



TOWN OF NORTH HAMPTON, NEW HAMPSHIRE

SELECT BOARD AGENDA  
MONDAY JUNE 11, 2018  
NOTICE OF PUBLIC MEETING  
NORTH HAMPTON TOWN HALL  
231 ATLANTIC AVENUE  
6:45 O'CLOCK PM

NON PUBLIC SESSION 6:45 O'CLOCK P.M.  
EXECUTIVE CONFERENCE ROOM  
TOWN ADMINISTRATIVE OFFICE  
233 ATLANTIC AVENUE

1. 6:45 p.m. Call To Order by the Chair
2. 6:46 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 05/31/2018 in the amount of \$68,948.77
- 6.2 Payroll Manifest of 06/07/2018 in the amount of \$248,593.93
- 6.3 Accounts Payable Manifest of 05/31/2018 in the amount of \$813,996.59

7. Correspondence

- 7.1 Correspondence from Aquarion Water Company
- 7.2 Correspondence from Deputy Fire Chief Jason Lajoie

8. **Committee Updates**
  - 8.1 Economic Development Committee
  - 8.2 Heritage Commission
  - 8.3 Water Commission
  - 8.4 Bandstand Committee
  - 8.5 Budget Committee
  - 8.6 Capital Improvements Committee
  
9. **Report of the Town Administrator**
  - 9.1 General Report
  
10. **Items Left on the Table**
  - 10.1 Update on Capital Improvement Committee's Decision to Videotape or Not to Meetings
  
11. **New Business**
  - 11.1 Discussion of Draft Report of the Philbrick Pond Salt Marsh Drainage Evaluation
  - 11.2 Discussion on a Document Management System
  - 11.3 Discussion of Draft Letter to NH Land and Community Heritage Investment Programming for Friends of Centennial Hall
  - 11.4 Discussion of Proposed Credit Card/Purchasing and Investment Policies
  
12. **Minutes of Prior Meetings**
  - 12.1 Approval of May 29, 2018 Regular Meeting Minutes
  - 12.2 Approval of January 8, 2018 Non Public Meeting Minutes
  - 12.3 Approval of January 22, 2018 Non Public Meeting 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 5, above
  
15. **Adjournment**

TOWN ADMINISTRATOR  
BRYAN KAENRATH

BKAENRATH@NORTHHAMPTON-NH.GOV



MUNICIPAL OFFICES  
233 ATLANTIC AVENUE  
NORTH HAMPTON, NH 03862

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

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

---

---

**C O N S E N T   C A L E N D A R**

---

---

**TO:** SELECT BOARD  
**FROM:** BRYAN KAENRATH, TOWN ADMINISTRATOR  
**SUBJECT:** CONSENT CALENDAR FOR SELECT BOARD MEETING 06/11/2018  
**DATE:** 06/08/2018

---

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





- 3.1 Payroll Manifest of 05/31/2018 in the amount of \$68,948.77
- 3.2 Payroll Manifest of 06/07/2018 in the amount of \$248,593.93
- 3.3 Accounts Payable Manifest of 05/31/2018 in the amount of \$813,996.59

# TOWN OF NORTH HAMPTON ACCOUNTS PAYABLE MANIFEST

Report # 36373

Check Batch: 19319  
 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 Kaerath, Town Administrator		
19319	34154	05/31/2018	2579	Access A/V	0.00	826.00
	34155	05/31/2018	4311	ADVANCED ONSITE SOLUTIONS	0.00	600.00
	34156	05/31/2018	4697	AFFINITY LED LIGHTING LLC	0.00	16,527.50
	34157	05/31/2018	89	AQUARIUM WATER COMPANY	0.00	332.64
	34158	05/31/2018	2561	AXON ENTERPRISES, INC.	0.00	2,038.00
	34159	05/31/2018	2203	BARNES, JEFFREY	0.00	50.00
	34160	05/31/2018	49	BEN'S UNIFORMS	0.00	1,667.99
	34161	05/31/2018	1941	BOOKER'S AUTO REPAIR & BODY S	0.00	204.00
	34162	05/31/2018	126	BOUND TREE MEDICAL	0.00	337.77
	34163	05/31/2018	4627	CACTUS GRAPHICS	0.00	36.00
	34164	05/31/2018	1209	COMCAST	0.00	549.03

# TOWN OF NORTH HAMPTON ACCOUNTS PAYABLE MANIFEST

Report # 36373

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	34165	05/31/2018	2269	CONSOLIDATED COMMUNICATIONS	0.00	153.52
	34166	05/31/2018	4280	CORNWELL, RYAN	0.00	75.00
	34167	05/31/2018	4698	DIPIETRO, PAUL	0.00	48.00
	34168	05/31/2018	299	DONAHUE, TUCKER & CIANDELLA	0.00	136.50
	34169	05/31/2018	4430	DRUMMONDWOODSUM	0.00	239.50
	34170	05/31/2018	33	EVERSOURCE	0.00	2,092.97
	34171	05/31/2018	746	FACELLA, JANET	0.00	74.15
	34172	05/31/2018	1132	GROUPS CARE UNLIMITED INC	0.00	3,875.00
	34173	05/31/2018	29	HEALTHTRUST	0.00	8,537.83
	34174	05/31/2018	2764	HIGH FLYING FLAG CO., INC.	0.00	701.00
	34175	05/31/2018	2864	HUBBARD, JOHN	0.00	75.00
	34176	05/31/2018	4685	KAENRATH, BRYAN	0.00	75.00
	34177	05/31/2018	4533	KENNY, ANNE	0.00	50.00
	34178	05/31/2018	530	LAMPREY ENERGY, INC.	0.00	389.19
	34179	05/31/2018	2180	LARIVIERE INC	0.00	1,210.00
	34180	05/31/2018	4258	LAVALLEE/BRESINGER ARCHITECTS	0.00	1,078.48
	34181	05/31/2018	4677	MANZI, JOE	0.00	50.00
	34182	05/31/2018	2996	MULLEN, MICHELLE	0.00	2.50
	34183	05/31/2018	1230	MUNICIPAL RESOURCES INC	0.00	8,639.18
	34184	05/31/2018	4539	NEWEGG BUSINESS, INC.	0.00	367.92
	34185	05/31/2018	12	NORTH HAMPTON PUBLIC LIBRARY	0.00	32,538.56
	34186	05/31/2018	14	NORTH HAMPTON SCHOOL DISTRICT	0.00	711,045.00
	34187	05/31/2018	4699	North Hampton School- School Nutrition	0.00	162.64
	34188	05/31/2018	3225	NORTHEAST ELECTRICAL DISTRIBUTORS	0.00	17.11
	34189	05/31/2018	138	PIKE INDUSTRIES, INC	0.00	343.62
	34190	05/31/2018	1258	PORTSMOUTH COMPUTER GROUP	0.00	3,435.25
	34191	05/31/2018	4692	RAS RENOVATIONS	0.00	800.00
	34192	05/31/2018	119	ROCKINGHAM COUNTY	0.00	147.42
	34193	05/31/2018	1428	ROUTE 1 SELF STORAGE	0.00	210.00
	34194	05/31/2018	4274	SBS TRUCK & TRAILER REP, INC	0.00	181.10
	34195	05/31/2018	9	SEACOAST POWER EQUIPMENT	0.00	33.08
	34196	05/31/2018	564	SIRCHIE FINGER PRINT LABS, INC	0.00	375.71
	34197	05/31/2018	4700	SOFRONAS, ELLEN	0.00	150.00
	34198	05/31/2018	335	SULLIVAN TIRE INC	0.00	768.01
	34199	05/31/2018	56	TREASURER STATE OF NH	0.00	397.78
	34200	05/31/2018	2141	TULLY, MICHAEL	0.00	75.00
	34201	05/31/2018	1967	TYLER TECHNOLOGIES, INC	0.00	8,712.63

# TOWN OF NORTH HAMPTON ACCOUNTS PAYABLE MANIFEST

Report # 36373

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	34202	05/31/2018	2886	UNITIL	0.00	311.05
	34203	05/31/2018	1306	W.B. MASON	0.00	276.86
	34204	05/31/2018	91	WASTE MANAGEMENT	0.00	2,766.10
	34205	05/31/2018	4640	WORKOUT ANYTIME, NORTH HAMPTON	0.00	210.00
<b>Totals:</b>					<b>0.00</b>	<b>\$813,996.59</b>


52 Checks Listed.

# TOWN OF NORTH HAMPTON PAYROLL MANIFEST

Report # 36366

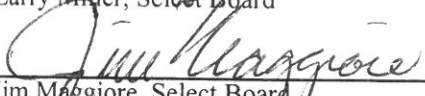
Include Authorization Codes: Yes  
Batch: 19318  
Check Dates: (Earliest) - (Latest)  
Cash Account Number:  
Minimum Check Amount: \$0.00  
Sorted By: Check Number

