



TOWN OF NORTH HAMPTON, NEW HAMPSHIRE
NORTH HAMPTON SELECT BOARD

NOTICE OF PUBLIC MEETING
MONDAY, JUNE 13, 2022

NORTH HAMPTON TOWN HALL
REGULAR SESSION
231 ATLANTIC AVENUE
7:00 O'CLOCK P.M.

IF YOU HAVE A COMMENT, OPINION OR QUESTION DURING ONE OF THESE PORTIONS OF THE MEETING PLEASE DIAL IN TO 603-758-1447 OR EMAIL DIRECTLY TO JSUNUNU@NORTHHAMPTON-NH.GOV AND YOUR EMAIL WILL BE READ ALOUD DURING THE MEETING.

1. **Call to Order by the Chair and Pledge of Allegiance**

2. **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.

3. **Consent Calendar**

- 3.1 Payroll Manifest of May 26, 2022 in the amount of \$81,077.41
- 3.2 Payroll Manifest of June 2, 2022 in the amount of \$110,524.89
- 3.3 Payroll Manifest of June 9, 2022 in the amount of \$254,541.09
- 3.4 Accounts Payable Manifest of May 26, 2022 in the amount of \$929,269.73
- 3.5 Accounts Payable Manifest of June 9, 2022 in the amount of \$807,957.89
- 3.6 Approval of Exempt Properties – Religious/Charitable/Educational

4. **Correspondence**

5. **Committee Updates**

- 5.1 Heritage Commission
- 5.2 Water Commission
- 5.3 Rails to Trails
- 5.4 Budget Committee

6. Report of the Town Administrator

6.1 General Report

7. Items Left on the Table

8. New Business

8.1 Aquarion Water Quarterly Update

8.2 Review of Statistical Revaluation Request for Proposals Received

8.3 Legislative Update

8.4 Acceptance of the Per and Polyfluoroalkyl Substances Remediation Grant and Loan Fund (PFAS RLF)

8.5 Discussion of Clerk of the Works Position

8.6 Building Projects Update

8.7 Appointment of Kathy Kilgore to Capital Improvements Committee (Library Representative)

9. Minutes of Prior Meetings

9.1 Approval of May 23, 2022, Regular Meeting Minutes

9.2 Approval of Non-Public Session I, II and III Meeting Minutes of May 23, 2022

10. Any Other Item that may legally come before the Board

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

11. Second Public Comment Session

See Item 2, above

12. Adjournment

MICHAEL J. TULLY
TOWN ADMINISTRATOR

mtully@northhampton-nh.gov



MUNICIPAL OFFICES
233 ATLANTIC AVENUE
NORTH HAMPTON, NH 03862

TEL: (603) 964-8087
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TOWN OF NORTH HAMPTON, NEW HAMPSHIRE
OFFICE *of the* TOWN ADMINISTRATOR

CORRESPONDENCE

MICHAEL J. TULLY
TOWN ADMINISTRATOR

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TOWN OF NORTH HAMPTON, NEW HAMPSHIRE
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CONSENT CALENDAR

TOWN ADMINISTRATOR
MICHAEL TULLY

MTULLY@NORTHHAMPTON-NH.GOV



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OFFICE *of the* TOWN ADMINISTRATOR

C O N S E N T C A L E N D A R

TO: SELECT BOARD
FROM: MICHAEL TULLY, TOWN ADMINISTRATOR
SUBJECT: CONSENT CALENDAR FOR SELECT BOARD MEETING 06/13/2022
DATE: 06/10/2022

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

Consent Calendar

- 5.1 Payroll Manifest of May 26, 2022 in the amount of \$81,077.41
- 5.2 Payroll Manifest of June 2, 2022 in the amount of \$110,524.89
- 5.3 Payroll Manifest of June 9, 2022 in the amount of \$254,541.09
- 5.4 Accounts Payable Manifest of May 26, 2022 in the amount of \$929,269.73
- 5.5 Accounts Payable Manifest of June 9, 2022 in the amount of \$807,957.89
- 5.6 Approval of Exempt Properties – Religious/Charitable/Educational

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TOWN OF NORTH HAMPTON, NEW HAMPSHIRE
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COMMITTEE UPDATES

MICHAEL J. TULLY
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TOWN OF NORTH HAMPTON, NEW HAMPSHIRE
OFFICE *of the* TOWN ADMINISTRATOR

TOWN ADMINISTRATOR'S REPORT

Michael J. Tully
Town Administrator

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



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

TOWN ADMINISTRATOR'S REPORT
JUNE 13, 2022 SELECT BOARD MEETING

REPORTING PERIOD

The reporting period is from May 24, 2022 through June 10, 2022

Finance

Financially we are in good shape with 7% of the budget remaining with 3 weeks remaining in the fiscal year

Police

Officers have had an increased presence at the school and Chief Mone was in attendance at the School Board meeting on June 2nd to address concerns. Officers Whitcomb and Yanakopoulos led the Memorial Day Parade on motorcycles provided by Seacoast Harley. Grant funded traffic enforcement has continued over the last few weeks focusing on DWIs, speeding and child seat belt enforcement.

Fire

The Fire Department is pleased to announce that they have hired Firefighter/Paramedic Kevin Lavigne to fill one of two vacancies in the department. Kevin is a skilled firefighter and paramedic from the Hampton Fire Department with 14 years of experience and will be a welcomed addition to the team. He begins his tenure on June 15th.

The department has transferred its dispatching responsibilities to Rockingham County Dispatch Center in preparation of its move to interim facilities this summer. Residents can rest assured that despite this operational change, they will still receive the same rapid response to any and all emergencies. Chief Lajoie reminds everyone to call 9-1-1 in an emergency to be connected to an operator who can provide emergency medical dispatch or geo-locate you in case you are unable to provide that information.

Facilities

Town Hall. Nothing new to report. I met with Mr. Schnitzler on the work requested by the Heritage Commission. He does not have an interest in completing the work, though, he is working on a contact that may assist us with the fire doors. He stated the basement sheetrock is a very difficult and time consuming job which will require electricians and plumbers to reroute wires and piping. We will also look into a type of drop ceiling and whether that would provide fire protection. This option will take away headroom in the already tight space. This project is on hold until funding is determined.

New Town Office/Fire/Police Buildings. We have met with 2 Way Communications and PCG to put together a plan to prepare the new leased space for Fire and Police. There is an item on the agenda for the Clerk of the Works position. We are still planning on a July Planning Board public hearing for the project.

Stone Building. Nothing new to report. The contractor has scheduled the flashing repair for the third week of June. This could change depending on weather.

Town Office/Chevalier Building. Nothing new to report.

Recreation

The Highway Department will be edging the softball field at Dearborn Park as well as adding the extra playground equipment from the Homestead property. Adult softball begins the week of June 27th. We have grown to six teams this year.

Summer camp is fully staffed and set to begin the week of June 20th.

Plans for Old Home Day August 13th and the kickoff event on August 12th are well underway.

Tennis lessons and groups have begun at Dearborn Park

Building Department

I have given a conditional offer to a candidate for the position of Building Inspector/Code Enforcement Officer. We are currently completing the background process.

Highway

DPW is working on Drainage/ Prep on Buckskin, processing of recycling and cleaning up from Bulky Goods day. Road and traffic signs are being installed (New one at the library)
They started a new employee at recycling at the end of May and are still looking for someone to handle Saturdays at the Brush facility.

Projects

Route 1 Culvert. I have touched base with Brian Schutt from NHDOT. The final report on the condition of the culvert has not been received yet.

PFAS Investigation. There is an item on the agenda for acceptance of a grant pertaining to the PFAS investigation.

Telephone System/Communications. The new phone system is installed and running, we will continue to work with the contractor throughout the construction period.

Trash Collection. Nothing new to report. I have been researching the positives, negatives and possibilities of the Town going out to bid for Town-wide trash collection. This would mean the price will be included in the tax rate paid by residents. Initial research shows the overall cost could be less to each resident. I am waiting on current customer information and will bring it forward for a discussion as soon as the initial information gathering is completed.

Revaluation. There is an item of the agenda to review received proposals.

Cell Tower. Nothing new to report. Work continues in the search for a suitable location for a cell tower. I will brief the Board when the issue requires action on their part.

Walkway Project. Nothing new to report. This project will be completed after the buildings have been constructed. This alleviates the chance of damage during construction.

Coakley Landfill Group. The next meeting is scheduled for June 16th, I plan to attend.

Junkyard Closures and/or New Problems: Nothing new to report. We are seeing some improvement with vehicles pulling off of Route 1 for deliveries. The Police have visited dealerships in Town and have issued Summonses to violators.

Rails to Trails. Mr. Sununu has been working with RPC on sub-committees for signage and other aspects. A meeting will be scheduled when a quorum can be sat.

Old Locke Road Grant. We were notified that we scored very well on the grant application, though, the funds were earmarked for other projects. I met with a representative from NHDES regarding the application and he will keep us in mind for future funding opportunities. The list of funded projects is not yet available to the public.

Seacoast Private Well Initiative. The sub-committee has met and discussed the program. They have researched including PFAS testing and are currently working on how it can be financially included in the project.

Meeting Schedule: Our next regularly scheduled meeting is on June 27, 2022.

MICHAEL J. TULLY
TOWN ADMINISTRATOR

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

ITEMS LEFT ON THE TABLE

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TOWN OF NORTH HAMPTON, NEW HAMPSHIRE
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NEW BUSINESS



Tax Assessor's Office
233 Atlantic Avenue
North Hampton, NH 03862-0710

Tel 603.964.8087
Fax 603.964.1514

Complete Statistical Revaluation of the Town of North Hampton, NH

The Town of North Hampton is seeking proposals for the complete statistical reappraisal of all taxable, non-taxable and exempt properties situated within the Town of North Hampton, New Hampshire utilizing the Town's CAMA system. The effective date of value for the revaluation shall be **April 1, 2023**.

North Hampton covers approximately 8,400 acres with 2,632 parcels. The following is a breakdown of the parcel count:

Single Family	1,552
Condominiums	33
Apartments	5
Commercial	183
Mobile Homes	391
Industrial	14
Exempt	131
Vacant Land	323

North Hampton's last revaluation was conducted in 2018. The Town's assessing information is currently contained on record cards produced by the Vision Appraisal CAMA software.

