless the Select Board, by a majority vote of members present, determines otherwise.

J) TOWN ADMINISTRATOR

- i) The Town Administrator or approved designee shall attend all meetings of the Select Board, unless excused by the Presiding Officer or Select Board.
- ii) The Town Administrator may take part in the Select Board's discussion on all matters on the agenda, and all other matters concerning the welfare of the Town.
- iii) In the event that the Town Administrator is unable to attend a Select Board meeting, he shall appoint another qualified staff member to attend the meeting.

k) CLERK OF THE SELECT BOARD

- i) The Administrative Assistant to the Town Administrator shall be the Clerk of the Select Board and take minutes and perform such other and further duties as may be required by the Select Board, Presiding Officer, or Town Administrator.

**SECTION 2. DUTIES AND PRIVILEGES OF MEMBERS**

a) DISSENTS AND PROTESTS

- i) Any Board Member shall have the right to express dissent from or protest against any ordinance or resolution of the Select Board.
- ii) After the Select Board has taken a position on an issue, official correspondence should reflect this position.
- iii) When members are requested to speak to groups or are asked the Board's position on an issue, the response should reflect the position of the Board as a whole. A member may clarify their vote on a matter by stating, "While I voted against X, the Select Board voted in support of it." When representing the Town at meetings or other venues, it is important that those in attendance gain an understanding of the Select Board's position as well as that of an

individual member.

b) RULES OF ORDER

- i) The Presiding Officer shall resolve all issues of procedure for the Select Board meetings.
- ii) If not inconsistent with these rules adopted by the board, Robert's Rules of Order will be the parliamentary procedure for the board.
- iii) By a majority vote, the Selectmen may overrule any procedural decision of the Presiding Officer.

c) MOTIONS

i) MAIN MOTIONS.

- (1) Main motions, motions to take from the table, and motions to take up a question previously postponed are in order only when no other question is under debate.
- (2) A main motion may be debated, amended and reconsidered after it has been seconded by a Board Member.
- (3) Motions to take from the table or to take up a question previously postponed may not be debated, amended or reconsidered.

ii) SUBSIDIARY MOTIONS.

- (1) When a question is under debate, the following motions shall be in order according to the following priority:
  - (a) To adjourn (may not be debated, amended or reconsidered).
  - (b) To lay the question on the table (may not be debated, amended or reconsidered).
  - (c) To call the question (may not be debated, amended or reconsidered).
  - (d) To postpone the question to a date certain (may be debated, amended and reconsidered).
  - (e) To postpone the question indefinitely (may be debated, and reconsidered, but not amended).
  - (f) To commit or refer to committee (may be debated, amended and reconsidered).
  - (g) To amend (may be debated and reconsidered, but not amended).

d) RECONSIDERATION AND RECISION.

- i) Following the final vote on a question, any Board Member who the record indicates has voted with the prevailing side, may move for reconsideration.
- ii) No such motion shall be in order unless it is made at the meeting at which the Select Board acted on the question, or at the next succeeding meeting, provided written notice is provided in sufficient time for the matter to be included as an item on the agenda of the next succeeding meeting.
- iii) In the absence of such notice, no motion for reconsideration will be in order.
- iv) A motion to reconsider is debatable provided the subject question was debatable.
- v) A motion to reconsider cannot be amended or reconsidered.

e) SUSPENSION OF RULES.

- i) A motion to suspend these rules shall be in order at any time during a meeting of the Board or a public hearing, except during discussion of a pending motion.
- ii) A motion to suspend shall require a two-thirds vote of those present and voting.

f) ACTIONS FOR A PUBLIC HEARING

- i) The procedures for a public hearing are as follows:
  - (1) At the outset of each public hearing the Presiding Officer will announce the purpose of the public hearing and ask the parties wanting to speak to limit their presentations to information within the scope of the matter before the Select Board.
  - (2) The Presiding Officer may call upon the Town Administrator or other person to describe the matter under consideration.
  - (3) Each speaker, for or against the matter before the Select Board for public hearing, shall identify himself or herself by name and address. Each speaker shall be limited to three (3) minutes. When everyone wanting to speak has had one opportunity to speak, the Presiding officer shall call for anyone wanting to speak for a second time. Second time speakers shall be limited to the time allowed by the Presiding officer, or as established by a majority vote of the Selectmen.
  - (4) Once all Town residents wanting to speak for a second time have spoken, the Presiding Officer shall call for any non-residents wanting to speak.

These speakers shall be limited to three minutes.

- (5) During the hearing any Board Member shall be permitted to ask the speaker questions provided all questions are relevant to the matter before the Select Board for Public Hearing. The Presiding Officer shall retain the right to determine the relevancy of any question.
- (6) The Presiding Officer closes the public hearing.
- (7) The Presiding Officer shall then inquire if there is a motion by any Board Member. If a motion is made, it shall be in the form of an affirmative motion. Following the motion and its second, discussion occurs among Board Member. The Presiding officer may call on an individual Board Member in the discussion.

g) VOTING

- i) The votes during all meetings of the Select Board shall be transacted as follows:
  - (1) The Presiding Officer may require any question to be submitted in writing before the vote, and shall state each question before the vote.
  - (2) Unless otherwise provided for by statute, ordinance, or resolution, all votes shall be taken by voice, except that at the request of any Board Member, a roll call vote shall be taken by the Clerk.
  - (3) The order of the roll call vote shall be determined by the Presiding Officer.
  - (4) In addition, the Presiding Officer may, at his/her sole discretion, require a show of hands to insure the proper resolution of the vote.
  - (5) Secret ballot votes by Boards, Committees, and Commissions are illegal in New Hampshire.
  - (6) Every Board Member who is in the Select Board chambers when the question is called shall vote on the question before the Select Board.
  - (7) A Board Member shall at the beginning of the discussion of any topic shall announce the intention to excuse himself/herself and shall take no part in the debate should they feel that to vote would constitute a conflict. A Board Member shall vote to abstain if they excuse himself/herself from the discussion due to a conflict of interest. .

h) COMMITTEES/LIAISONS

- i) Special Ad Hoc Citizen Advisory Committees.