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



---

 Larry Miller, Select Board



---

 Jim Maggiore, Select Board


---

 Kathleen Kilgore, Select Board


---

 Bryan Kaenrath, Town Administrator

	05/31/2018	EFTPS	FEDERAL TAX PAYMENTS		9,674.55	9,674.55	0.00	0.00	
222417	05/31/2018	2008	PETER FRANCIS	1	2,314.72	1,520.30	308.37	1,211.93	
222418	05/31/2018	9259	WILLIAM L. ADAMS III	1	304.00	238.46	0.00	238.46	
222419	05/31/2018	9666	DEBORAH BROWN	1	52.50	48.48	0.00	48.48	
222420	05/31/2018	9488	RICHARD C. JANVRIN	1	288.05	259.42	0.00	259.42	
222421	05/31/2018	9742	LINDSEY J. ROSS	1	180.00	163.33	0.00	163.33	
222422	05/31/2018	9749	BRYAN T. KAENRATH	1	1,839.85	1,297.69	0.00	1,297.69	
222423	05/31/2018	9743	JEFFREY B. LOUGHMAN	1	112.00	63.44	63.44	0.00	
222424	05/31/2018	9691	GLEN S. BOSWORTH	1	1,150.44	878.75	878.75	0.00	
222425	05/31/2018	9655	COLIN J. CHEVALIER	1	1,061.49	753.14	753.14	0.00	
222426	05/31/2018	9409	STEPHEN S. HENRY	1	2,886.46	2,095.10	2,095.10	0.00	
222427	05/31/2018	5855	JAMES M. JURTA	1	1,051.78	805.04	805.04	0.00	
222428	05/31/2018	2019	JASON M. LAJOIE	1	1,534.62	1,157.10	1,157.10	0.00	
222429	05/31/2018	9481	JEREMY J. PARENT	1	1,565.49	973.97	973.97	0.00	
222430	05/31/2018	9738	THOMAS A. PIDGEON	1	1,605.38	1,192.71	1,192.71	0.00	
222431	05/31/2018	9621	ANGELO C. PUGLISI	1	2,234.76	1,496.56	1,496.56	0.00	
222432	05/31/2018	9557	LEE WILLIAM TABER	1	2,630.07	1,660.25	1,660.25	0.00	
222433	05/31/2018	9422	MARTIN B. TAVITIAN	1	1,974.96	1,234.17	1,234.17	0.00	
222434	05/31/2018	9745	DAVID L. TRAINOR	1	1,503.15	1,063.77	1,063.77	0.00	
222435	05/31/2018	9083	MICHAEL J. TULLY	1	5,764.55	3,706.16	3,706.16	0.00	
222436	05/31/2018	9737	TROY C. WISE	1	1,138.02	791.22	791.22	0.00	
222437	05/31/2018	9687	RYAN A. CORNWELL	1	1,579.79	1,116.20	1,116.20	0.00	
222438	05/31/2018	9702	ANNE M. KENNY	1	465.52	413.55	413.55	0.00	
222439	05/31/2018	9283	JEFFREY P. BARNES	1	1,039.69	742.65	742.65	0.00	
222440	05/31/2018	9649	SCOTT BUCHANAN	1	760.00	535.15	535.15	0.00	
222441	05/31/2018	9401	JON E. HOXIE	1	902.03	640.72	640.72	0.00	
222442	05/31/2018	9554	JOHN HUBBARD	1	1,619.97	1,199.31	1,199.31	0.00	
222443	05/31/2018	9634	ASA D. JOHNSON	1	1,442.99	1,038.03	1,038.03	0.00	
222444	05/31/2018	9746	KYLE R. MANLOW	1	865.39	663.25	663.25	0.00	
222445	05/31/2018	9699	JAMES D. MASIOLI	1	2,384.13	1,703.44	1,703.44	0.00	
222446	05/31/2018	9314	JESSICA L. MIEHLE	1	977.20	714.08	714.08	0.00	
222447	05/31/2018	9727	CHRISTOPHER R. POPPALARD	1	1,823.28	1,319.19	1,319.19	0.00	
222448	05/31/2018	9332	JAMES M. RUSSELL	1	2,773.67	1,822.62	1,822.62	0.00	
222449	05/31/2018	9264	JOSHUA E. STOKEL	1	1,710.49	1,348.44	1,348.44	0.00	
222450	05/31/2018	9748	TODD E. WHITCOMB	1	913.47	697.35	697.35	0.00	
222451	05/31/2018	9710	PAUL J. YANAKOPOULOS	1	1,632.02	1,165.71	1,165.71	0.00	

# TOWN OF NORTH HAMPTON PAYROLL MANIFEST

Report # 36366

Check #	Check Date	Code	Name	Chk Grp	Gross Pay	Net Pay	Direct Deposit	Check Amt	Void
222452	05/31/2018	9712	JOEL F. HURVITZ	1	45.00	41.56	41.56	0.00	
222453	05/31/2018	9747	JOSEPH A. MANZI	1	1,116.26	925.06	925.06	0.00	
222454	05/31/2018	9230	STEVEN BUCHANAN	1	625.48	514.77	514.77	0.00	
222455	05/31/2018	9728	PATRICIA M. BOOKER	1	164.08	151.53	151.53	0.00	
222456	05/31/2018	9129	SUSAN M. BUCHANAN	1	1,090.90	780.72	780.72	0.00	
222457	05/31/2018	9480	PATRICIA LEE	1	329.27	304.09	304.09	0.00	
222458	05/31/2018	9004	JANET L. FACELLA	1	1,209.81	865.46	865.46	0.00	
222459	05/31/2018	9719	RICHARD M. MILNER	1	1,028.85	797.28	797.28	0.00	
222460	05/31/2018	HEALTHTRS	HEALTHTRUST		101.72	101.72	0.00	101.72	
222461	05/31/2018	457B	MID ATLANTIC CAPITAL CORP		1,480.92	1,480.92	0.00	1,480.92	
					<b>68,948.77</b>	<b>52,156.41</b>	<b>37,679.91</b>	<b>4,801.95</b>	

Check Authorization Summary			
Type	Description	Count	Amount
Employee	Checks	6	3,219.31
	Voided Checks	0	0.00
	Direct Deposits (Fully Distributed)	37	37,371.54
	ACH Employee Credits	38	37,679.91
	ACH Employee Debits (Voids)	0	0.00
Deduction	Checks	2	1,582.64
	Voided Checks	0	0.00
	ACH Vendor Credits	0	0.00
	ACH VendorDebits (Voids)	0	0.00
Taxes	EFTPS Payment - Debit	1	9,674.55




# TOWN OF NORTH HAMPTON PAYROLL MANIFEST

Report # 36406

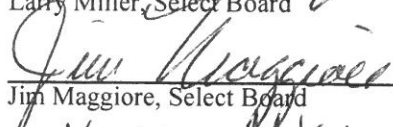
Include Authorization Codes: Yes  
Batch: 19336  
Check Dates: (Earliest) - (Latest)  
Cash Account Number:  
Minimum Check Amount: \$0.00  
Sorted By: Check Number

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

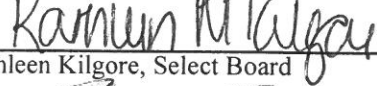

---

 Larry Miller, Select Board



---

 Jim Maggiore, Select Board


---

 Kathleen Kilgore, Select Board


---

 Bryan Kaenrath, Town Administrator

	06/07/2018	EFTPS	FEDERAL TAX PAYMENTS		14,778.21	14,778.21	0.00	0.00	
222462	06/07/2018	9528	BRIAN CHEVALIER	1	620.00	510.37	0.00	510.37	
222463	06/07/2018	9527	KENDALL CHEVALIER	1	528.00	457.01	0.00	457.01	
222464	06/07/2018	9530	EDWARD DAVIS	1	504.00	437.25	0.00	437.25	
222465	06/07/2018	9640	ARTHUR A. NADEAU	1	176.00	162.54	0.00	162.54	
222466	06/07/2018	9596	ERIC J. CLOUTHIER	1	877.50	711.06	0.00	711.06	
222467	06/07/2018	2008	PETER FRANCIS	1	3,018.52	1,950.37	308.37	1,642.00	
222468	06/07/2018	2008	PETER FRANCIS	2	432.00	377.97	0.00	377.97	
222469	06/07/2018	9751	BRETT M. MARELLI	1	65.25	60.25	0.00	60.25	
222470	06/07/2018	9752	LISA J. NOONIS	1	121.50	112.21	0.00	112.21	
222471	06/07/2018	9722	FRANCIS P. CULLEN	1	198.24	178.35	0.00	178.35	
222472	06/07/2018	9488	RICHARD C. JANVRIN	1	139.91	129.21	0.00	129.21	
222473	06/07/2018	9742	LINDSEY J. ROSS	1	240.00	212.74	0.00	212.74	
222474	06/07/2018	9647	JOHN SAVASTANO	1	4,166.67	3,413.54	0.00	3,413.54	
222475	06/07/2018	9743	JEFFREY B. LOUGHMAN	1	112.00	63.44	63.44	0.00	
222476	06/07/2018	9691	GLEN S. BOSWORTH	1	1,150.44	878.75	878.75	0.00	
222477	06/07/2018	9655	COLIN J. CHEVALIER	1	3,658.41	2,552.00	2,552.00	0.00	
222478	06/07/2018	9409	STEPHEN S. HENRY	1	3,485.52	2,498.55	2,498.55	0.00	
222479	06/07/2018	5855	JAMES M. JURTA	1	2,103.56	1,606.14	1,606.14	0.00	
222480	06/07/2018	2019	JASON M. LAJOIE	1	1,534.62	1,157.10	1,157.10	0.00	
222481	06/07/2018	9481	JEREMY J. PARENT	1	2,809.54	1,741.77	1,741.77	0.00	
222482	06/07/2018	9738	THOMAS A. PIDGEON	1	2,392.88	1,717.64	1,717.64	0.00	
222483	06/07/2018	9621	ANGELO C. PUGLISI	1	3,281.94	2,183.32	2,183.32	0.00	
222484	06/07/2018	9557	LEE WILLIAM TABER	1	2,145.30	1,360.31	1,360.31	0.00	
222485	06/07/2018	9422	MARTIN B. TAVITIAN	1	3,372.46	2,103.60	2,103.60	0.00	
222486	06/07/2018	9745	DAVID L. TRAINOR	1	1,618.82	1,146.78	1,146.78	0.00	
222487	06/07/2018	9083	MICHAEL J. TULLY	1	5,764.55	3,706.16	3,706.16	0.00	
222488	06/07/2018	9737	TROY C. WISE	1	1,575.00	1,076.99	1,076.99	0.00	
222489	06/07/2018	9687	RYAN A. CORNWELL	1	1,579.79	1,116.20	1,116.20	0.00	
222490	06/07/2018	9515	BARBARA J. DEWING	1	570.82	527.15	527.15	0.00	
222491	06/07/2018	9702	ANNE M. KENNY	1	338.56	309.00	309.00	0.00	
222492	06/07/2018	9283	JEFFREY P. BARNES	1	3,039.69	2,449.65	2,449.65	0.00	
222493	06/07/2018	9649	SCOTT BUCHANAN	1	2,760.00	1,939.51	1,939.51	0.00	
222494	06/07/2018	9401	JON E. HOXIE	1	2,902.03	2,031.71	2,031.71	0.00	
222495	06/07/2018	9554	JOHN HUBBARD	1	1,619.97	1,199.31	1,199.31	0.00	
222496	06/07/2018	9259	WILLIAM L. ADAMS III	1	57.00	34.64	34.64	0.00	