Interested assessment companies ("Bidders") are invited to submit proposals that shall include:

1. The Bidder's ability to provide the services and minimum specifications described below, in accordance with applicable statutes and DRA and ASB rules;
2. Name and telephone number of person(s) to be contacted for further information and clarification;
3. Bidder's ability to complete the project by September 1, 2023;
4. A list of all personnel who will be assigned to North Hampton, including their years of experience and qualifications;
5. Listing of all municipal valuation updates completed during the past five (5) years, including client contacts, telephone numbers, and size of municipalities (indicated by number of real estate parcels, scope of services rendered, and date completed under present corporate entity). Such list must include at least two (2) communities comparable to the Town of North Hampton.
6. Indication of how many years Bidder has been engaged as a company, corporation, partnership, or individual specializing in government assessing/revaluation services.



Tax Assessor's Office
233 Atlantic Avenue
North Hampton, NH 03862-0710

Tel 603.964.8087
Fax 603.964.1514

7. Bid Bond or certified check for ten (10) percent of the proposal submitted.

Five (5) copies of the sealed proposal shall be submitted no later than 4 P.M. on Thursday May 26, 2022 to:

Michael Tully, Town Administrator
Re: 2023 Revaluation
North Hampton Town Hall
233 Atlantic Avenue, 2nd floor
North Hampton, NH 03682

Inquiries may be directed to Michael Tully 233 Atlantic Avenue, North Hampton, NH 03682, Town Administrator from 8:00 AM to 4:00 PM, Monday – Thursday by appointment.



Tax Assessor's Office
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North Hampton, NH 03862-0710

Tel 603.964.8087
Fax 603.964.1514

Services to be Included

All services shall be performed in a professional manner, in accordance with applicable State Statutes as well as DRA and ASB rules.

1. Perform complete exterior and interior inspection (full measure and list) and appraisal of all properties transferred between April 1, 2021 and April 1, 2023 within the Town. The existing property cards may be used for reference; however, all data on the cards, other than lot measurements, must be verified by measurement and inspection. New exterior photographs are required. The contractor should attempt to set up appointments with the property owner and if necessary, follow up with callbacks. Documentation of inspection and follow-up is required.
2. Perform sales analysis of all transfers determining appropriate classification using data from April 1, 2021 through April 1, 2023. The sales analysis and final values will be determined as of April 1, 2023.
3. Work with the Town's contract assessor during each phase of the project and provide responses to suggested input.
4. Input all property records and sales analysis data into Town's appraisal software (Vision) and generate new values for the entire town.
5. Make at least monthly progress reports to the Select Board and/or their representatives unless otherwise agreed to by both contract parties.
6. Perform public relations with the residents of North Hampton, including, but not limited to, press releases, ongoing progress reports, formal presentation to the Select Board of macro results, notification of revaluation results, and informal reviews.
7. Provide, as an additional cost, the cost of defending appeals of assessments after the update.
8. Provide for a penalty for the failure to complete the project on time.



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Commencement and Completion of Work

1. The project shall begin no later than 30 days after the execution of a contract between the winning Bidder and the Town, or on such other date as agreed by both parties to the contract. The project shall begin with a meeting among Town officials, the winning Bidder and the DRA.
2. The project shall be concluded and results delivered to the Select Board and Tax Assessor Executive Assistant by September 1, 2023.
3. Appraisal software shall be updated by August 15, 2023, and shall contain current assessment data for all properties as of April 1, 2023.
4. The revaluation shall be considered complete only when informal reviews have been completed, the figures reviewed by the Select Board, changes have been made as required, the Select Board has accepted the new values, all data has been entered into the assessing program on the Town's computer system and required USPAP manual has been provided.

Contract Awards

The Town of North Hampton reserves the right to reject any or all proposals, or to accept the proposal that the Town deems to be in its best interest, regardless of the lowest bid amount.

The Town of North Hampton reserves the right to request additional data or information or a presentation in support of written proposals. However, the Town may award a contract based on offers received, without additional submissions. Accordingly, the proposal should be submitted on the most favorable terms from all aspects, which the Bidder can submit.

The New Hampshire Department of Revenue Administration requires a contract before any work shall commence. Any contract awarded as a result of this RFP will comply with applicable Statutes and DRA and ASB rules.

Yours truly,

Michael Tully
Town Administrator
Town of North Hampton

Date _____



Tax Assessor's Office
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North Hampton, NH 03862-0710

Tel 603.964.8087
Fax 603.964.1514

Revaluation Schedule Dates

1. Completion dates of the below listed project milestones are to be provided by the proposal provider. State with specificity the start date, the turnover date (no later than September 1, 2023) and define all key milestones as to the progress plan of the project, including but not limited to the following events:

Clerical start-up operations

File maintenance timeline

Sale Inspection start-up and completion

Sales Analysis start-up and completion

Modeling and Calibration start-up and completion

Generation of preliminary valuations

Final Field reviews

Turnover of reviewed preliminary valuation for Monitor review

Presentation of reviewed preliminary valuations to Select Board

Notice to taxpayers of preliminary valuations

Informal Hearings schedule

Request for final project Select Board review



May 26, 2022

Michael Tully
Town Administrator
North Hampton Town Hall
233 Atlantic Avenue, 2nd Floor
North Hampton, NH 03682

Dear Mr. Tully,

Vision Government Solutions is pleased to propose a Statistical Revaluation for the Town of North Hampton in response to your Request for Proposals. It is our perspective that there is no other revaluation firm that can complete the project with the level of quality, service, valuation accuracy, and reliability of Vision.

Below are specific reasons why Vision stands above the competition:

1. More New Hampshire Experience than Any Other Firm

Vision is proud to have completed revaluations in more than 60 communities in New Hampshire, including recent projects in Bedford, Hanover, Portsmouth and Seabrook, New Hampshire.

Because of this, Vision is the only firm with the requisite local staff, local market knowledge, and state-specific track record to provide the market experience, reliability, and data accuracy that a large reassessment effort entails.

2. Quality & Experience of DRA-Certified Staff to Ensure Data Accuracy and Equity

Vision is proud to offer a revaluation team with the highest levels of New Hampshire expertise and certifications, including DRA-certified property assessors and supervisors. Not only do we have a 60-person full-time staff to ensure full surety of job completion, but our team is also highly experienced, with more than 50% of the staff with greater than 20 years tenure.

This level of experience is uniquely important to ensure accuracy at all levels of the project, from sales data collection to field review to statistical analysis.

To ensure the highest data accuracy, our staff work from detailed, intensive data rubrics, built in collaboration with the Town and supervised by DRA-certified property assessors and supervisors,

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who implement a multi-tier quality control process. In addition, our appraisers bring decades of statistical expertise to ensure true valuation equity, along with local market knowledge.

Finally, we are proposing the highly experienced Steve Whalen as Project Manager. Steve brings over 30 years of revaluation experience to the project and has completed numerous New Hampshire-based projects.

3. The Value of Experience utilizing the existing North Hampton CAMA Software:

We plan to support the Town of North Hampton's *Appraisal Vision*® CAMA software as part of this revaluation project.

Vision's Appraisal Teams exclusively use our *Appraisal Vision*® CAMA software to conduct every revaluation. **There is no other vendor that has the level of experience on *Appraisal Vision*® version 8, than the Vision appraisal team.** This is critical to the success of the project, as incorrect data entry changes to the CAMA database, inconsistent tables and mass updates can lead to massive data quality errors, causing project timeline delay, costly re-work, and significant public relations issues. At Vision, we put in place quality control procedures to eliminate these costly errors.

Because our appraisal staff are highly trained in using *Appraisal Vision*, we expect to be able to complete the project dramatically faster and more effectively than any other option.

We thank you in advance for your consideration and welcome the opportunity to answer any questions about the proposal.

The Primary Contact for this Proposal is:

Patrick Donovan
Director of Appraisal Sales
Vision Government Solutions, Inc.
T. 508-351-3644
F. 508-351-3798

This proposal is good for 90 days.

Sincerely,



Dian Basile
Chief Financial Officer

TOWN OF NORTH HAMPTON, NEW HAMPSHIRE

BID PROPOSAL FORM

2023 Statistical Revaluation of Real Property

\$56,000

Fifty-Six Thousand Dollars

Company: Vision Government Solutions
Address: 1 Cabot Road, Hudson, MA 01749
Phone: 800-628-1013

Signature: 
Name: Diane Basile
Title: Chief Financial Officer
Date: May 26, 2022

TOWN OF NORTH HAMPTON, NEW HAMPSHIRE

EXCEPTIONS & CLARIFICATIONS

1. **Performance Bond:** We have included a Performance Bond for the Revaluation services. Should the Town not require the Performance Bond for the contract, there would be a savings of \$1,600.
2. **On-site Inspections:** Vision will make an initial visit to 170 sales properties that will be utilized in the sales analysis. Data Collectors will measure the exterior of improvements, utilizing existing property record data and attempt to collect the interior property characteristics. Vision data collectors will adhere to CDC social distancing guidelines to protect the health of both the taxpayer and data collector. Vision will follow up with a Callback letter or Data Mailer Questionnaire sent to each property inspected to validate the property data. Should there be a need for additional or less data collection, our proposal price can be adjusted at a rate of \$27 per residential and \$45 per commercial property.
3. **Field Review:** We have included a parcel-by-parcel field review of the entire town. This review will be performed by a DRA-certified property assessor supervisor to match DRA requirements.
4. **Digital Images:** We have included a new image for each sales property that will be in-site inspected. Vision can provide additional imaging services at a cost of \$3.00 per image. These services include digital imaging capturing and associated data entry services into the CAMA system.
5. **Excluded from proposal:** We have not included any Personal Property or Utility valuation services in our proposal. Also excluded are the poles, conduits, transmission lines and distribution facilities.
6. **Valuation Notices/Informal Hearings:** We have included the printing, preparation and postage of the valuation notices and informal hearings as part of our proposal. Should the town wish to provide these services, we can discount the cost from the project total cost.
7. **Abatement Support:** The Town will review all Appeal requests as a result of the Revaluation. Vision will provide a staff member to support requests requiring a value decision. The process will be a combined effort of both the Town and Vision in an endeavor to effectively and expeditiously handle all appeal requests. Both staffs will work together to resolve any outstanding valuation issues. Any assistance by Vision personnel to Board of Land and Tax Appeals is not included in our bid cost.
8. **BTLA/Superior Court:** Any litigation days, litigation preparation or Narrative Appraisal reports will be billed at the rate of **One Thousand Dollars (\$1,000) per Diem.**
9. **Penalty:** Should Vision be the selected vendor, we would incorporate a \$100 per day penalty into the contract, for each day beyond the stated project completion date of September 1, 2023, should the project delay be caused by Vision.