- (1) Special ad hoc citizen study committees may be created by the Select Board for a particular purpose.
- (2) All Committee members shall be appointed by the Select Board.
- (3) The committee shall appoint its own chair.
- (4) These committees shall be established by a written document stating the specific purpose, mission, and goals/objectives that the committee is to achieve or attain, and declaring that the committee is dissolved when these have been attained or by a date certain.
- (5) No business of any committee shall begin until such time as the committee has met and elected a chair person.
- (6) No request of staff shall be made without a majority vote of the members of the committee
- (7) Citizen study committees shall cease to exist at the end of each fiscal year unless specifically continued by the Select Board thereafter for a specified time period. At such point of time as a committee shall cease to exist, all documents and materials shall be turned
- (8) One Board Member, appointed by the Presiding Officer, may be appointed as a member and liaison of a citizen advisory committee.
- (9) Citizen study committees may make recommendations on proposed programs, services, ordinances, and resolutions within their area of responsibility before action is taken by the Select Board.
- (10) The committee chair may present the recommendations of the committee during the discussion of the item of business during a meeting of the Select Board.
- (11) Town employees shall staff the various committees as directed by the Town Administrator, but no staff person shall serve as a member of a citizen study committee.
- (12) Minutes of citizen study committee meetings shall be recorded in accordance with RSA 91-A, (the NH Right to Know Law).

i) **NOMINATIONS/APPOINTMENTS**

- i) The procedure for nominating and appointing citizens to Town boards, commissions and committees shall be as follows:
  - (1) Single nomination.

- (a) Whenever only one person is nominated to a particular position, the nomination shall be made by a Board Member, and then seconded.
- (b) Once seconded, a vote is taken.
- (c) Should the person so nominated receive the majority of votes from those Selectmen present, the nomination is confirmed.
- (d) If the majority of those Selectmen present vote not to approve the nomination, the nomination shall be considered rejected and the name removed from further consideration.

(2) Multiple nominations.

- (a) Whenever there are multiple nominations for one position, each name will be placed in nomination with no requirement for a second, although a nomination may receive a second if a Board member wishes to do so.
- (b) When all nominations are closed, each Board Member shall have an opportunity to speak regarding the qualifications of nominees, and then each Board Member shall cast a vote for no more than one name.
- (c) The name receiving a majority of that Board Member present and voting shall be deemed confirmed.
- (d) Should no one nomination receive a majority of the vote and there are more than two nominations for the one position, then the nomination with the least number of votes received shall be removed from the second round of voting.
- (e) The Select Board shall then vote a second time on those nominations remaining.
- (f) If the second vote fails to confirm an appointment, the Presiding Officer may order a third vote or declare the matter deadlocked and order the nomination be forwarded to the next meeting of the Select Board.
- (g) In the case of only two nominations not receiving a majority vote, the Presiding officer may order a second vote or order the nomination be forwarded to the next meeting of the Select Board.

j) ENACTED ORDINANCES, RESOLUTIONS AND MOTIONS - DEFINED

- i) An enacted ordinance is a legislative act prescribing general, uniform, and permanent rules of conduct relating to the corporate affairs of the municipality.



- ii) Select Board action shall be taken by ordinance when required or permitted by law to prescribe permanent rules of conduct which continue in force until repealed.
- iii) An enacted resolution is an internal legislative action that is a formal statement of policy concerning matters of a special or temporary character. Select Board action shall be taken by resolution when required by law and in those instances where an expression of policy more formal than a motion is desired.
- iv) An enacted motion is a form of action taken by the Select Board to direct that a specific action be taken on behalf of the municipality. A motion, once approved and entered into the record, is the equivalent of a resolution in those instances where a resolution is not required by law.

k) RESOLUTIONS

- i) Each resolution may be voted and approved on the same day on which it was introduced.
- ii) Resolutions shall be numbered by the fiscal year followed by the chronological numbering of which it was introduced beginning July 1.

l) ORDINANCES

- i) The procedure for ordinances are as follows:
  - (1) An ordinance shall be introduced at a public meeting of the Select Board.
  - (2) At this meeting, the Select Board shall determine a future date for a public hearing and second reading of the proposed ordinance.
  - (3) At the second meeting, the Select Board shall hold a public hearing as previously described and act upon the ordinance.
  - (4) The title of each ordinance shall in all cases be read prior to its passage; provided, should a majority of the Selectmen present request that the entire ordinance or certain of its sections be read, such requests shall be granted.
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shall be handled with the Town Administrator under RSA 91-A

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to, removal from committee assignments or chairmanships. Other punishments shall be handled by state law (RSA 42:1-a)

**Adopted: October 12, 2010**

**Approved: April 23, 2018**

**Jim Maggiore:** \_\_\_\_\_

**Kathleen Kilgore:** \_\_\_\_\_

**Larry Miller:** \_\_\_\_\_