# TOWN OF NORTH HAMPTON PAYROLL MANIFEST

Report # 36406

Check #	Check Date	Code	Name	Chk Grp	Gross Pay	Net Pay	Direct Deposit	Check Amt	Void	
222497	06/07/2018	9634	ASA D. JOHNSON	1	2,090.73	1,472.15	1,472.15	0.00		
222498	06/07/2018	9746	KYLE R. MANLOW	1	865.39	663.25	663.25	0.00		
222499	06/07/2018	9699	JAMES D. MASCIOLI	1	2,167.40	1,560.89	1,560.89	0.00		
222500	06/07/2018	9314	JESSICA L. MIEHLE	1	977.20	714.08	714.08	0.00		
222501	06/07/2018	9727	CHRISTOPHER R. POPPALARD	1	1,331.75	987.21	987.21	0.00		
222502	06/07/2018	9332	JAMES M. RUSSELL	1	2,667.39	1,752.72	1,752.72	0.00		
222503	06/07/2018	9264	JOSHUA E. STOKEL	1	1,710.49	1,348.44	1,348.44	0.00		
222504	06/07/2018	9748	TODD E. WHITCOMB	1	913.47	697.35	697.35	0.00		
222505	06/07/2018	9710	PAUL J. YANAKOPULOS	1	1,511.75	1,084.48	1,084.48	0.00		
222506	06/07/2018	9712	JOEL F. HURVITZ	1	225.00	192.41	192.41	0.00		
222507	06/07/2018	9747	JOSEPH A. MANZI	1	1,116.26	925.06	925.06	0.00		
222508	06/07/2018	9230	STEVEN BUCHANAN	1	403.27	336.23	336.23	0.00		
222509	06/07/2018	9728	PATRICIA M. BOOKER	1	164.08	151.53	151.53	0.00		
222510	06/07/2018	9129	SUSAN M. BUCHANAN	1	1,090.90	780.72	780.72	0.00		
222511	06/07/2018	9480	PATRICIA LEE	1	203.63	188.05	188.05	0.00		
222512	06/07/2018	9004	JANET L. FACELLA	1	1,167.60	838.08	838.08	0.00		
222513	06/07/2018	9749	BRYAN T. KAENRATH	1	1,839.85	1,297.69	1,297.69	0.00		
222514	06/07/2018	9719	RICHARD M. MILNER	1	1,028.85	797.28	797.28	0.00		
222515	06/07/2018	AFLAC-NON	AFLAC NON FIRE DEPT		144.00	144.00	0.00	144.00		
222516	06/07/2018	HEALTHTRS	HEALTHTRUST		49,553.93	49,553.93	0.00	49,553.93		
222517	06/07/2018	457B	MID ATLANTIC CAPITAL CORP		1,784.76	1,784.76	0.00	1,784.76		
222518	06/07/2018	PD DUES-1	NEW ENGLAND PBA, INC.		572.00	572.00	0.00	572.00		
222519	06/07/2018	NHRS	NEW HAMPSHIRE RETIREME		99,312.00	99,312.00	0.00	99,312.00		
222520	06/07/2018	AFLAC	NORTH HAMPTON PROFESSI		1,203.53	1,203.53	0.00	1,203.53		
222521	06/07/2018	FD DUES	NORTH HAMPTON PROFESSI		810.00	810.00	0.00	810.00		
					<b>248,593.93</b>	<b>226,058.64</b>	<b>49,495.71</b>	<b>161,784.72</b>		

Check Authorization Summary			
Type	Description	Count	Amount
Employee	Checks	13	8,404.50
	Voided Checks	0	0.00
	Direct Deposits (Fully Distributed)	40	49,187.34
	ACH Employee Credits	41	49,495.71
	ACH Employee Debits (Voids)	0	0.00
Deduction	Checks	7	153,380.22
	Voided Checks	0	0.00
	ACH Vendor Credits	0	0.00
	ACH VendorDebits (Voids)	0	0.00
Taxes	EFTPS Payment - Debit	1	14,778.21



**AQUARION**  
Water Company

Aquarion Water Company of New Hampshire  
7 Scott Road  
Hampton, NH 03842  
603-926-3319 phone  
www.aquarionwater.com

*Stewards of the Environment®*

May 29, 2018

Frederick W. Welch  
Town Manager  
Town of Hampton  
136 Winnacunnet Road  
Hampton, NH 03842

Bryan Kaenrath  
Town Administrator  
Town of North Hampton  
233 Atlantic Avenue  
North Hampton, NH 03862

**Re: Update on Proposed Mill Road Wellfield PFC Treatment Evaluation**

Dear Mr. Welch and Mr. Kaenrath,

The Aquarion Water Company (the Company) commenced the Evaluation for PFC Treatment at the Mill Road Wellfield in Hampton and North Hampton in accordance with our agreement with each of the Town's signed on October 5, 2017. The proposed work includes three (3) major tasks:

- Task 1 Alternative Analysis
- Task 2 Preliminary Design and Bench Scale Treatment Evaluation
- Task 3 Final Design and Permitting

The Company has completed the Alternative Analysis and submitted this to the Town's on November 6, 2017. Since this submission the Company has met with each Town to review the results of the Alternative Analysis Report.

The Company has moved forward with the Preliminary Design and Bench Scale Treatment Evaluation (Task 2) and anticipates providing a draft submittal to Hampton and North Hampton in June 2018.

If you have any questions or concerns please feel free to give me a call.

Sincerely,

Daniel Lawrence, P.E.  
Director of Engineering and Planning



*North Hampton*  
**FIRE & RESCUE**  
235 ATLANTIC AVENUE  
NORTH HAMPTON, N.H. 03862

*Michael J. Tully*  
CHIEF OF DEPARTMENT

TEL: (603) 964-5500  
FAX: (603) 964-7249  
**EMERGENCY: 911**

June 5, 2018

Mr. Brian Kenrath, Town Administrator  
Mr. Jim Maggiore, Select Board Chair  
Mrs. Kathleen Kilgore, Selectwoman/Vice Chair  
Mr. Larry Miller, Selectman  
Town of North Hampton  
233 Atlantic Avenue  
North Hampton, New Hampshire 03862

Please accept this letter as my recognition of the exceptional technical assistance that is provided by both Troy Klidas and Luke Bednarek, as employees of Channel 22 North Hampton.

I wanted to take the time to commend these two individuals for the support they give to the Town of North Hampton, as they've been exceptional in rendering technical audio, visual and communication assistance to this department and sometimes with such short notice.

While working with Mr. Savastano, their knowledge and proficiency has helped us to carry out our mission in providing public service announcements on multiple occasions. More recently, I required technical assistance with coordinating a Skype interview that wouldn't have been possible without their help.

All too often, those responsible for the actions that occur out of sight that help produce successful results, are overlooked. Their character, politeness, talent and professional attitude are great attributes and I would be remiss if I didn't extend the proper accolades and appreciation for what they do.

Dutifully,

Jason M. Lajoie  
Deputy Fire Chief

*"Quality Service for a Quality Community"*

Bryan T. Kaenrath  
Town Administrator

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



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

---

---

**TOWN ADMINISTRATOR'S REPORT  
JUNE 11, 2018 SELECT BOARD MEETING**

---

---

**REPORTING PERIOD**

The reporting period is from May 29, 2018 through June 8, 2018

**FINANCE**

The current expenditure report can be found here: <https://www.northhampton-nh.gov/sites/northhamptonnh/files/uploads/expense06052018.pdf> FY 18 expenditures are within normal parameters, there are no alarming trends noted. Overall the budget is in a very good position with an approximate surplus of \$350,000 and approximately 4 weeks remaining. I will keep the Board updated with any changes.

**PRIORITIES**

**Personnel**

*The Police Department.* The police chief application period closed on June 1<sup>st</sup>. We have done an initial screen of the 20 applicants who applied for the position and will be selecting candidates to next participate in a written responses project. We will be continuing to advertise for the open police officer positions following the last round in which no candidates were offered a position. A PT test has been scheduled and there are currently 10 candidates signed up to participate. The process for the sergeant's position is also ongoing and currently has three applicants. A written test and project will take place followed by an oral board interview next week. Due to low staffing, overtime expenses will be higher than normal.

*The Fire Department.* Initial fire fighter interviews with six candidates occurred on May 23<sup>rd</sup> to fill the recent open position. A conditional offer was made to one candidate following a Chief's

interview and they are currently undergoing a background check. With the department being short staffed expect increased overtime expenses in the department.

*Building Department.* A conditional offer was made to a candidate for the part-time building inspector position and they are currently undergoing a background check.

### **Facilities**

*Town Hall.* Our town hall RFP is ready to be sent out pending any revisions by the Select Board.

*The Library.* Nothing new to report.

*Stone Building.* Nothing new to report. Painting quotes are currently being gathered.

*Town Office/Chevalier Building.* Our energy audit was conducted on May 23<sup>rd</sup> and we have now received the report back on recommended updates and repairs. We hopefully we be able to use this report in deciding on building repairs/updates to address our water and heat loss issues. We also need to address the siding on the east side of the building in the near term. Inmate trustees have been painting trim on the building over the past week and the work has been excellent.

### **Projects**

*Town Sign.* Our new town sign for Route 1 at the Hampton town line has been ordered and should be in place by early August. NHBA will be contributing \$1100 towards the cost of the sign.

*Telephone System/Communications.* Nothing new to report

*Cell Tower.* Nothing new to report.

*Banners.* Director Hubbard has begun hanging the banners on the poles where we were able to obtain pole agreements. An additional list of possible poles for placement was also recently discovered that includes locations around the bandstand, the western section of Atlantic Ave. and Route 1. We have begun the process of obtaining pole agreements for these additional locations.