**PROPOSED SCHEDULE
TOWN OF NORTH HAMPTON, NEW HAMPSHIRE
STATISTICAL REVALUATION**

<i>TASK</i>	<i>FROM</i>	<i>TO</i>
Execution of Contract	07/01/2022	
Project Startup, Bonding, Staffing, and Public Relations	11/01/2022	11/30/2022
Sales Data Collection	12/01/2022	5/30/2023
Land Study and Building Cost Manual	03/01/2023	05/01/2023
Commercial Study of Market Rents, Expenses & Capitalization Factors	05/01/2023	07/01/2023
Field Review	05/01/2023	07/09/2023
Preliminary Residential & Commercial Valuation Model and Values to Assessors	07/12/2023	
Assessor Review of Values	07/12/2023	7/19/2023
Assessment Hearing Notices Mailed	07/20/2023	
Informal Hearings	07/22/2023	08/15/2023
Hearing Changes & Final Values to Assessors	08/15/2023	08/30/2023
Project Completion	09/01/2023	

Schedule can be modified to meet the needs of the community.

56 Main Street, Suite B
Plymouth, NH 03264

119 International Drive
Portsmouth, NH 03801



**Municipal
Resources, Inc.**

Telephone: (603) 279-0352
Toll Free: (866) 501-0352

www.mrigov.com
all@mrigov.com

May 24, 2022

Michael Tully
Town Administrator
North Hampton Town Hall
233 Atlantic Avenue, 2nd floor
North Hampton, NH 03682

Re: Proposal for Statistical Revaluation Services for 2023

Dear Mr. Tully:

MRI is pleased to offer this proposal to complete a statistical revaluation of values of all taxable and tax-exempt properties situated within the Town of North Hampton effective April 1, 2023.

As the Town's current contract assessor, we hope that it is evident that we approach our work with absolute integrity and spend the extra effort to ensure a job is well done. When comparing MRI to other firms, we feel that we are best suited to perform the work outlined in this proposal because:

- MRI is very familiar with New Hampshire seacoast area communities and its dynamic real estate market. We provide assessing services to Hampton, Rye, Newington, Exeter, Durham, Epping as well as coastal communities in Maine including Kittery, Berwick and Ogunquit.
- We value long-term client relationships and complete our work with this goal in mind. Our average client has been with us for nearly 10 years, and 20 of the 23 communities we have served in the past five years remain current clients.
- We started performing revaluations in 2015. Our current year clients include Rye (2022), Exeter (partial - 2022), Newington (2022), Ogunquit (2022), and Durham (2022/3).
- We produce values that are equitable and defensible, resulting in limited time and expense wasted on abatements and appeals.
- Our goal is to keep taxpayers and officials informed throughout the revaluation process and treat the taxpayers, residents, and town employees with respect and courtesy. This is of utmost importance to us during the current real estate market and with the challenges of COVID.

SCOPE OF WORK

All services shall be performed in a professional manner in accordance with applicable NH Statutes, and NH DRA and ASB Rules. MRI shall:

1. Perform complete exterior and interior inspection (full measure and list) and appraisal of properties sold between April 1, 2021 through April 1, 2023 within the Town that have not already been viewed by MRI within the past 12 months. The existing property cards may be used for reference; however, all data on the cards, other than lot measurements, must be verified by measurement and inspection. New exterior photographs are required. The contractor should attempt to set up appointments with the property owner and if necessary, follow up with callbacks. Documentation of inspection and follow-up is required.
2. Perform sales analysis of all transfers determining appropriate classification using data from April 1, 2021 through April 1, 2023. The sales analysis and final values will be determined as of April 1, 2023.
3. The MRI Revaluation Team will work alongside the current assessing staff during each phase of the project.
4. Input all property records and sales analysis data into Town's appraisal software (Vision) and generate new values for the entire town.
5. Complete a full field review of all properties prior to sending proposed valuation notices.
6. Make at least monthly progress reports to the Select Board and/or their representatives unless otherwise agreed to by both contract parties. (Sample included as Appendix B)
7. Perform public relations with the residents of North Hampton, including, but not limited to, press releases, ongoing progress reports, formal presentation to the Select Board of macro results, notification of revaluation results, and informal reviews.
8. Develop and distribute all communications to taxpayers advising of the preliminary assessments and scheduling of the informal review of assessments. All mailings shall be by first class mail.
9. Develop a hearing schedule designed to accommodate taxpayers' desire to meet with MRI staff to discuss assessments. Alternative methods for meeting such as telephone and Zoom appointments will also be available for taxpayers, as well as in-person hearings. Additional days will be added if needed as we find this offers better service to taxpayers and typically reduces the number of abatements resulting from the update of values. MRI shall be responsible for scheduling hearings by providing a telephone number at MRI to contact, or the option of self-scheduling a hearing online.



10. Notify by first class mail all property owners addressed during the hearings and any other affected property owners of the disposition of the review stating whether or not a change in value has resulted, and the amount, along with instructions for appealing the informal review process.
11. Develop a USPAP compliant manual with a final copy supplied to both the Town and the NH Department of Revenue Administration at the completion of the project.
12. Provide, as an additional cost, the cost of defending appeals of assessments after the update.

Schedule

MRI will work with the town to establish an agreeable schedule that complies with the completion date of September 1, 2023, with the finalized USPAP compliant manual due no later than 30 days after the submission of the MS-1. This typically involves coordination with town staff to determine regularly scheduled BOS meetings and other deadlines or factors that are external to MRI's work.

Responsibilities of the Town

1. The Town of North Hampton will provide access to all property tax records and associated data as may be available from its own files. Additional assistance shall be provided by a member of the staff, if available, to provide for the proper and efficient administration of revaluation tasks. A work area, telephone, and network computer terminal will be available.
2. The Town shall be responsible for any costs associated with notices placed in newspapers or other media.
3. The Town will send letters to property owners attempting to set up appointments where MRI was unable to gain access to the interior after one attempt to do so.
4. The Town staff will notify MRI of all ownership changes and provide any other applicable information for each property and will provide other clerical/ administrative assistance. It is also expected that any questions or issues that arise, whether originating from a Municipal official, employee, or taxpayer, will be brought to MRI's attention at the earliest opportunity, so that it may be dealt with expeditiously.

Commencement and Completion of Work

1. The project shall begin with a meeting among Town officials, the winning Bidder and the NH DRA.

2. The project shall be concluded, and results delivered to the Select Board, no later than September 1, 2023. A mutually agreeable timeline with milestones will be established at the commencement of the project.
3. The Revaluation shall be considered complete only when informal reviews have been completed, the figures reviewed by the Select Board and/or their designee, changes have been made as required, the Select Board has accepted the new values, and all data has been entered into the assessing program on the Town's computer system.

FEES

Services outlined in the Scope of Work will be provided for a flat fee of **\$52,000.00**, which is intended to cover all staff time and expenses. Postage for supplies and notices of preliminary and final revised values are included in this cost.

1. **Defense of Values**

Defense of values at the local level are included in the cost of the agreement. Defense of values beyond the local level will be provided at the hourly rate of **\$125 per hour**.

2. **Liquidated Damages**

Liquidated damages of **\$50 per day** for late completion will be based on the date of September 1, 2023, or with regards to the USPAP manual, 30 days after submission of the MS-1. Given the current uncertainty with COVID, MRI and the Town agree to work cooperatively to adjust the project schedule as needed.

In addition, MRI shall not be responsible for liquidated damages resulting from delays due to a state of emergency or other federal or state orders which impact MRI's ability to fulfill the scope of work. For example, stay at home orders or town office closures may limit our ability to complete certain tasks or will delay our ability to complete in a timely fashion.

3. **Retainage**

MRI shall send the town six invoices from March through August 2023, each representing 12.5% of the total cost of the project. The remaining 25% retainage shall be due upon submission of the USPAP manual for review.

Special Conditions

1. To the extent, MRI may require assistance from the Town's software vendors or others knowledgeable of the Town's assessing/tax collection practices the Town agrees to authorize use of these resources and to pay directly all costs for their services as may be incurred. MRI shall work to keep these costs as low as possible.

ABOUT MRI REVALUATION SERVICES

"The Town of Rye has used several assessing companies over the years to conduct property revaluations. MRI conducted a very thorough and methodical process. But most importantly, they took the mystery out of it. Their community outreach was superb. It had to be the smoothest revaluation process I have ever participated in." -*Michael Magnant, Town Administrator, Town of Rye*

MRI has been performing town-wide valuation updates since 2015, has been performing partial updates and has monitored the revaluation process for our assessing clients for over 25 years. Nearly three quarters of our general assessing clients also use us for revaluations and none of those clients have looked to use another vendor after we performed an update.

OUR GOALS

Fair and Defensible Values

- Establish fair and defensible values for all taxpayers
- Address any potential issues during the update process
- Don't "kick the can down the road" and hide issues which may crop up in the future; as the town's assessor we are responsible for any issues now or later.

OUR PROCESS

Public Outreach

- Extensive public outreach to promote understanding and support for the revaluation program and sound assessing procedures
- Communicate via public presentations, Town newsletter, press releases/newspaper articles
- Easy to use online hearing scheduling tool
- Accept taxpayer submissions and questions as late as possible, including after hearings are complete

Team Approach

- Our revaluation team has extensive experience with revaluations; includes staff familiar with complex and high value properties as well as the dynamic seacoast real estate market
- Special expertise for exempt and challenging properties
- Hearings are held by staff with significant experience in revaluation/ hearing process
- Oversight and quality checks are performed, just as though another firm were completing the update

PROPOSED STAFF

Staff	Role	DRA Certification
Paul McKenney, CMA, CNHA	Project Manager	Assessor Supervisor
Edward Tinker, CNHA	Team Member	Assessor Supervisor
Paul Moreau	Commercial Data Collection	Assessor
Michelle McDonald, CMA	Project Coordinator/Data Collection	Assessor Assistant
Cam Appleyard	Data Collection	Measurer Lister

All proposed staff members have prior experience working together on revaluations

Paul McKenney, CNHA, CMA Assessor Supervisor (Project Manager) Paul has served as Project Manager for dozens of revaluation projects through both MRI and Vision Government Solutions. He leads MRI's revaluation efforts and has 20+ years' experience in the industry.

Edward Tinker, CNHA, Assessor Supervisor Ed is the former Chief Assessor in Hampton and Claremont. He previously worked for two New England assessing and revaluation firms. Ed is a former president of NHAEO. Ed has 20 years' experience providing valuation services to New England communities.

Paul Moreau, Assistant Assessor Paul joined MRI in 2018 after 17 years at Vision Government Solutions where he assisted in all aspects of revaluations from residential and commercial data collection to field review and hearings.

Michelle McDonald, CMA became a Certified Maine Assessor in 2017 while working for the Town of Kittery's Planning and Development Department. Since then, Michelle has taken assessing and appraisal courses and is also certified as a NH DRA Assistant Assessor. Michelle has a BS in Community, Environment and Development from the Pennsylvania State University.

Cam Appleyard, Measurer and Lister Cam is a 2021 addition to the MRI Team. He performs fieldwork in MRI's seacoast client communities including North Hampton, Rye, Exeter and Hampton.

Project Oversight and Appeals

Scott Marsh, CNHA, Assessor Supervisor Scott has over 25 years' experience in the appraisal field, 20 of which has been with MRI. He has appeared before the BTLA and in court as an expert witness.

Joseph W. Lessard, Jr., CNHA, CMA is a co-founder of Municipal Resources and is currently serving a second two-year term on the NH Assessing Standards Board. Mr. Lessard typically supports MRI staff with assistance in complex valuation projects, appeals and exempt properties.

REFERENCES

A complete list of clients served in the past five years is attached to this proposal as **Appendix A**, including contact information.

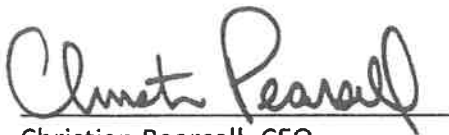
List of Valuation Updates

MRI has been performing revaluations since 2015 and has completed the following valuation updates in the past 5 years.

<p>2016 Chester, NH – 2,200 parcels Acworth, NH – 1,000 parcels</p> <p>2017 Rye, NH – 3,000 parcels</p> <p>2018 Hollis, NH – 3,700 parcels Sandown, NH – 2,700 parcels Durham, NH – 2,300 parcels</p> <p>2019 Berwick, ME – 3,500 parcels Exeter, NH – 6,500 parcels Chester, NH – 2,500 parcels Newmarket, NH – 3,500 parcels Hampton, NH – 10,000 parcels</p>	<p>2020 Jaffrey – 2,700 parcels Epping – 3,200 parcels Fremont – 2,000 parcels Dunbarton – 1,400 parcels Kittery, ME – 6,000 parcels Windham, NH – 6,300 parcels</p> <p>2021 Wolfboro, NH – 6,000 parcels Charlestown, NH – 3,500 parcels Acworth, NH - 1,000 parcels</p>
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Thank you for the opportunity to provide this proposal which shall remain valid through September 1, 2022.

Respectfully Submitted by Municipal Resources, Inc.



Christian Pearsall, CFO
Municipal Resources, Inc.
120 Daniel Webster Highway
Meredith, NH 03253
603-279-0352 X304
cpearsall@mrigov.com



Revaluation Appraisal Companies

✓ = Mailed
4/26/22

(21)

DISCLAIMER: The following list is provided only as a courtesy. The list is not intended to be exhaustive, nor does the Department recommend any of the companies on the list. In no event shall the Department be liable for any special, incidental, indirect or consequential damages of any kind, or any damages whatsoever, arising from the contracting with, or employment of, any company on this list.

Avitar Associates of New England ✓

Attn: Loren Martin, Director *rec'd reply*
150 Suncook Valley Highway
Chichester, NH 03238
Phone: (603) 798-4419
E-mail: loren@avitarassociates.com

Commerford Nieder Perkins LLC ✓

556 Pembroke Street, Suite #1 *No reply*
Pembroke, NH 03275
Phone: (603) 410-6444
E-mail: cnpappraisal@comcast.net

Corcoran Consulting Associates ✓

Attn: Marybeth Walker, President *No reply*
PO Box 1175
Wolfeboro Falls, NH 03896-1175
Phone: (603) 396-3268
E-mail: Marybeth_walker2000@Yahoo.com

Cross Country Appraisal Group, LLC

12 Kayak Way, Unit 1 *No reply*
Boscawen, NH 03303
Phone: (603) 415-0130
E-mail: Jearls@xcag.com

Brian D Fogg LLC

31 Scenic Ridge Road *No reply*
Whitefield NH 03598
Phone: (603) 631-0937

Granite Hill Municipal Services ✓

Attn: Todd Haywood *No reply*
PO Box 1484
Concord, NH 03302
Phone: (603) 496-7293
E-mail: granitehillmunisvs@hotmail.com

KRT Appraisal ✓

191 Merrimack Street, Suite 701 *No reply*
Haverhill, MA 01830
Phone: (877) 337-5574 | Fax: (978) 914-7201
E-mail: marketing@krtappraisal.com
Web: www.krtappraisal.com

M&N Assessing Services LLC ✓

649 Court Street *No reply*
Keene, NH 03431
Phone: (603) 313-7962
E-mail: dmassessing@gmail.com

Kristen McAllister

2485 E Washington Road *No reply*
Washington, NH 03280 ✓
Phone: (603) 848-5258
E-mail: Krism2268@gmail.com

Municipal Resources Inc. ✓

Attn: Christian Pearsall *rec'd bid*
66 Main Street, Suite B
Plymouth, NH 03264
Phone: (603) 279-0352 Ext. 304
E-mail: assessing@mrigov.com

Murdough Assessing Services, LLC

7 Bridge Street *No reply*
Pittsfield, NH 03263
Phone: (603) 848-5259
E-mail: cmassessing@gmail.com

New England Municipal Consultants, Ltd.

Attn: Bill Krajjeski *No reply*
PO Box 145
West Newbury, MA 01985
Phone: (603) 745-9991
E-mail: nemcvt@verizon.net

Revaluation Appraisal Companies

Northtown Associates LLC

Attn: Jason Call
1794 Presidential Hwy
Jefferson, NH 03583

✓ No reply

Brett S. Purvis & Associates Inc.

PO Box 1318
103 Main Street
Alton, NH 03809
Phone: (207) 432-3016
E-mail: allisonpurvis@yahoo.com

✓ No reply

RB Wood & Associates LLC

Attn: Rod Wood
591 Little River Road
Lebanon, ME 04027
Phone: (207) 651-4768
E-mail: rodneymwood@yahoo.com

✓ No reply

Real Estate Consultants of New England, Inc.

Attn: Andrew Lemay
26 South Main Street, PMB 168
Concord, NH 03301
Phone: (603) 715-5687

✓ No reply

George E. Sansoucy, P.E., LLC

148 Main Street
Lancaster, NH 03584
Phone: (603) 788-4000
E-mail: gsansoucy@sansoucy.com

✓ No reply

Edward Tinker (MRI)

351 Post Road
Greenland, NH 03840
Phone: (603) 545-1761
E-mail: EdTinker@msn.com

Tyler Technologies, Inc.

1 Tyler Way
Moraine, OH 45439
Phone: (800) 800-2581
E-mail: Robert Marshall – Bob.marshall@tylertech.com

✓ No reply

Vincent Consulting LLC

68 Currier Rd
Hill NH 03243
Phone: (603) 998-4885
E-mail: vincentconsulting@yahoo.com

✓ No reply

Vision Government Solutions

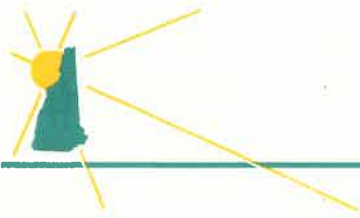
Attn: Sales Department
1 Cabot Road
Hudson, MA 01749
Phone: (800) 628-1013 Ext. 2
E-mail: sales@vgsi.com
Web: www.vgsi.com

rec'd bid
✓

Whitney Consulting Group, LLC

Attn: Stephan Hamilton
PO Box 514
Salem, NH 03079
Phone: (603) 560-0629
E-mail: SteveHamilton.WCG@gmail.com
Web: Whitneyconsultgroup.com

✓ No reply



Avitar Associates of New England, Inc.

A Municipal Services Company

April 25, 2022

**Town of North Hampton
Michael Tully, Town Administrator
233 Atlantic Avenue, 2nd Floor
North Hampton, NH 03682**

Re: RFP for Complete Statistical Revaluation 4/1/2023

Dear Mr. Tully:

We are in receipt of your Request for Proposal for a complete statistical revaluation effective April 1, 2023.

Unfortunately, due to our current workload and staff constraints, we regret that we are unable to bid on your job at this time.

Thank you for including us in your search.

Sincerely,

**Loren J. Martin, Sr. Assessor, CNHA
Director, Assessing Operations**

LJM/sjc

Legislative Summary for Town of North Hampton 2022

SB 401 allocates \$36 million for municipally-owned bridges, \$30 million for municipal roads, and \$1 million for the body-worn and dashboard camera fund using state general fund surplus. **SB 401** will use a similar distribution formula to the highway block grant formula and apply for both the \$36 million in bridge funding and the \$30 million allocated for roads. According to the “Apportionment A” schedule (attached), North Hampton will receive \$11,546.47 in additional state aid:

North Hampton

Class 4 Roads:	0 miles
Class 5 Roads:	29.677 miles
Town Population:	4582
Town Equalized Valuation:	\$ 1,290,053,186
Mile Dollars:	\$ 4,877.16
Population Dollars:	\$ 6,669.31
Total Dollars:	\$ 11,546.47

Additionally, \$1 million will be placed in the dash and body camera fund for the purchase of body-worn or dashboard cameras, software maintenance for the cameras, and maintenance and storage of data related to the cameras.

HB 1221 would provide a *one-time* payment by the state of 7.5% of the employer contribution costs for teachers, police, and firefighter retirement costs in fiscal year 2023. As proposed, HB 1221 would have made the 7.5% employer contribution permanent. As amended the contribution is now a one-time payment.

Since 1977, the state contribution to retirement costs had been set by statute at 35% of the cost, with municipalities, counties and school districts paying the remaining 65%. (Municipalities, counties and schools paid 100% of the cost for all other employees enrolled in the NHRS.) The 35% state contribution was gradually lowered from 2010 through 2012 then eliminated entirely, resulting in local governments paying 100% of the retirement costs in 2013 and beyond. This elimination of the state contribution had an immediate impact on property taxes, increasing costs to local governments to pay what had previously been the state share.

HB 1547 would allocate an additional \$25 million to the existing perfluorinated chemical (PFAS) remediation loan fund. This new infusion of state dollars would increase the total loan fund from \$50 million to \$75 million and provide additional relief to cities and towns as they work to address PFAS chemicals in their water systems.