*Regionalization.* Nothing new to report.

*Perambulation.* Nothing new to report.

*Coakley Landfill Group.* The next CLG meeting will take place on June 19<sup>th</sup> at 10am. Also, a public informational meeting was held last Thursday in Portsmouth with officials from DES and EPA among others to update the public on past and future remediation efforts.

*Cemeteries.* Nothing new to report.

*Finance Policies:* Agenda item.

*Elections.* We have a conflict with the school for the September 11<sup>th</sup> primary and we will have to have our polling place at Town Hall. The school was not anticipating this date and they are in session that day. Hopefully we can better coordinate with them for future election dates.

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

*Trolley Bridge/Philbrick Pond Grant.* Agenda item.

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

*Storm-Water Regulations.* Nothing new to report.

*Hazard Mitigation Plan.* Nothing new to report

*Recreation Activities.* Tennis court resurfacing at Dearborn Park should begin this week. Inmate trustee labor projects went very well last week with a fair amount of clean up, painting, mulching and other projects completed. We are gradually working through a long list of deferred maintenance.

*Conservation Easement Deeds.* Nothing new to report

*Mutual Aid.* Nothing new to report.

*Economic Development.* Committee report.

*Document Management System.* Agenda item.

*IT Issues.* I have signed the agreement with PCG for the Microsoft 365 project that Dave Hodgdon discussed at a previous meeting. They have done one site visit as of last week in preparation for completing the update.

*Deed Waiver/Modular Home Tax Abatement Policy.*

*Rails to Trails.* Nothing new to report.

*Storm Damage:* We have completed work to repair the sidewalk on Ocean Blvd. and the results are excellent. Little Boar's Head will be repairing the remaining damaged sidewalk on top of the berm before the end of the month.

*Audit:* Director Cornwell has notified Melanson Heath of our vote to award them the audit contract and sent letters to the other firms notifying them of our decision.

*Meeting Schedule:* Due to scheduling conflicts our next scheduled meeting on June 25<sup>th</sup> has been cancelled. The meeting may be rescheduled depending on pressing business that may need to be acted upon.



# Coakley Landfill Superfund Site

## North Hampton, NH

U.S. EPA | HAZARDOUS WASTE PROGRAM AT EPA NEW ENGLAND

**MAINTAINING AND MONITORING SUPERFUND**

**SITES:** After a Superfund Site or portion of a Superfund Site has been cleaned up, EPA continues to monitor the site to ensure the cleanup is operating effectively over time. Five-Year Reviews provide an opportunity to fully evaluate the implementation and performance of a cleanup and determine whether it remains protective of human health and the environment.

**INTRODUCTION:**

The purpose of a Five-Year Review (FYR) is to evaluate the implementation and performance of a remedy in order to determine if the remedy is and will continue to be protective of human health and the environment. The methods, findings, and conclusions of reviews are documented in FYR reports such as this one. In addition, FYR reports identify issues found during the review, if any, and document recommendations to address them.

This is the 2017 Addendum to the Fourth Five-Year Review for the Coakley Landfill Superfund Site located in North Hampton, NH. The FYR Report was completed on September 26, 2016. At the time there was not enough data to evaluate the protectiveness of the remedy due to uncertainty about the existence of human exposures within the southern area of the Groundwater Management Zone, and the extent of the plume in that direction was also unknown. The uncertainties in the area were identified by EPA and have been addressed by the Coakley Landfill Group and NHDES over the past year to more completely assess the protectiveness of the remedy.

**BACKGROUND**

The Coakley Landfill Superfund Site (Site) includes approximately 92 acres located within the towns of Greenland and North Hampton, Rockingham County, New Hampshire. The actual landfill covers approximately 27 acres. The Site is located about 400 to 800 feet west of Lafayette Road (U.S. Route 1), directly south of Breakfast Hill Road, and about 2.5 miles northeast of the center of the town of North Hampton. The landfill borders undeveloped woodlands, wetlands, and residential properties to the north and west and commercial and residential properties to the east and south.

Landfill operations began in 1972, with waste

disposal from the municipalities of Portsmouth, North Hampton, Newington, New Castle, and Pease Air Force Base. Concurrent with landfill operations, rock quarrying was conducted from approximately 1973 through 1977. Much of the refuse disposed of at the Site was placed in open (some liquid-filled) trenches created by rock quarrying and sand/gravel mining. Also from 1982 through 1985, Pease Air Force Base, and the above mentioned municipalities among others, transported their refuse to an incineration plant operated by the City of Portsmouth, which in turn transported the incinerator residues to the Site until 1985

continued >

**KEY CONTACTS:****GERARDO MILLAN-RAMOS**

EPA Project Manager

617-918-1377

millan-ramos.gerardo@epa.gov

**JIM MURPHY**

EPA Community Involvement

617-918-1028

murphy.jim@epa.gov

**ANDREW HOFFMAN**

NHDES Project Manager

andrew.hoffman@des.nh.gov

603-271-6778

**GENERAL INFO:****EPA NEW ENGLAND**

5 Post Office Square

Suite 100

Boston, MA 02109-3912

(617) 918-1111

**EPA TOLL-FREE  
CUSTOMER SERVICE**

1-888-EPA-7341

**LEARN MORE AT:**

<https://semsub.epa.gov/src/document/01/622624>



## BACKGROUND

continued >

when the landfill was closed to all disposal activities.

The Site consists of 2 Operable Units (OUs). OU-1 (Source Control) addresses the source of contamination at the Coakley Landfill Site, including the contaminated groundwater beneath and in the vicinity of the landfill. Past source control response actions included consolidation onto the landfill of wastes and sediments identified beyond the edge of the landfill and covering the landfill with an impermeable cap. OU-2 (management of migration) addresses groundwater contamination which has migrated from the landfill. The response action includes utilizing natural attenuation to remediate the contaminated groundwater plume; groundwater monitoring; and using institutional controls (ICs) to prevent use of contaminated groundwater.

## PROTECTIVENESS STATEMENTS IN 2017 ADDENDUM

Based on the investigation activities described below, including evaluation of the new data and other information obtained since the completion of the 2016 Report, the protectiveness statement for groundwater (Operable Unit 2) and the site wide protectiveness statement in the Report are accordingly revised as follows:

The remedy for the groundwater is protective in the short-term because the data indicates no human exposures to site contaminants (including per and polyfluoroalkyl substances (PFAS)) at levels exceeding either state or federal standards. This is evidenced by the data obtained from the following:

- annual monitoring events,
- the regular sampling of off-Site private drinking water supplies,
- the additional sampling for PFAS and VOCs performed by NHDES at numerous private residential wells near the Site 's GMZ,

- the initial groundwater sampling from three re-developed wells that are now the southernmost monitoring wells south/southwest of the landfill,
- a second round of sampling on those wells, and,
- sampling performed by NHDES at three private drinking water wells within close proximity to the southwestern-most edge of the GMZ

## EPA'S ADDENDUM TO 5-YR REVIEW/NEXT STEPS

Addendum to the Fourth Five Year Review finalized on 09/28/2017.

Updated the protectiveness determination for the entire Site and concluded that the Remedy at the Site is protective in the short-term.

No human exposures above cleanup standards.

Updated the status of the 2016 Five Year Review Issues/Recommendations. Identified additional actions for the remedy to be protective in the long-term:

- CLG to conduct a Deep Bedrock Investigation to further understand groundwater flow and the fate and transport of COCs and PFAS in the deep bedrock;
- EPA to further evaluate risk for the potential exposure to PFAS from the incidental consumption of surface water and/or sediments;
- Conduct fish-tissue sampling along Berrys Brook to determine whether fish pose a potential human exposure to PFAS that may be attributed to the Coakley Landfill.

## FACT

Past source control response actions included consolidation onto the landfill of wastes and sediments identified beyond the edge of the landfill and covering the landfill with an impermeable cap.

# COMMUNITY MEETING ABOUT COAKLEY LANDFILL

FOUNDATION FOR SEACOAST HEALTH  
COMMUNITY CAMPUS  
100 CAMPUS DRIVE PORTSMOUTH, NH 03801

7:00-9:10 PM

June 7, 2018

## AGENDA

- I. **7:00 - 7:10 WELCOME AND INTRODUCTIONS**
  - Mayor Jack Blalock, City of Portsmouth
  - Meeting Moderators: The Honorable John Maher, retired Judge (Portsmouth)  
John Gilbert, Environmental Engineer (Greenland)
  
- II. **7:10 - 7:40 BASIC BACKGROUND**
  - Introduction of Remediation Panel
  - Coakley Landfill Background, Remediation Timeline, Ongoing Efforts --  
Environmental Protection Agency (EPA)
  - Groundwater Management Zone Permits and Monitoring -- NH Department of  
Environmental Services (NHDES)
  - Current Remedy Implementation, Contaminants of Concern -- Coakley Landfill  
Group (CLG) and CES Environmental Consultants
  
- III. **7:40 - 8:00 QUESTIONS AND ANSWERS**
  
- IV. **8:00 - 8:30 FURTHER INFORMATION ON TECHNICAL TOPICS**
  - Deep Bedrock Study, Fish Tissue Study
  - EPA PFAS Summit Outcomes
  - Coakley Landfill remediation Finance Review
  
- V. **8:30 - 9:00 QUESTIONS AND ANSWERS**
  
- VI. **9:00 - 9:10 WRAP-UP and NEXT STEPS**

## List of Abbreviations and Acronyms

Acronym	
AGQS	Ambient Groundwater Quality Standard
CERCLA	Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended by the Superfund Amendments Reauthorization Act (SARA) of 1986
CES	CES Inc. Engineering/Environmental Contractors to the Coakley Landfill Group
CD	Consent Decree
COC	Contaminants of Concern
CLG	Coakley Landfill Group
DES	(NH)Department of Environmental Services
EPA	(U.S.)Environmental Protection Agency
ESD	Explanation of Significant Difference
FS	Feasibility Study
F&G	NH Fish and Game
GenX	Trade name for a processing aid technology for two chemical substances <u>GenX acid and GenX ammonium salt</u>
GMP	Groundwater Management Permit
GMZ	Groundwater Management Zone
HA	Health Advisory
MCL	Maximum Contaminant Level
NPL	National Priorities List
OU-1	Operable Unit 1: Capped landfill area
OU-2	Operable Unit 2 Area of management of migration same as groundwater management zone.
PFAS	Per- and polyfluoroalkyl substances a group of man-made chemicals that includes PFOA, PFOS
PFOA	Perfluorooctanoic Acid
PFOS	Perfluorooctane Sulfonate
PFBS	Perfluorobutanesulfonate
PPT	Parts Per Trillion
RI	Remedial Investigation
ROD	Record of Decision
RPM	Remedial Project Manager
SL	Screening Level

## Janet Facella

---

**From:** Bryan Kaenrath  
**Sent:** Tuesday, June 05, 2018 12:10 PM  
**To:** Janet Facella  
**Subject:** FW: Centennial Hall  
**Attachments:** CentennialHallLCHIP.docx

From Jim for the meeting packet and agenda.