Legislative Summary for Town of North Hampton 2022

Revenue Sharing and State Aid to Municipalities Fiscal Year

2023 Revenue/Aid by Category	FY 23 Estimate
Meals & Rooms Tax Distribution	\$ 95,600,000
Highway Block Grants	\$ 35,400,000
Additional Highway Block Grants (SB 401)	\$ 30,000,000
Municipal Bridge Aid	\$ 6,800,000
Additional Municipal Bridge Aid (SB 401)	\$ 36,000,000
Environmental Grants (SAG) (HB 398)	\$ 5,735,248
State Contribution toward Employer NHRS Costs (HB 1221)	\$ 26,500,000
PFAS Remediation Loan Fund	\$ 50,000,000
Additional PFAS Remediation Loan Fund (HB 1547)	\$ 25,000,000

HB 1069 This bill allows village districts located within any county to elect five commissioners rather than three by a majority vote of the legal voters at an annual meeting. Little Boar’s Head Village District currently elects 5 members but the ability to take this action had only been allowed in statute for one other community. This legislation will enable all village districts across the state to choose the same option.

HB 1157 provides that: “No electronic ballot counting device shall have access to or be connected to the Internet.”

HB 1457 provides that: “Containers containing ballots and absentee balloting materials that have been sealed after an election according to instructions provided by the secretary of state shall be stored in a location under the direction of the clerk. A log shall be maintained by the clerk specifying the location and the containers at the location. Once stored, the containers shall be accessible only to individuals working under the direction of the town clerk, as required for recounts, or as necessary for the secretary of state to verify the container storage.”

SB 239 requires that all political subdivisions of a municipality notify the Department of Revenue Administration of a completed municipal or county audit and establishes a fine for failure to complete a required audit. It will add accountability for municipalities to ensure the performance of general, municipal and county audits.

Legislative Summary for Town of North Hampton 2022

2022 Chaptered Final Version

Chapters : 132

<u>Chapter #</u>	<u>Bill #</u>	<u>Title</u>
<u>1</u>	HB1650	relative to mileage for members of the legislature.
<u>2</u>	HB0427	prohibiting corporal punishment of children in state agency programs.
<u>3</u>	SB0017	(2nd New Title) relative to permitting dogs in outdoor dining areas of restaurants.
<u>4</u>	HB0054	apportioning county commissioner districts.
<u>5</u>	HB0549	(New Title) relative to the system benefits charge and the energy efficiency and sustainable energy board.
<u>6</u>	HB0095	relative to milk pasteurization.
<u>7</u>	HB0435	(New Title) relative to the suspension of drivers' licenses
<u>8</u>	SB0307	(New Title) relative to the issuance of safe boater education certificates and commercial driving instruction.
<u>9</u>	HB0050	apportioning state representative districts.
<u>10</u>	HB0055	(New Title) apportioning delegates to state party conventions, and relative to the form for declarations of candidacy for delegates to state party conventions.
<u>11</u>	HB0440	(New Title) prohibiting the suspension of civil liberties during a state of emergency.
<u>12</u>	HB0102	(Second New Title) establishing a commission to study worldwide combined reporting method for unitary businesses under the business profits tax, and relative to the treatment of water or sewerage disposal utilities under the business profits tax.
<u>13</u>	HB0116	relative to personal delivery devices and mobile carriers.
<u>14</u>	HB0207	repealing the regulation of household goods carriers.
<u>15</u>	HB0589	requiring workers' compensation to cover prophylactic treatment for critical exposure
<u>16</u>	HB1063	(New Title) relative to the technical changes to the administration of certain taxes by the department of revenue administration and relative to county redevelopment district bonds for an unincorporated place.
<u>17</u>	HB1427	relative to membership on the speech-language pathology and hearing care provider governing board.
<u>18</u>	HB1441	establishing a commission to organize the observance of the 250th anniversary of the declaration of independence.
<u>19</u>	HB0398	making an appropriation to the department of environmental services for funding eligible wastewater projects.
<u>20</u>	HB0418	relative to supreme court reporting.
<u>21</u>	HB1016	(New Title) relative to licensing of speech-language specialists.
<u>22</u>	HB1029	relative to the Claremont police commission.

<u>Chapter #</u>	<u>Bill #</u>	<u>Title</u>
<u>23</u>	HB1062	relative to the duties of the electrology advisory committee.
<u>24</u>	HB1074	relative to notice to a chartered public school of a special education services meeting.
<u>25</u>	HB1228	relative to recommendations of the joint committee on dedicated funds.
<u>26</u>	HB1327	including diabetes in the conditions listed for eligibility for a service animal.
<u>27</u>	HB1437	relative to registration plates for antique farm tractors.
<u>28</u>	HB1575	(New Title) relative to waiver of tuition in the university system and community college system.
<u>29</u>	HB0457	(New Title) relative to the meetings of the legislative youth advisory council.
<u>30</u>	HB0571	repealing the prohibition against OHRV travel on Hoit Road Marsh.
<u>31</u>	HB1030	relative to licensure by alternate experience for licensed nursing assistant.
<u>32</u>	HB1059	clarifying limits on licensure by operation of law.
<u>33</u>	HB1110	relative to windshield tint waivers.
<u>34</u>	HB1214	eliminating fees for walking disability placards.
<u>35</u>	HB1218	relative to the merger of Granite State college with the university of New Hampshire.
<u>36</u>	HB1234	relative to criminal background checks for an applicant for a teaching credential.
<u>37</u>	HB1316	directing the director of the state police to develop requirements for eFoil and electric hydrofoil surfboard watercraft.
<u>38</u>	HB1323	relative to hike safe cards.
<u>39</u>	HB1354	relative to regulation by the New Hampshire real estate commission.
<u>40</u>	HB1456	relative to the Hampton marine memorial.
<u>41</u>	HB1558	relative to insurance holding companies.
<u>42</u>	HB1559	relative to laws administered by the insurance department.
<u>43</u>	HB1562	clarifying the prohibition on using an electronic or telecommunications device while driving.
<u>44</u>	HB1581	relative to the use of open source software by state agencies.
<u>45</u>	SB0240	apportioning state senate districts.
<u>46</u>	SB0241	apportioning executive council districts.
<u>47</u>	HB0122	(New Title) amending the capital appropriation for an aviation hangar bay in the department of military affairs and veterans services.
<u>48</u>	HB0241	(New Title) repealing the definition of brook trout.
<u>49</u>	HB0410	(New Title) establishing a commission to study the assessing of power generation and utility transmission
<u>50</u>	HB0576	relative to victims compensation fund eligibility.
<u>51</u>	HB1000	prohibiting motorcycle profiling.

<u>Chapter #</u>	<u>Bill #</u>	<u>Title</u>
<u>52</u>	HB1003	prohibiting health care providers from refusing to provide care or services based on patient vaccination status.
<u>53</u>	HB1005	relative to the creation of a New Hampshire low-grade timber and wood emerging market commission.
<u>54</u>	HB1010	requiring municipal voter history to be made accessible in the statewide centralized voter registration database.
<u>55</u>	HB1035	relative to exemptions from school vaccine mandates.
<u>56</u>	HB1037	relative to the governor's duties during a state of emergency.
<u>57</u>	HB1045	(New Title) relative to the composition of the ethics oversight advisory committee.
<u>58</u>	HB1052	relative to the number of rounds of ammunition allowed for hunting regardless of firearm capacity.
<u>59</u>	HB1069	(New Title) relative to the election of village district commissioners.
<u>60</u>	HB1085	relative to ignition lock requirements.
<u>61</u>	HB1102	relative to certain committees and commissions of the department of state.
<u>62</u>	HB1157	relative to electronic ballot counting devices.
<u>63</u>	HB1164	revising the agriculture in the classroom committee.
<u>64</u>	HB1182	relative to the board of court reporters.
<u>65</u>	HB1192	(New Title) relative to the board of acupuncture licensing and relative to the qualifications for licensure as an acupuncturist.
<u>66</u>	HB1202	relative to transportation of pupils to school activities by a contract carrier.
<u>67</u>	HB1206	relative to the source of funding for appointment of counsel or other services for indigent persons.
<u>68</u>	HB1235	relative to compensation paid to a crime victim.
<u>69</u>	HB1239	relative to habitual offender hearings.
<u>70</u>	HB1341	relative to the definition of conviction in motor vehicle laws.
<u>71</u>	HB1344	relative to the authority of real estate brokers.
<u>72</u>	HB1446	relative to the governing board of recreational therapists and relative to the governing board of respiratory care practitioners.
<u>73</u>	HB1457	relative to chain of custody of ballot boxes after an election.
<u>74</u>	HB1488	expanding the prohibition against discrimination based on an individual's election not to participate in the state vaccine registry.
<u>75</u>	HB1491	relative to natural gas transmission pipeline safety.
<u>76</u>	HB1497	relative to optional allowances in the retirement system.
<u>77</u>	HB1505	establishing concurrent jurisdiction in juvenile matters with the U.S. Department of Defense for coordination with the military family advocacy program.
<u>78</u>	HB1527	(New Title) relative to vote returns.

<u>Chapter #</u>	<u>Bill #</u>	<u>Title</u>
<u>79</u>	HB1528	(New Title) establishing a public boat access donation program for operators of non-motorized boats.
<u>80</u>	HB1530	(New Title) establishing curricular transfer pathways between the community college system of New Hampshire and the university system of New Hampshire.
<u>81</u>	HB1534	authorizing the use of side exhausts for antique vehicles.
<u>82</u>	HB1577	relative to exemptions from prosecution for victims of human trafficking.
<u>83</u>	HB1608	(New Title) relative to withdrawal from the state immunization registry.
<u>84</u>	HB1622	(New Title) relative to notice that a health care provider is no longer accepting new patients and relative to mental health parity.
<u>85</u>	HB1659	relative to criminal history background checks for certain health care workers.
<u>86</u>	HB1673	(New Title) relative to certain provisions of the fetal life protection act requiring an ultrasound examination.
<u>87</u>	SB0201	relative to naming a bridge in the town of Rumney and a bridge in the town of Center Harbor.
<u>88</u>	SB0223	relative to requirements for recovery houses.
<u>89</u>	SB0260	relative to search and rescue teams activated by fish and game.
<u>90</u>	SB0279	establishing a study committee on harm reduction and overdose prevention programs.
<u>91</u>	SB0284	relative to the treatment of glaucoma.
<u>92</u>	SB0306	relative to the penalties for various motor vehicle violations.
<u>93</u>	SB0348	relative to political expenditures and contributions.
<u>94</u>	SB0356	relative to medical benefits payments by state retirees.
<u>95</u>	SB0380	relative to solid waste rules and landfill containment tests.
<u>96</u>	SB0391	relative to the operation of a state forensic psychiatric hospital.
<u>97</u>	SB0396	relative to solid waste management.
<u>98</u>	SB0414	(New Title) relative to the definition of Alzheimer's disease and related disorders.
<u>99</u>	SB0423	relative to a closed loop referral system in the department of health and human services.
<u>100</u>	SB0439	relative to the brain and spinal cord injury advisory council and community-based support program.
<u>101</u>	SB0460	relative to salaries for employee positions approved by the joint committee on employee classification.
<u>102</u>	HB0536	relative to death benefits for public works employees killed in the line of duty, and relative to workers' compensation offsets for certain retirement system benefits.
<u>103</u>	HB1001	authorizing the Girl Scouts of the Green and White Mountains to issue decals for multi-use decal plates.