**From:** Maggiore  
**Sent:** Tuesday, June 05, 2018 9:53 AM  
**To:** Bryan Kaenrath <bkaenrath@northhampton-nh.gov>  
**Subject:** Fw: Centennial Hall

Hello Bryan.

Attached is a draft of a letter to the NH Land and Community Heritage Investment Programming encouraging them to approve a grant application from the Friends of Centennial Hall. The FOCH need to file their application by mid-June so I would like to add this item to the next regular SB meeting for consideration. Could you please put the draft on Town letterhead for the packet?

Thanks.

Jim

**From:** Marcy M  
**Sent:** Thursday, May 31, 2018 12:00 PM  
**To:** [mjmaggiore@comcast.net](mailto:mjmaggiore@comcast.net)  
**Subject:** Re: Centennial Hall

That will be perfect. Thank you for your quick response and assistance!  
Exciting time for the FOCH!

Best,  
Marcy

On Thursday, May 31, 2018, 11:38:56 AM EDT, <[mjmaggiore@comcast.net](mailto:mjmaggiore@comcast.net)> wrote:

Thank you Marcie for the information.

I will forward this to the Town Administrator and make sure that it's on the next select board agenda which is June 11th. I will also draft a letter of support for the select board to consider so that hopefully we can sign something that night or the next day.

I hope this schedule is quick enough for you to complete the application.

Regards.

Jim

Sent from XFINITY Connect Application

-----Original Message-----

From: [mmmccann@yahoo.com](mailto:mmmccann@yahoo.com)

To: [mjmaggiore@comcast.net](mailto:mjmaggiore@comcast.net)

Sent: 2018-05-31 11:33:38 AM

Subject: Centennial Hall

Hi Jim,

Thanks so much getting in touch!

The Friends of Centennial Hall (FOCH) are at a pivotal moment in further revitalizing Historic Centennial Hall and we do need the assistance of the Select Board to move forward with a critical component of that progress.

The long-awaited and much deserved distinction of having been named to the National Register of Historic Places has certainly developed a renewal of appreciation for this iconic treasure. This recognition and our ensuing re-dedication of the building's mission as a center for the arts, has spurred a growth in our use that has completely outpaced our present restored capacity. Making all the more urgent our efforts to complete a restoration and revitalization that began in 1998.

Centennial Hall is now in the midst of a full building assessment under the direction of Historic Preservationist Steve Bedard, funded in part by the New Hampshire Preservation Alliance. This assessment will allow us to proceed with a **significant** Land and Community Heritage Investment Program (LCHIP) grant filing in mid-June, pursuing multiple large-scale restoration and modernization projects. **We have already been approved** for this filing, and are moving all the necessary pieces forward at a fast pace.

Many historic building restoration projects have merit on paper in NH, but have failed to gain LCHIP funding as these buildings have either had no clearly defined plan for use; either existing, or, the potential for activity, or have had no demonstrable value to the community.

The Hall is completely self-supporting with rental income from six tenants, in addition to the many private rentals held throughout the year. Even with our occupancy restraints in not having access to our second floor, we are certainly to be considered a thriving Center for the Arts, and public gathering place for our community, and those surrounding North Hampton.

We are clearly able to communicate resource benefits, and utilization, as we have approximately 350 people at the Hall during a typical week taking advantage of the wide range of music and art programs offered, as well as bridge and enrichment classes. We have fit in more non-profit and service group meetings, and have been hosting more private rental functions given the cooperative nature of our tenants - and with only an all volunteer board.

In fact the LCHIP resource specialist has called us "The poster child of successful renovation" and the NH Preservation Alliance has said "we are a model in NH."

Yet our current tenants are restricted and limited in program offerings, given the compressed schedules that are developed to maximize studio time for all. Numerous requests for additional rental space and function space in operable areas are declined regularly, as we simply cannot carve out

any more time. Larger functions and performance requests are also turned away with current occupancy restrictions.

We need this next round of LCHIP funding to help us to restore the full function, accessibility and exterior aesthetic to become of even more service and value to the community.

That being said, while I know you recognize the importance of the building, and the value in the resource Centennial Hall is to the community, I'd like to ask your assistance in securing support documentation to that effect from the Select board to include with the LCHIP grant request to be filed in mid-June.

LCHIP specifically asks if the FOCH has any official endorsement by elected municipal officials. As the FOCH and the Hall continues to support all community based events, and provides available space to school groups, local scout troops and others, we are hopeful that the Select Board will want to assist us moving forward in securing this grant funding.

Please let me know if there is anything further I can provide in background documentation (I have attached a letter of support from the Heritage Commission for your reference), and of course I would love to have you and the members of the Select board back to the building for a complete update. On a side note, we are one of 200 non-profits registered to participate in NH Gives beginning 6pm June 6th through 6pm June 7th. Funds raised during this 24 hours of community on-line support will be most valuable in support this grant application.

As always your support and assistance is greatly appreciated.

Best Regards,  
Marcy McCann

[Marcy Milne McCann](#)  
FOCH, Board President  
964-2021 - office  
498-5356 - cell  
[mmmccann@yahoo.com](mailto:mmccann@yahoo.com)

June 1, 2018

New Hampshire Land and Community  
Heritage Investment Program  
13 West Street, Suite 3  
Concord, NH 03301

**Re: Land and Community Heritage Investment Program ("LCHIP") grant application for the Friends of Centennial Hall, North Hampton**

Dear Members of the Review Panel,

By (unanimous?) vote at its June 11, 2018 regular meeting, the North Hampton Select Board endorses the New Hampshire Land and Community Heritage Investment Program ("LCHIP") grant application for the Friends of Centennial Hall and hopes the Review Panel will grant approval of the application.

With funding assistance provided by the LCHIP grant, the Friends of Centennial Hall stand ready to begin to restore the full function, accessibility and exterior aesthetic to Centennial Hall so that it may become of even more service and value to our communities.

Originally constructed as a school house in 1876, Centennial Hall continues to serve as an educational, cultural, and community center for the Town of North Hampton. Centennial Hall is completely self-supporting and managed by the all-volunteer Friends of Centennial Hall board. Current tenants provide a wide range of music, arts, and enrichment programs and non-profit, and service groups use Centennial Hall regularly for group meetings and functions. Approximately 350 people benefit weekly from the programming and functions offered by current tenants.

The North Hampton Select Board encourages the Review Board to approve LCHIP application so that Friends of Centennial Hall may continue to make improvements to this iconic building.

Sincerely,

---

Jim Maggiore

---

Kathleen Kilgore

---

Larry Miller

CC: Marcy McCann, Chair, Friends of Centennial Hall Board



Municipal Offices  
233 Atlantic Avenue  
North Hampton, NH 03042

Tel: (603) 964-8087  
Fax: (603) 964-1514

## TOWN OF NORTH HAMPTON, NEW HAMPSHIRE SELECT BOARD

### INVESTMENT POLICY

#### I. PREFACE

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

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

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

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

#### II. SCOPE

This Investment Policy applies to all deposits and investments (hereinafter sometimes referred to as "Invested Assets") of public funds including, but not limited to, time and demand accounts, overnight accounts, certificates of deposits and repurchase agreements placed with or purchased from federally insured banks. Public funds are those funds under the control and authority of the Treasurer and include:



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

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

### III. INVESTMENT OBJECTIVES

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

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

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

### IV. AUTHORIZED FINANCIAL INSTITUTIONS

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

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

Table 1 - Authorized Financial Institutions	
TD Bank	(North Hampton Branch, 46 Lafayette Road, North Hampton)
RBS Citizens Bank	(North Hampton Branch, 65 Lafayette Road, North Hampton)
Optima Bank	(North Hampton Branch, 26 Lafayette Road, North Hampton)
<del>Granite Bank</del>	<del>(Portsmouth Branch, 2400 Lafayette Road, Portsmouth)</del>
<del>Service Credit Union</del>	<del>(Hampton Branch, 887 Lafayette Road, Hampton)</del>

CHANGE  
to  
BANGOR  
SAVINGS  
BANK

MAYBE  
ADD: MEREDITH  
VILLAGE SAVINGS  
MEREDITH  
PEOPLES  
UNION BANK

## V. PERMITTED DEPOSITS AND INVESTMENTS

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

### A. Deposits

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

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

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

### C. New Hampshire Public Deposit Investment Pool

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

## VI. FDIC INSURANCE

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

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

## **VII. COLLATERALIZATION**

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

### **A. Eligible Securities**

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

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

### **B. Letter of Credit (LOC)**

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

1. It must be issued by a bank separate from and independent of the bank which holds the Invested Assets and deemed by the Select Board to be fully creditworthy, approved by the Board and shown in Table 2.