<u>Chapter #</u>	<u>Bill #</u>	<u>Title</u>
<u>104</u>	HB1018	relative to the board of medical imaging and radiation therapy.
<u>105</u>	HB1048	relative to minimum nonforfeiture amounts under the standard nonforfeiture law for individual deferred annuities.
<u>106</u>	HB1118	relative to the determination of parental rights and responsibilities following the death of a child's parent or guardian.
<u>107</u>	HB1205	allowing the department of environmental services to have access to enhanced 911 information.
<u>108</u>	HB1220	prohibiting the docking of houseboats on Perkins Pond in Sunapee.
<u>109</u>	HB1236	relative to the legislative oversight committee for the education improvement and assessment program.
<u>110</u>	HB1244	relative to parental consent to medical and dental treatments of children in schools.
<u>111</u>	HB1249	relative to weights and measures.
<u>112</u>	HB1263	(New Title) relative to prescribed studies on health, physical education, wellness, and personal finance literacy in schools.
<u>113</u>	HB1285	relative to the multi-use energy data platform.
<u>114</u>	HB1303	relative to causes for absolute divorce.
<u>115</u>	HB1331	relative to power line maintenance and construction.
<u>116</u>	HB1367	relative to civics instruction in schools.
<u>117</u>	HB1475	relative to the enforcement authority of liquor enforcement officers.
<u>118</u>	HB1493	relative to the drug forfeiture fund.
<u>119</u>	HB1609	(NEW TITLE) relative to certain provisions of the fetal life protection act requiring an ultrasound examination.
<u>120</u>	HB1613	(New Title) relative to certain liquor manufacturers.
<u>121</u>	HB1667	relative to the standard and optional veterans' tax credits and the all veterans' tax credit.
<u>122</u>	HB1677	relative to the administration and settlement of claims of abuse at the youth development center and making an appropriation therefor.
<u>123</u>	SB0053	(New Title) relative to confidentiality of department of revenue administration records.
<u>124</u>	SB0210	relative to the sale of manufactured housing parks.
<u>125</u>	SB0220	relative to establishing a committee to study licensure of mental health professionals.
<u>126</u>	SB0225	relative to the bond required of applicants for auctioneer licenses.
<u>127</u>	SB0239	relative to noncompliance with municipal audit requirements.
<u>128</u>	SB0256	establishing a committee to study the feasibility of replacing the site evaluation committee.
<u>129</u>	SB0265	relative to the aggregation of electric customers by counties.

<u>Chapter #</u>	<u>Bill #</u>	<u>Title</u>
<u>130</u>	SB0268	relative to the approval of power purchase agreements for offshore wind energy resources from the Gulf of Maine.
<u>131</u>	HB1663	relative to requirements for home education students.
<u>132</u>	SB0277	relative to emergency or temporary health care licenses.

BILLS LAID ON TABLE

CACR 18, relating to reproductive medical decisions. Providing that the state shall not infringe or unduly inconvenience the right of reproductive medical decisions. (Pending question: Inexpedient to Legislate)

CACR 23, the New Hampshire constitution. Providing that all references to persons in the New Hampshire constitution be gender-neutral. (Pending question: Inexpedient to Legislate)

CACR 34, relating to the use, sale, or cultivation of cannabis. Providing that the state shall make no law prohibiting the use, sale, or cultivation of cannabis for persons over 18 years of age. (Pending question: Inexpedient to Legislate)

CACR 35, relating to cannabis. Providing that all adults have the right to possess, use, and cultivate cannabis, subject to regulation by the legislature. (Pending question: Inexpedient to Legislate)

HB 20-FN-A-L, establishing the Richard “Dick” Hinch education freedom account program. (Pending question: Refer for Interim Study)

HB 136, requiring schools to update documents and software to include the option of identifying a student as non-binary. (Pending question: Inexpedient to Legislate)

HB 147-FN, relative to assault against an elderly person. (Pending question: Ought to Pass)

HB 153, establishing a committee to study universal Internet access for New Hampshire. (Pending question: Inexpedient to Legislate)

HB 167-FN, relative to net energy metering limits for customer generators and the purchase of output of limited electrical energy producers. (Pending question: Inexpedient to Legislate)

HB 172, establishing greenhouse as emission reduction goals for the state and establishing a climate action plan. (Pending question: Inexpedient to Legislate)

HB 204, proclaiming January 24 as “Granny D” day. (Pending question: Inexpedient to Legislate)

HB 237-FN-A, relative to the legalization and regulation of cannabis and making appropriations therefor. (No pending question)

HB 255, relative to limited liability for institutions of higher education and businesses. (Pending question: Majority committee amendment)

HB 359, creating a private cause of action for discrimination based on hairstyles relative to a person’s ethnicity. (Pending question: Inexpedient to Legislate)

HB 362, relative to domicile of students for voting purposes. (Pending question: Inexpedient

to Legislate)

HB 376, establishing a committee to study applications of microgrids in electricity supply.

(Pending question:

Inexpedient to Legislate)

HB 382, establishing a commission to study the utility rate structure of demand charges.

(Pending question:

Inexpedient to Legislate)

HB 394, establishing a commission to study the short and long term impacts of pending national and regional

carbon pricing mechanisms on New Hampshire's residents, agriculture, wildlife and natural resources-based

tourism sector, and commercial enterprises. Inexpedient to Legislate)

HB 517-FN, relative to the state minimum hourly rate. (Pending question: Inexpedient to Legislate)

HB 531-FN-L, relative to determining the qualifications of voters and establishing provisional voter registra-

tion and provisional ballots. (Pending question: Refer for Interim Study)

HB 535, relative to the qualified voter affidavit. (Pending question: Refer for Interim Study)

HB 554, relative to temporary absence from domicile for voting purposes. (Pending question: Refer for

Interim Study)

HB 607-FN, establishing local education savings accounts for students. (Pending question: Majority commit-

tee amendment)

HB 608-FN-A-L, relative to the formula for determining funding for an adequate education.

(Pending ques-

tion: Inexpedient to Legislate)

HB 611-FN, abolishing fluoridation in water. (Pending question: Majority committee amendment)

HB 620-FN-L, requiring law enforcement agencies to gather and analyze certain demographic information.

(Pending question: Inexpedient to Legislate)

HB 622-FN, protecting nascent human life as a reasonable and valid state interest. (Pending

question: Ma-

ajority committee amendment)

HB 1007, relative to qualifications for office. (Pending question: Inexpedient to Legislate)

HB 1014, allowing public meetings to be conducted virtually. (Pending question:

Inexpedient to Legislate)

HB 1031, prohibiting law enforcement from encrypting public frequencies. (Pending question: Inexpedient

to Legislate)

8 3 JUNE 2022 HOUSE RECORD

HB 1033-FN-L, prohibiting recipients of state or local grants or appropriations from using such funds for

lobbying. (Pending question: Committee amendment)

HB 1041-FN, extending the public employee labor relations act to employees of the general court and relative to the duties of the joint committee on legislative facilities. (Pending question: Inexpedient to Legislate)

HB 1064-FN, requiring the use of hand-marked, durable paper ballots in elections. (Pending question: Inexpedient to Legislate)

HB 1065-FN, relative to the regulation of art therapists. (Pending question: Inexpedient to Legislate)

HB 1072, establishing a criminal penalty for denying an elected school district official access to any school district facilities, documents, or events. (Pending question: Majority committee amendment)

HB 1076, relative to illegal productivity quotas. (Pending question: Majority committee amendment)

HB 1077, repealing the prohibition on conversion therapy for minors. (Pending question: Majority committee amendment)

HB 1087, relative to zoning for single family housing lots. (Pending question: Inexpedient to Legislate)

HB 1090, relative to teaching on discrimination in the public schools. (Pending question: Inexpedient to Legislate)

HB 1100-FN, relative to changing the penalties for driving without a license. (Pending question: Inexpedient to Legislate)

HB 1107, establishing a committee to study the rental or lease of housing to a person who has a pet. (Pending question: Inexpedient to Legislate)

HB 1116, relative to renewable energy customer-generators accounts and credits. (Pending question: Inexpedient to Legislate)

HB 1119, relative to the regulation of single-use bags. (Pending question: Inexpedient to Legislate)

HB 1159, recognizing November 7 as Victims of Communism Memorial Day. (Pending question: Inexpedient to Legislate)

HB 1175, relative to recording interactions with public officials. (Pending question: Inexpedient to Legislate)

HB 1177, relative to permissible residential units in a residential zone. (Pending question: Ought to Pass)

HB 1180, relative to state recognition of biological sex. (Pending question: Ought to Pass)

HB 1197, relative to the definition of “party” for election purposes. (Pending question: Inexpedient to Legislate)

HB 1200, relative to notice of rent increases in residential rental property. (Pending question: Inexpedient

to Legislate)

HB 1208, relative to driver education. (Pending question: Inexpedient to Legislate)

HB 1227, relative to the definition of prime wetland. (Pending question: Inexpedient to Legislate)

HB 1233, Prohibiting higher education institutions receiving state funds from requiring face masks and

COVID-19 vaccinations for attendance. (Pending question: Refer for Interim Study)

HB 1250, requiring the public utilities commission to consider climate change in making rate-setting deci-

sions. (Pending question: Inexpedient to Legislate)

HB 1251, prohibiting payment of subminimum wages. (Pending question: Inexpedient to Legislate)

HB 1264, establishing ranked-choice voting for state party primary elections and municipal elections. (Pend-

ing question: Floor amendment)

HB 1283, relative to liability as taxable income of education freedom account payments.