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

<b>Table 2 – Authorized Issuers of Letters of Credit</b>
▪ Federal Home Loan Bank of Pittsburgh
RESERVED

### **VIII. THIRD-PARTY CUSTODIAN REQUIREMENT**

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

<b>Table 3 – Authorized Financial Institutions as Third-Party Custodians</b>
▪ Bank of New York
RESERVED

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

### **IX. COLLATERAL MARGIN REQUIREMENT**

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

1. Accrued and unpaid interest earned over the life of the investment through its maturity date, plus
2. An additional sixty (60) days of interest beyond the maturity date should delays be encountered in liquidating the pledged securities in the event of a bank failure; plus
3. An additional 100 basis points (1%) to provide for market risk fluctuations in collateral value given that the banks will only mark to market collateral on a monthly basis.

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

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

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

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

## **X. DURATION AND CONCENTRATION RISK**

### **A. Duration**

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

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

1. For cash requirements anticipated over a 30 day period, an amount equal to 100% of such cash requirements should be maintained in overnight investments
2. For projected cash requirements beyond 30 days up to 90 days, 50% of the projected cash requirements for this 30 to 90 day period, should be kept in 30 day investments, 35% in 60 day investments and 15% in 90 day investments.
3. For projected cash requirements beyond 90 days up to 180 days, 50% should be invested in 90 day investments, 35% in 120 day investments and 15% in 180 day investments
4. For projected cash requirements beyond 180 up to one year, cash equal to 75% should be invested in 180 day investments, 15% up to 270 days and 5% invested in investments not exceeding one year.

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

### **B. Concentration of risk**

Prudent management of the Town's Invested Assets requires diversification of risk. The goal over time should be to have no more than 25% of the Town's Invested Assets placed with any one bank.

However, until a sufficient number of banks are approved as Authorized Financial Institutions, Invested Assets should not exceed 50% with any one bank approved by the Select Board.

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

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

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

#### **XI. PRUDENCE**

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

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

#### **XII. CONFLICT OF INTEREST**

Any elected officials, officers and employees of the Town involved in the implementation of this Policy shall disclose to the Select Board in writing any personal or pecuniary interest which could conflict (or appear to conflict) with any matters related to or arising from the Policy and any implementation or execution thereof or which could impair their ability to make impartial judgments regarding any aspect of the Policy or its implementation. The Select Board shall take such action as may be necessary and prudent to prevent any such conflict of interest, or the appearance of a conflict, from interfering with the proper implementation of the Policy.

#### **XIII. DELEGATION OF AUTHORITY**

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

#### **XIV. SURETY BOND**

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

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

- (1) The failure of officers covered to faithfully perform their duties or to account properly for all moneys or property received by virtue of their positions, or
- (2) Fraudulent or dishonest acts committed by the covered officers.”

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

C. Premiums shall be paid by the Town.

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

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

## **XV. INTERNAL CONTROLS**

A. The Select Board is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Town are protected from loss, theft or misuse. The Select Board shall provide written internal controls with regard to investment procedures which shall be reviewed annually by the Town’s independent auditors and revised as needed.

B. The internal controls shall address the following points:

1. Control of collusion
2. Separation of transactional authority from accounting and recordkeeping
3. Periodic audit of securities pledged to secure Town assets
4. Written confirmation of transactions for investment and if applicable, wire transfers
5. Dual authorizations of all wire transfers
6. Such other controls or procedures as may be appropriate

Appendix B provides the internal controls applicable with regard to investment.

## **XVI. SAFEKEEPING**

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

## XVII. ACCOUNTING

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

## XVIII. REPORTING

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

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

## XIX. FINANCIAL INSTITUTION REPORTING

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

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

## XX. OTHER

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



**XXI. INVESTMENT POLICY APPROVAL**

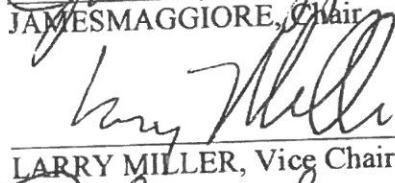
The Select Board adopted the Town of North Hampton Investment Policy on the following dates:

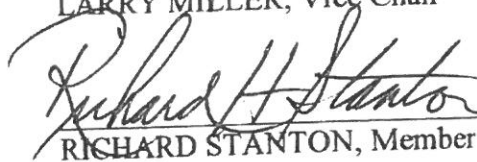
- Adopted: November 19, 2008;
- Ratified: Fall 2010, with retroactive effect to initial adoption;
- Ratified: April 8, 2013, with retroactive effect to most recent adoption;
- Revised: June 10, 2013;
- Revised: March 24, 2014;
- Revised: September 22, 2014;
- Revised: April 6, 2015
- Ratified: June 22, 2016
- Revised: May 31, 2017

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

BY THE SELECT BOARD

  
\_\_\_\_\_  
JAMESMAGGIORE, Chair

  
\_\_\_\_\_  
LARRY MILLER, Vice Chair

  
\_\_\_\_\_  
RICHARD STANTON, Member

ATTEST: \_\_\_\_\_  
SUSAN BUCHANAN, Town Clerk



## TOWN OF NORTH HAMPTON

### PURCHASING POLICY

#### ARTICLE 1      GENERAL INFORMATION

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

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

## **ARTICLE II PURCHASE REQUISITIONS AND PURCHASE ORDERS**

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

Utilities – Including building heat (oil, gas, propane, etc.), electricity, vehicle fuel, water/sewer, and telephone/cable/internet.

Service/Contractual Agreements – Including ongoing equipment and software service agreements, solid waste collection and disposal contracts, and legal services.

Other – Including payroll related items, welfare direct assistance, debt service payments, capital lease payments, and bank service charges.

- 2.8 Purchases of a repetitive or on-going nature may be encompassed in a single blanket Purchase Order. Blanket Purchase Orders are designed to reduce paperwork since one Purchase Requisition and one Purchase Order accommodates numerous transactions. Blanket Purchase Orders are issued to vendors for repetitive purchases of consumable supplies and for services which are contracted on a fixed-payment basis.
- 2.9 For situations where multiple units of the same equipment or item are to be acquired, it is expected that a Purchase Order be used if the total cost of the combined units is in excess of \$500. No purchase or contract shall be subdivided by making multiple individual purchases in succession in order to circumvent or evade requirements of the Town's Purchasing Policy.
- 2.10 When the public health and welfare because of an emergency requires the immediate purchase of supplies, materials or services, the Department Head or his/her authorized designee responsible shall have the authority to purchase needed supplies, materials and services to meet the needs of the public emergency without the necessity of submitting a Purchase Requisition in advance. In such cases, Purchase Requisitions and Purchase Orders shall be completed following the emergency.
- 2.11 Department Heads will notify the Finance Department of Purchase Orders to be modified; including updating quantity, change in pricing, and account modification. Department Heads will also notify the Finance Department of Purchase Orders to be cancelled or closed so that the encumbrance may be liquidated.

### **ARTICLE III BID PROCEDURES**

- 3.1 Purchases that are less than five hundred dollars (\$500.00) shall be handled at the discretion of the Department Head in the most judicious manner possible as otherwise set forth herein.
- 3.2 Purchase Order requests that are at least five hundred dollars (\$500.00) but less than one thousand dollars (\$1,000.00) shall be carefully reviewed by the Town Administrator with consideration given to maximizing the efficiency and

economy of overall municipal operations, taking into account the specific needs and missions of each department.

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

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

#### **ARTICLE IV BID GUIDELINES**

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

#### **ARTICLE V. EQUIPMENT, VEHICLES, MATERIALS & SUPPLIES**

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

#### **ARTICLE VI. CONTRACTS FOR LABOR SERVICES**

- 6.1 It shall be the responsibility of the Department Head to obtain a completed W-9 Form to be filed with the Finance Department as part of a Purchase Order request for the procurement of services with a value of six hundred dollars (\$600.00) or more per calendar year.
- 6.2 All projects that require an expenditure of ten thousand dollars (\$10,000.00) or more shall require such bonds and/or cash sureties and/or retainage as may be

recommended by the Town Administrator and approved by the Select Board, to the extent permitted by law.

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

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

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

#### **ARTICLE VII      CONTRACTS FOR PROFESSIONAL SERVICES**

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

#### **ARTICLE VIII      LEASE PURCHASES**

- 8.1 The purchase or lease of any equipment, vehicles or materials which require periodic payments over a course of one year or more shall be subject to all

applicable provisions of this policy in accordance with the dollar values set forth herein based on the total dollar value of the item(s).

- 8.2 All lease purchase agreements shall contain a non-appropriation clause whereby the Town shall not be obligated under the terms of the lease if the necessary funds are not appropriated at future Town Meeting.

#### **ARTICLE IX           LEGAL SERVICES**

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

#### **ARTICLE X           EXEMPTIONS AND WAIVERS**

- 10.1 It is understood that pre-approved purchase orders and multiple price quote requirements may not be practical when it comes to repairs to Town-owned vehicles and specialized equipment. Under these circumstances, preference may



be given to dealers approved by a manufacturer or sole source vendors with a satisfactory history of fair pricing and work quality in lieu of the specific bidding requirements set forth herein, upon authorization of the Town Administrator.

- 10.2 It is recognized that alternative methods of product delivery (such as design-build, construction management etc.) may be desired for certain projects when recommended by the Town Administrator and authorized by the Select Board after notice and public hearing.
- 10.3 The provisions of this policy shall not apply to monthly utility bills, wage and salary payments for Town employees, nor shall it apply to employee benefits; provided, however, the disbursement of accumulated leave benefits at the time of employment separation and the selection of benefit vendors shall require the approval of the Select Board.

#### **ARTICLE XI USE OF TOWN CREDIT CARD**

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

#### **ARTICLE XII ADMINISTRATION**

- 12.1 All purchases shall be limited to those items and services that have been budgeted in advance, to the greatest extent possible. All purchases, which do not meet this criterion, must be essential to fulfilling the mission of the Town agency or department.
- 12.2 No employee shall make any purchase without first obtaining approval of the Department Head, except in the case of an emergency (imminent personal or property damages).
- 12.3 In so much as possible, all bulk purchases for office supplies and commonly used materials shall be acquired through the Town Administrator's Office in an attempt to coordinate departmental acquisitions in a manner that is most advantageous to the Town.
- 12.4 Upon the award of a solicited bid or proposal, it shall be the policy of the Town to acknowledge in writing the Town's appreciation for each bid or proposal received along with a summary of the results.
- 12.5 Violations of this policy may result in an employee being subject to disciplinary action, including discharge.
- 12.6 The expenditure of unanticipated grant funds or surplus revenues or special revenue funds for unbudgeted purchases or as a means of supplementing the operating budget shall require Town Meeting authorization unless otherwise

allowed by law or made in accordance with such authority as may be delegated by a Town Meeting vote.

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

### **ARTICLE XIII      MANIFEST**

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

IN WITNESS WHEREOF, this Purchasing Policy is hereby approved and adopted by the Select Board for the Town of North Hampton, on this, the \_\_\_\_ day of \_\_\_\_\_, 2016; to be effective on \_\_\_\_\_, 2017.

\_\_\_\_\_  
Jim Maggiore, Chair

\_\_\_\_\_  
Larry Miller, Vice Chair

\_\_\_\_\_  
Kathleen Kilgore, Member

UNDER THE SEAL OF THE TOWN, received, filed and recorded on this the \_\_\_\_ day of \_\_\_\_\_, 2017. ATTEST

\_\_\_\_\_  
Office of the Town Clerk

Amended:  
\_\_\_\_\_, 2017

**TOWN OF NORTH HAMPTON, NH**  
**POLICY AND PROCEDURES**

**CREDIT CARD POLICY**

Effective Date: April 28, 2008

**1. PURPOSE**

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

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

**2. ORGANIZATIONS AFFECTED**

2.1. All departments and divisions of the Town.

**3. DEFINITIONS**

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

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

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

3.4. Field Purchase Order – Purchase Order issued by departments directly for purchases limited in amount by the Purchasing Procedures.

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

3.6. Purchase Order – Purchase Order issued by the Purchasing Agent for purchases of any amount.

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

#### 4. POLICY

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

4.2. Credit limits per card will be set by the Town Administrator or in case of the Town Administrator requesting the case the Board of Selectmen, according to the anticipated needs of the employee being issued the card, but not to exceed the amount of authority extended by the Purchasing Ordinance, but in no event to exceed \$5,000.

4.3. Splitting of charges to avoid the Transaction Limit set for the credit card is prohibited.

- 4.4. The use of a Town Credit Card is for Town Purchases only. No personal charges can be made on the credit cards even if the intent is to reimburse the Town for the charges.
- 4.5. No cash advances (ATM, travelers' checks, money orders, etc.) are allowed using the credit card.
- 4.6. Department Heads are required to authorize payment of the invoices incurred by their department reflected on the monthly credit card statement prior to forwarding to Finance. No invoices will be approved without proper receipts.
- 4.7. All purchases made with credit cards shall be paid for within the grace period so that no interest charges or penalties will accrue.
- 4.8. Any incentive program benefits derived by the use of Town Credit Cards shall be the property of the Town. The Board of Selectmen will determine the use of such incentive program benefits.
- 4.9. All cardholders should take all measures necessary to ensure the security of the credit card and credit card number. Cardholders should not give their card or their card number to others to use on their behalf. Signature box on the back shall read Photo Identification is required.
- 4.10. Lack of processing the necessary transactions into the accounting system or lack of proper documentation or authorizations may result in loss of credit card privileges and shall result personal liability.

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

**5. PROCEDURES:**

- 5.1. Each authorized cardholder must sign an Agreement to Accept Town Credit Card prior to issuance of the credit card. Forms to be kept on file by the Finance Department. Copies of the front and back of the card shall be kept on file
- 5.2.
- 5.3. For each purchase made with a Town Credit Card a Purchase Order will be entered into the accounting system, encumbering funds. All purchases entered will use the same vendor number representing the financial institution issuing the credit card. A vendor number for the financial institution for departments to use will be provided by the Finance Department.
- 5.4. All receipts related to the purchase shall be forwarded with any receiving documents and the receiving copy of the Purchase Order or Field Purchase Order must be signed by the department head or Purchasing Agent to the Accounting Division. Lack of receipts shall result in personal liability to the cardholder.
- 5.5. The Town Accountant will reconcile the amounts per the credit card statement to purchase orders entered into the accounting system by departments and to receipts forwarded by departments. Exceptions will be forwarded to the department involved for

resolution. The Town Accountant will verify the expenditure object code designated per transaction by the department and adjust, if necessary.

- 5.6. The Finance Department will arrange for full payment within the grace period of the statement of the statement.
- 5.7. In case of an exception or disputed charge, the cardholder should first contact the supplier, the Town Administrator and Finance Department. Most exceptions or issues can be resolved at this level. When the vendor corrects the problem, cardholders should see the correction on their next monthly statement. If the cardholder cannot reach an agreement with the supplier, the next step is to contact the Town Administrator for further action. for.
- 5.8. If a credit card is lost or stolen it should be reported to the Town Accountant , Town Administrator, and Card Issuer as soon as possible after discovery. They shall contact the authorities in the community that it happened in as well.
- 5.9. Upon separation of employment, cardholders must surrender their Town Credit Cards to the Town Administrator on or before their last day of work. They shall provide a list of all outstanding charges together with receipts.



6. APPENDIX:

Agreement to Accept Town Credit Card

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

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

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

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

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

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

\_\_\_\_\_  
Cardholder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head Authorization (If cardholder is designee)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Administrator

\_\_\_\_\_  
Date



TOWN OF NORTH HAMPTON, NEW HAMPSHIRE

SELECT BOARD DRAFT MINUTES  
TUESDAY, MAY 29, 2018  
NOTICE OF PUBLIC MEETING  
NORTH HAMPTON TOWN HALL  
231 ATLANTIC AVENUE  
7:00 O'CLOCK PM

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

15 Chair Maggiore called the meeting to order at 7:00 PM. Those in attendance were Selectman Miller,  
16 Selectwoman Kilgore and Town Administrator Kaenrath.  
17

18 Chair Maggiore led the Pledge of Allegiance.  
19

20 **2. First Public Comment Session**

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

28 Nancy Monaghan, Chair of the Capital Improvements Committee questioned why agenda item 9.6 was on  
29 the agenda. Ms. Monaghan stated a CIP member had brought the idea up last year. She has since spoken  
30 with Interim Town Administrator Tully and current Town Administrator Kaenrath. She further stated  
31 Kathleen Kilgore had asked her about filming CIP meetings, and she told her the subject would be brought  
32 up at the CIP meeting being held on June 8.  
33

34 Ms. Monaghan respectfully requested the Select Board table the agenda item, and allow the committee to  
35 proceed and finalize the televising of the CIP meetings.  
36

37 Ms. Monaghan stated "it has been disheartening over the past year to watch the tone of the Select Board  
38 meetings when it comes to the town committees and the townspeople that volunteer their time to serve.  
39 The impression left is that our committees are incompetent or acting improperly. I believe it is a disservice  
40 to many volunteers who work long hours to complete their work for the town. No one is intentionally  
41 trying to do wrong or keep secrets from the public as is often implied."  
42

43 Ms. Monaghan asked the Select Board to allow the CIP committee to do its due diligence.  
44

45 **3. Consent Calendar**

- 46 3.1 Payroll Manifest of 05/17/2018 in the amount of \$72,434.42  
47 3.2 Payroll Manifest of 05/24/2018 in the amount of \$72,983.85  
48 3.3 Accounts Payable Manifest of 05/17/2018 in the amount of \$58,318.67  
49 3.4 Dearborn Park Field Rental Permit and Policy  
50

51 **Motion by Selectman Miller to accept the Consent Calendar as presented. Seconded by Selectwoman  
52 Kilgore. Motion carries 3-0.**  
53

54 **4. Correspondence**

55 No Items  
56

57 **5. Committee Updates**

- 58 5.1 Economic Development Committee  
59 5.2 Heritage Commission  
60 5.3 Water Commission  
61 5.4 Bandstand Committee  
62 5.5 Budget Committee  
63 5.6 Capital Improvements Committee  
64 5.7 Cable Channel 22  
65

66 *(Scrivener's Note: The written reports of Chair Maggiore and Selectwoman Kilgore will be attached to  
67 the finalized and approved version of the minutes.)*  
68

69 Selectwoman Kilgore asked whether the Water Commission had scheduled a meeting to review the hydrant  
70 reports.  
71

72 Chair Maggiore stated he has reached out twice to Henry Fuller and Tim Harned, but have not heard back  
73 on a date. He further stated Richard Bettcher has moved out of town and is no longer a commissioner.  
74 Chair Maggiore stated Mr. Bettcher has not sent in a formal resignation, and therefore the Select Board  
75 cannot post the opening.  
76

77 Selectman Miller stated there had not been a Budget Committee meeting since the last Select Board  
78 meeting.  
79

80 John Savastano, Channel 22 reported the Memorial Day festivities went well and a video has been posted  
81 on YouTube, and will also be available to view in the Friday Folder.  
82

83 Mr. Savastano stated there has been no communication between the School Board and his office for a year,  
84 and therefore he would not be taping future School Board meetings until the issues are resolved. He further  
85 stated they are more than welcome to come to the Town Hall to hold their meetings as equipment is already  
86 in place for a televised meeting.  
87

88 Mr. Savastano stated Atlantic Avenue will be making a comeback, as well as the recording of future  
89 Bandstand concerts.  
90

91  
92 **6. Public Hearing**

- 93 6.1 Pursuant to RSA 79-D:5 (2002) the North Hampton Select Board will conduct a public hearing to  
94 consider a Discretionary Barn Easement Application for Tax Map 009, Lot 035, 75 Exeter Road,  
95 Lauri & Donna Etela  
96

97 Chair Maggiore explained the purpose of a Discretionary Barn Easement and the process that is followed in  
98 order to obtain one.  
99

100 Chair Maggiore stated the Heritage Commission and unanimously recommended the full benefit of 75%  
101 whereby the barn will be assessed at 25% of its value.  
102