(Pending question:

Inexpedient to Legislate)

HB 1284, establishing a committee to study the effects of deportation of primary earners on family members

who are United States citizens. (Pending question: Inexpedient to Legislate)

HB 1291, prohibiting discrimination against tenants holding certain vouchers for purposes of renting dwell-

ings. (Pending question: Inexpedient to Legislate)

HB 1306-FN, relative to personal possession of marijuana. (Pending question: Refer for Interim Study)

HB 1332, excepting public universities and colleges from requirements under medical freedom in immuniza-

tions. (Pending question: Inexpedient to Legislate)

HB 1347, relative to licensing requirements for health care facilities that operate on a membership-based

business model. (Pending question: Majority committee amendment)

HB 1348-FN, relative to the legalization of a certain amount of cannabis. (Pending question: Refer for In-

terim Study)

HB 1349-FN, decriminalizing the possession and use of psilocybin mushrooms. (Pending question: Inexpedi-

ent to Legislate)

HB 1355, requiring the scholarship organization to refer suspected cases of misuse of funds or fraud in the

education freedom account program to the attorney general. (Pending question: Inexpedient to Legislate)

HB 1369, relative to COVID-19 health and safety policies at New Hampshire performing arts venues. (Pend-

ing question: Majority committee amendment)

HB 1376, relative to participation in the education freedom accounts program by students with disabilities.

(Pending question: Inexpedient to Legislate)

HB 1396-FN, relative to the payment of child support. (Pending question: Inexpedient to Legislate)

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HB 1400, prohibiting law enforcement from using the scent of marijuana as probable cause for a search.

(Pending question: Inexpedient to Legislate)

HB 1409, relative to the age at which a minor may receive mental health treatment without parental consent.

(Pending question: Majority committee amendment)

HB 1419-FN, relative to establishing a New Hampshire civilian climate corps advisory commission. (Pending question: Inexpedient to Legislate)

HB 1436-FN, relative to appeals of family court decisions. (Pending question: Inexpedient to Legislate)

HB 1443, proclaiming the first Monday of March as COVID-19 Victims and Survivors Memorial Day. (Pending question: Inexpedient to Legislate)

HB 1465-FN, relative to the appointment of counsel for juveniles. (Pending question: Committee amendment)

HB 1468-FN, relative to the legalization of cannabis. (Pending question: Inexpedient to Legislate)

HB 1473-FN, authorizing a forensic audit of the November 3, 2020 election results in Merrimack county for president, governor, and United States senate races. (Pending question: Refer for Interim Study)

HB 1477-FN, prohibiting abortions after detection of fetal heartbeat. (Pending question: Inexpedient to Legislate)

HB 1481, repealing the statute relative to medical freedom in immunizations. (Pending question: Inexpedient to Legislate)

HB 1484-FN, requiring a forensic audit of the 2020 election results. (Pending question: Inexpedient to Legislate)

HB 1506-FN, establishing a revolving clean energy accelerator fund in the department of energy. (Pending question: Inexpedient to Legislate)

HB 1509-FN, relative to termination of the FRM victims' contribution recovery fund. (Pending question: Inexpedient to Legislate)

HB 1536-FN, relative to expanding Medicaid to include certain postpartum health care services. (Pending question: Refer for Interim Study)

HB 1555-FN, repealing the permit required for fires at campgrounds. (Pending question:

Refer for Interim Study)

HB 1576-FN, repealing the law relative to certain discrimination in public workplaces and education. (Pend-

ing question: Inexpedient to Legislate)

HB 1578-FN, relative to including certain children and pregnant people in Medicaid and the children's health

insurance program. (Pending question: Inexpedient to Legislate)

HB 1596-FN, relative to net energy metering limits for individual and business customers.

(Pending ques-

tion: Inexpedient to Legislate)

HB 1600, relative to the use of body cameras by law enforcement during an interview or interrogation. (Pend-

ing question: Refer for Interim Study)

HB 1601-FN, relative to funding of the NH saves program. (Pending question: Inexpedient to Legislate)

HB 1607-FN, prohibiting unlawful discrimination in public and nonpublic schools. (Pending question: Inex-

pedient to Legislate)

HB 1621-FN, relative to reducing the rebates distributed by the energy efficiency fund.

(Pending question:

Inexpedient to Legislate)

HB 1628-FN, directing the department of energy to generate a report on the microgrid project currently in

progress at the university of New Hampshire in collaboration with the regional utilities.

(Pending question:

Inexpedient to Legislate)

HB 1632-FN, relative to civil rights education in public elementary and secondary schools.

(Pending ques-

tion: Refer for Interim Study)

HB 1638, relative to grievances under the right to freedom from discrimination in public workplaces and

education. (Pending question: Inexpedient to Legislate)

HB 1646, relative to representation on a cooperative school district board. (Pending question: Committee

amendment)

HB 1651-FN, adding sexual reassignment to the definition of child abuse. (Pending question:

Inexpedient

to Legislate)

HB 1654-FN, relative to termination of pregnancy statistics. (Pending question: Refer for Interim Study)

HB 1656-FN-A-L, establishing a road usage registration fee and making an appropriation therefor. (Pending

question: Inexpedient to Legislate)

HB 1669-FN, requiring the department of education to administer the education freedom account program.

(Pending question: Inexpedient to Legislate)

HB 1670-L, relative to funds of the education freedom account program after termination of a student's participation and responsibilities of the scholarship organization. (Pending question: Inexpedient to Legislate)

HB 1674, relative to reproductive rights. (Pending question: Inexpedient to Legislate)

HR 18, urging Congress to remove the exception from the 13th Amendment: "except as a punishment for crime whereof the party shall have been duly convicted." (Pending question: Inexpedient to Legislate)

SB 44, establishing the New Hampshire workforce pathway program. (Pending question: Inexpedient to Legislate)

SB 69, requiring employers to provide access to a sufficient space for nursing mothers and reasonable break time. (Pending question: Majority committee amendment)

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SB 92-FN, relative to increasing the penalty for criminal mischief, the release of a defendant pending trial, and requiring law enforcement candidate background checks. (Pending question: Majority committee amendment)

SB 202-FN, prohibiting the sale of cosmetic products tested on animals. (Pending question: Majority committee amendment)

SB 245, establishing a committee to study agreements between developers and municipalities on municipal trash removal fees paid by condominium owners and renters. (Pending question: Ought to Pass)

SB 294-FN, relative to the release of a defendant pending trial. (Pending question: No pending question)

SB 388, relative to availability of information or records relating to the enhanced 911 system. (Pending question: Ought to Pass)

SB 399-FN, relative to certain provisions of the fetal life protection act requiring an ultrasound examination.

(Pending question: Ought to Pass)

SB 400-FN, relative to training and procedures for zoning and planning boards and relative to financial investments and incentives for affordable housing development. (Pending question: Majority committee amendment)

SB 403-FN-A, re-establishing the Special Supplemental Nutrition Program for Women, Infants, and Children

(WIC) Farmers Market Nutrition Program. (Pending question: Ought to Pass)

SB 417, establishing an electric school bus pilot program. (Pending question: No pending question)

SB 447-FN, establishing the electric vehicle and infrastructure fund. (Pending question: No pending question.)

SB 456-FN-A, establishing a law enforcement conduct review committee in the police standards and training council and making an appropriation therefor. (Pending question: Refer for Interim Study)



The State of New Hampshire
Department of Environmental Services

Robert R. Scott, Commissioner



May 31, 2022

Michael Tully
Town of North, Town Administrator
233 Atlantic Avenue
North Hampton, NH 03862

Subject: 227A Atlantic Ave – Town of North Hampton

Dear Mr. Tully,

On May 19, 2022, the NH Department of Environmental Services (NHDES) completed their review of the Eligibility Request received April 6, 2022 for the Per- and Polyfluoroalkyl Substances Remediation Grant and Loan Fund (PFAS RLF). The NHDES authorizes an award of grant funds to the Town of North Hampton for the following project:

<u>Project Description</u>	<u>Funding Award Amount</u>
227A Atlantic Avenue	\$40,000

The next step to move forward with the project funding is to obtain the authority to accept the funds and **submit a final application**. The required documents are listed on the [Final Application Checklist](#). Once the final application has been submitted, the funding agreement must be approved by the Governor and Executive Council.

The PFAS RLF grant funding is allocated from the American Rescue Plan Act of 2021 (ARPA). ARPA funds must be expended by the deadline established in the grant agreement but no later than December 31, 2026, which is the deadline established in the US Department of the Treasury Interim Final Guidance.

We ask that you keep NHDES informed of progress made toward seeking the authority to accept funding. Should your project not move forward, please contact us as soon as possible. If you have any questions or would like to set up a meeting to review the process, please contact me at 603-271-8801 or amy.rousseau@des.nh.gov.

Sincerely,

Amy Rousseau
PFAS Response Administrator | MtBE Remediation Bureau

Cc: Chad Tomforde, Tomforde Environmental Services, LLC
Tal Hubbard, P.E., NHDES MTBERB



**DRINKING WATER INFRASTRUCTURE PROJECT
CERTIFICATE OF VOTE – GRANTS ONLY**



Drinking Water & Groundwater Bureau Sustainability Grants,
Drinking Water & Groundwater Trust Fund (DWGTF),
PFAS Remediation Loan Fund (PFAS-RLF), And American Recovery Plan Act (ARPA)

Env-Dw 1300; Env-Dw 1400

A Certificate of Vote of Authorization is a certificate that states that a grant applicant is willing to enter into a grant agreement with the State of NH Department of Environmental Services and that whoever signs the Grant Agreement (provided under separate cover) has the authority to do so. **This is a 3-person form:**

- Completed and signed by someone other than the person being given authority.**
- Must be notarized.**
- Original is required for submittal.**

Certificate of Vote of Authorization

TOWN OF NORTH HAMPTON NEW HAMPSHIRE
233 ATLANTIC AVENUE NORTH HAMPTON NH 03862

I, James Sununu of the Town of North Hampton New Hampshire do hereby certify that at a meeting held on June 13, 2022, the North Hampton Select Board voted to enter into a PFAS Remediation Loan Fund (PFAS RLF) grant agreement with the New Hampshire Department Environmental Services to fund a water system improvement project.

The Town of North Hampton further authorized the Michael J. Tully, Town Administrator to execute any documents which may be necessary to effectuate this grant agreement.

IN WITNESS WHEREOF, I have hereunto set my hand as James Sununu of Town of North Hampton New Hampshire, the 13 day of June 2022.