103 Chair Maggiore opened the Public Hearing at 7:24 PM.  
104

105 Chair Maggiore closed the Public Hearing at 7:25 PM.  
106

107 Selectwoman Kilgore noted it was a very detailed package of information.  
108

109 Selectman Miller asked Mr. Etela why they hadn't applied for the easement before.  
110

111 Mr. Etela stated the change in the tax laws was the reason they were just now applying.  
112

113 Selectman Miller stated that all criteria has been met and there are no code violations.  
114

115 **Motion by Selectman Miller to approve the grant with 75% benefit bringing the assessed value to**  
116 **25% of the value for a period of 10 years. Seconded by Chair Maggiore. Motion carries 3-0.**  
117

118 Selectwoman Kilgore asked if the easement follows the property and whether or not the new owners would  
119 be responsible to maintain the barn as laid out in the application.  
120

121 Rick Stanton noted the easement runs with the property.  
122

## 123 7. Report of the Town Administrator

### 124 7.1 General Report

125 *(Scrivener's Note: This report will be attached to the finalized and approved version of the minutes.)*  
126

127 Town Administrator Kaenrath stated all avenues have been exhausted in trying to get the state to fix the  
128 section of sidewalk along Ocean Boulevard that was destroyed by the March storm.  
129

130 The next Select Board meeting scheduled for June 25 will be changed due to Selectwoman Kilgore's  
131 unavailability. No new date was set at this time.  
132

133 Chair Maggiore stated at this time there is approximately \$400,000 that will be left in the budget due to  
134 employee shortages, which represents salaries and benefits.  
135

136 Selectwoman Kilgore asked Finance Director Cornwell if billing related to the SB 38 grant had been  
137 completed, and Mr. Cornwell replied the grant is a non lapsing grant and therefore there is significant time  
138 to complete.  
139

140 Selectwoman Kilgore stated she did not believe it was a non lapsing grant and asked Mr. Cornwell to check  
141 into it.  
142

## 143 8. Items Left on the Table

### 144 8.1 Document Management System

145 Chair Maggiore stated the Select Board had received a presentation from Town Manager Shaun  
146 Mulholland and this would be an agenda item at the June 11 meeting.  
147

## 148 9. New Business

### 149 9.1 Financial Audit Request for Proposals – Finance Director Cornwell

150 Finance Director Cornwell stated 10 Request for Proposals were sent to qualified New Hampshire firms,  
151 with only three responses.  
152

153  
154 Finance Director Cornwell reviewed the requirements of the Request for Proposals and asked the board if  
155 they had any questions or comments.  
156

157 Selectwoman Kilgore stated she had just received the information today and has not had time to review.  
158

159 Finance Director Cornwell stated Melanson and Heath are the best municipal auditors in New Hampshire  
160 with over 100 employees always available to answer questions promptly. He further stated they had not  
161 raised their contract fee in seven years.  
162

163 **Motion by Selectwoman Kilgore to contract with Melanson and Heath Company, PC for the annual**  
164 **audit for Fiscal Year 2018 through 2020. Seconded by Selectman Miller. Motion carries 3-0.**  
165

166 9.2 Appointment of North Hampton Public Library Trustee Alternate  
167

168 **Motion by Selectwoman Kilgore to accept the appointment of Margaret Delano as recommended by**  
169 **the North Hampton Public Library Trustees for a term of one year. Seconded by Selectman Miller.**  
170 **Motion carries 3-0.**  
171

172 Town Administrator Kaenrath swore in Margaret Delano.  
173

174 9.3 Discussion and Approval of Town Sign  
175

176 Town Administrator Kaenrath stated the North Hampton Business Association has agreed to contribute  
177 \$1,100 toward the cost of a new sign provided they have a small plaque or sign recognizing their  
178 contribution.

179 After some discussion, the board agreed they would like to see the sign depicted on the wooden posts  
180 exchanged for the granite posts.  
181

182 Selectwoman Kilgore reminded the board members of the policy that three quotes are needed.  
183

184 **Motion by Selectman Miller to waive the requirement of three bids on this project due to the amount**  
185 **of money and the generous donation of matching funds. Seconded by Selectwoman Kilgore. Motion**  
186 **carries 3-0.**  
187

188 **Motion by Selectwoman Kilgore to modify the design of the sign to be granite posts with the flat**  
189 **bottom and to add the credit for the North Hampton Business Association in an amount not to exceed**  
190 **(Scriveners note: The not to exceed amount was unclear as Selectwoman Kilgore stated \$6,000 and**  
191 **Chair Maggiore and Selectman Miller asked for \$6,500. A second was made by Selectman Miller and**  
192 **the motion passed 3-0, however the amount is unknown as there was not an agreement to which**  
193 **amount.)**  
194

195 9.4 Discussion of Reinstallation of Street Lights  
196

197 Chair Maggiore stated he had been approached by a resident wanting to have some street lights turned back  
198 on. Several years ago, a committee determined what street lights in North Hampton could and should be  
199 turned off to save money, and with the recent change to LED lighting perhaps some could be turned back  
200 on.  
201

202 Chair Maggiore stated this should be an agenda discussed at a future meeting with input from residents. He  
203 further stated he would distribute to the other members copies of reports from 2011 and 2013 showing  
204 which lights were shut off.  
205

206 9.5 Discussion of Exeter Road and Post Road Intersection  
207

208 Sharyl Murphy, 5 Exeter Road stated the intersection of Exeter and Post Roads is extremely dangerous and  
209 she sees near accidents every day. She further stated since moving into her home, there have been three  
210 people killed in accidents.

211  
212 Mrs. Murphy suggested a sign underneath the flashing light that says, "One Way Stop," or "Cross Traffic  
213 Does Not Stop," to help prevent accidents.

214  
215 Chair Maggiore stated the request will have to go to the State of New Hampshire as both Exeter and Post  
216 are state roads.

217  
218 Chief Tully volunteered to look into the possibility of have a visual strobe light placed on the sign.  
219

#### 220 9.6 Discussion of Recording Capital Improvements Committee Meetings by Channel 22

221 Selectwoman Kilgore stated she realized the CIP will be talking about this agenda item on June 8, however  
222 the CIP committee is advisory only to the Select Board. She further stated great strides were made last year  
223 on getting more information out to the towns people via the budget meetings and the "good questions" that  
224 were asked and answered and all of the information that was shared.

225  
226 Selectwoman Kilgore stated the CIP process of budgeting is extremely important because of all of the  
227 capital projects. She further stated she wanted the Select Board to discuss whether its valuable information  
228 that could be given to the people that helps them along the budget process and when it gets to the March  
229 ballot and are asking for money for big initiatives.

230  
231 Selectwoman Kilgore stated that even Select Board workshops had been moved to the Town Hall. She  
232 further stated she feels this would be another valuable tool for the townspeople to be a part of the process  
233 and to be able to reach out during the whole process.

234  
235 Chair Maggiore stated he has no objection to the meetings being televised and encouraged it. He further  
236 stated he is hearing the question that will come up on whether or not the committee will submit to being  
237 televised, and hoped they will meet the goal of being televised.

238  
239 Selectman Miller stated he would let the CIP handle this issue themselves, and preferred to wait and see  
240 what they are going to do.

241  
242 Selectwoman Kilgore asked to move this item to "Items Left on the Table."  
243

#### 244 9.7 Proposed Financial Policy Review

245  
246 Chair Maggiore stated the financial policies need to be ratified each year, and it has been 15 months since  
247 the last ratification. He further stated one of the goals of the Select Board is that it had to be moved on this  
248 year. Chair Maggiore stated in the Select Board goals session they agreed to do three policies per month.  
249 The board also agreed the policies need to have a unified look, with the town seal and page numbers.

250  
251 Chair Maggiore discussed the spreadsheet he worked on with his suggested amendments. He asked if the  
252 board should meet in a workshop or a regular meeting to review.

253  
254 Selectman Miller suggested Town Administrator Kaenrath could send the board members three policies per  
255 meeting, mark them up and send back to him for discussion at the next meeting or workshop.

256  
257 The Select Board agreed to review the Credit Card Policy, Purchasing Policy and the Investment Policy at  
258 the June 11 meeting.

### 259 260 **10. Minutes of Prior Meetings**

#### 261 10.1 Approval of May 14, 2018 Regular Meeting Minutes

262 Selectwoman Kilgore stated she would like the Town Administrator's report attached to the minutes and  
263 posted on the website. She also asked for the following changes:

264  
265  
266  
267  
268  
269  
  
270  
271  
  
272  
273  
274  
275  
276  
277  
278  
279  
280  
281  
282  
283  
284  
285  
286  
287  
288  
289  
290  
291  
292  
293  
294  
295  
296  
297  
298

- Line 137 should read “asked”
- Lines 155 through 169 should include her conversation regarding the Cable Funds and the conversation regarding putting a warrant article on the ballot regarding the 25% and the 75% funding information. (*Scrivener’s Note: this information had already been reported in the draft minutes in the last paragraph of that agenda item.*)
- Line 210 should state the second meeting of the month

**Motion by Selectman Miller to approve the draft minutes of May 14, 2018 as amended. Seconded by Selectwoman Kilgore. Motion carries 3-0.**

10.2 Approval of May 14, 2018 Non Public Meeting Minutes, Session I & II  
**Motion by Selectwoman Kilgore to accept the Non Public Meeting Minutes of Session I and Session II as reported. Seconded by Selectman Miller. Motion carries 3-0.**

**Motion by Selectwoman Kilgore to unseal the minutes of Session I. Seconded by Selectman Miller. Motion carries 3-0.**

10.3 Approval of April 23, 2018 Non Public Meeting Minutes  
**Motion by Selectman Kilgore to accept the minutes of the April 23, 2018 Non Public Meeting Minutes. Seconded by Selectman Miller. Motion carries 3-0.**

**11. 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

**12. Second Public Comment Session**  
See Item 6, above  
*No comments*

**13. Adjournment**  
Meeting adjourned at 8:47 PM.

Respectfully,  
Janet L. Facella