James Sununu Signature: _____
STATE OF NEW HAMPSHIRE, County of Rockingham

On this 13 day of June 2022 , Janet L. Facella, before me (Notary Public) the undersigned Officer, personally appeared. James Sununu, who acknowledged himself to be the Select Board Chair (TITLE) of Town of North Hampton New Hampshire, being authorized so to do, execute the foregoing instrument for the purpose therein contained.

In witness thereof, I have set my hand and official seal.

Notary Public Janet L. Facella My commission expires:

[Drinking Water State Revolving Fund](#)
[Drinking Water & Ground Water Trust Fund](#)
[PFAS- Remediation Loan Fund](#)

I certify that said vote has not been amended or repealed and remains in full force and effect as of the date of this Certification and that Michael J. Tully is the Town Administrator of the City/Town of North Hampton.

ATTEST:

Date: June 13, 2022

Michael J. Tully

Part 2: CERTIFYING AUTHORIZATION TO BORROW

I, the undersigned, the duly qualified and acting Town Administrator of the Town of North Hampton New Hampshire herein called the Applicant and keeper of the records of the Applicant, including the journal of the proceedings of the Select Board herein called the Governing Body do hereby certify:

1. That the attached resolution is a true and correct copy of the resolution as finally adopted at a meeting of the Governing Body held on the 13 day of June, 2022, and duly recorded in my office;
2. That said meeting was duly convened and held in all respects in accordance with law and to the extent required by law, due and proper notice of such meeting was given; and a legal quorum was present throughout the meeting; and a legally sufficient number of members of the governing body voted in the proper manner and for the adoption of said resolution; that all other requirements and proceedings under the law incident to the proper adoption or passage of said resolution including publication, if required, have been duly fulfilled, carried out, and otherwise observed; and that I am authorized to execute this certificate;
3. That if an impression of the seal has been affixed below, it constitutes the official seal of the Applicant and this Certificate is hereby executed under such official seal; but if no seal has been affixed, the Applicant does not have an official seal;

IN WITNESS WHEREOF, I have hereunto set my hand this 13 day of June, 2022.

If the Applicant has an official Seal, impress below.

Michael J. Tully

Town Administrator



18 CHECKERBERRY LANE
BEDFORD, NH 03110
603-486-6400

March 28, 2022

Mr. Michael Tully
Town Administrator
North Hampton, NH

Re: Owner's Project Management Services

Dear Michael:

I appreciate the opportunity to provide you with a brief introduction to my company and the services we provide.

Experience and Education:

Jobin Construction Consultants was established to provide owners with all aspects of construction project management and owner representative services. Services I provide play a key role in reducing our client's risk related to construction and development of their projects. I take the lead to ensure your needs are met throughout the project by providing management and oversight of the entire process from conception to completion. I bring my knowledge and understanding of project design, budgeting, scheduling, management, and quality control to every project.

Over my career, I have worked at the most senior level with construction management firms in the state. I have both field and office experience leading the team on some of the most complex projects in the public and private sectors. I have completed numerous projects working with building committees and boards of public officials. I understand the importance of clear communication and accountability these projects demand.

My education includes degrees in the architectural and engineering disciplines as well as construction project management. This education has provided me with knowledge of all aspects of building design, engineering, and construction where I am able to contribute to finding solutions to issues that occur during all phases of a project. This enables the project to always move forward, while protecting my client's interests and the quality of the project. Most projects require value-engineering efforts to get the most bang for the dollar. My experience and education has given me the tools to be a big voice in these efforts where the goal is to maintain quality and efficiency while reducing cost.

Approach and Philosophy:

My approach to providing owner representative services is to be the liaison between the owner and the design/construction team. To always protect the owner's interests by managing the design and construction team, ensuring budget and schedule needs are maintained. A few ways I accomplish this during pre-construction is by; regular meetings with the team to review design documents ensuring they meet the owner's needs, providing feedback with constructability and value engineering options, review contractor budgeting to ensure they are complete yet not over inflated, and by maintaining an overall project schedule holding the team to task. Pre-construction is when small decisions can have a large effect on project costs, duration, and overall quality of a building.

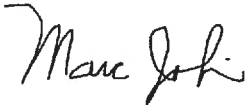
During construction, our role is to be on site frequently to review current construction activities, communicate with the project superintendent, resolve issues, and plan for upcoming tasks. I complete site reports and take progress photos each time I am on site. These reports record site activity, issues, and communications made between project personnel. I am also involved in reviewing change orders, payment application, and other

submittals and will provide my opinion to the owner and design team. I deliver reports and updates to the owner frequently to ensure everyone is up to date on project progress. I attend all project meetings on behalf of the owner and will also attend committee meetings to present project updates to committee members. These services are very important in a design/build project, where the architect and contractor are working together, leaving the owner on the opposite side of the table. It is critical that the owner have someone working on their behalf overseeing the entire project.

My philosophy with all my projects is built on providing a high level of quality control, communication, and most of all, being proactive. With all construction projects, you cannot simply live in the moment, but must always be looking ahead for any issues that may be on the horizon. Planning ahead will reduce the number of issues on a project. It prevents scheduling delays and conflicts between the trades. Communication between all parties is also very crucial to a successful project. Whether it is the construction staff, design team, or owner, clear communication is key. The current construction market amplifies the need to be proactive. Material and labor shortages, price increases, and extended lead times mean if you are not looking several weeks or months ahead, your project will suffer the consequences with delays and unexpected cost increases. These consequences are unacceptable in any project, especially those funded with taxpayer dollars. The community is counting on the project team to maintain the schedule and budget throughout the project, and to complete the work as scheduled, with a goal of finishing under budget. Whether it be the first day of school, or coordinating a move of facilities and departments, when the deadline is at hand, you must deliver, and my projects have.

In summary, I strongly believe I will bring a high level of coordination, management, and quality control to your project. I have completed many similar projects and I look forward to the opportunity to work with you on your important and long anticipated project.

Sincerely,

A handwritten signature in black ink that reads "Marc Jobin". The signature is written in a cursive, flowing style.

Marc Jobin





MARC JOBIN

*OWNER'S PROJECT MANAGER
PROFESSIONAL CONSTRUCTION
ESTIMATOR*

EDUCATION & CERTIFICATIONS

Architectural Engineering BS Degree
Wentworth Institute of Technology
Boston, MA

Architectural Engineering AS Degree
NH Technical Institute
Concord, NH

Construction Project Management
Certificate
Northeastern University
Boston, MA



18 Checkerberry Lane
Bedford, NH 03110
(603) 486-6400
mjobin@comcast.net

EXPERIENCE

Owner project manager and professional estimator responsible for the oversight of large scale projects including; pre-construction, construction, completion and closeout. Over 26 years of experience in field operations, estimating, and project management.

PRE-CONSTRUCTION PROJECT EXPERIENCE

- **MANCHESTER FIRE STATION #9**
- **KEENE FIRE STATION**
- **NASHUA POLICE STATION RENOVATION**
- **LEBANON PUBLIC SAFETY COMPLEX and FIRE SUBSTATION**
- **MANCHESTER DPW AND POLICE STATION**
- **BELMONT NH TOWN HALL AND POLICE STATION RENOVATION PROJECTS**
- **HAMPSTEAD POLICE STATION**
- **WOLFEBORO POLICE AND FIRE SAFETY COMPLEX**
- **MERRIMACK COUNTY PROBATE COURT RENOVATIONS**
- **PORTSMOUTH POLICE STATION**
- **STATE OF NEW HAMPSHIRE PROJECTS**
 - Annex Building Renovation
 - Second District Courthouse Renovation
 - Merrimack County Probate Court Renovations
 - Archives Building Addition
 - Tobey Building Renovation
 - Police Standards Building Renovation
 - Air National Guard Building G H and E Renovation

CONSTRUCTION PROJECTS EXPERIENCE

- **GOODWIN COMMUNITY HEALTH CENTER**
- **MANCHESTER COMMUNITY COLLEGE**
- **AUBURN VILLAGE SCHOOL**
- **PORTSMOUTH HOUSING AUTHORITY**
- **ROCKINGHAM ECONOMIC DEVELOPMENT CTR**



18 CHECKERBERRY LANE
BEDFORD, NH 03110
603-486-6400

DRAFT - SCOPE OF SERVICES

Services I am offering to provide for your project include, but are not limited to the following:

- Attend design review meetings with the team
 - Review project designs for completeness and accuracy
 - Monitor and advise you during permitting process
 - Draft an RFP and solicit bids for third party testing and commissioning of the project
 - Review Contractor agreement and discuss edits with town counsel, if contract is not finalized
 - Review contractor budget and project schedule
 - Review of design team and contractor invoices and back up information
 - Review monthly budget updates during construction
 - Review potential change orders and advise the owner of their options
 - Oversee and monitor the construction process with site visits on a regular basis to ensure work is completed according to the construction documents
 - Attend weekly construction meetings and provide regular progress updates to the owner
 - Review and advise the owner on any issues that arise
 - Maintain continuous communication with the owner
 - Provide monthly project updates to the owner and select board
 - Assist owner with staff relocation plan and execution of that plan
 - Assist owner in obtaining scope of work and vendor bids for FFE items
 - Assist in planning and implementing the occupancy of the building upon completion
 - Review the final product and assist the design team in compiling a punch list of work to be corrected
 - Receive final close out and as built plans from the contractor and forward to the owner
 - Schedule owner training on major systems with the necessary trades
-



Oath of Office

Town of North Hampton

I, **Kathleen Kilgore** do solemnly and sincerely swear and affirm that I will bear faith and true allegiance to the United States of America and the state of New Hampshire and will support the constitution thereof. So, help me God.

I, **Kathleen Kilgore** do solemnly and sincerely swear and affirm that I will faithfully and impartially discharge and perform all the duties incumbent upon me as **Capital Improvement Plan Member Representative for the Library**, for a term of **One (1) year**, according to the best of my abilities, agreeably to the rules and regulations of this Constitution and the Laws of the State of New Hampshire. So, help me God.

(Any person who is scrupulous of swearing may omit the word "swear" and likewise the words, "So help me God," adding instead, "This I do under the pains and penalties of perjury.")

(Election Official/Appointee Signature)

(Date)

Sworn Before: Moderator, Town Clerk, Selectman or
Justice of the Peace – Signature RSA 42:2

Sworn Before: Print Name

All individuals appointed to fill vacant elected positions must run for the office at the following election to complete the established term.

Elected Appointed (If appointed: Need election official title and signature below.)
(Please circle one.)

Term Expires: 3 / / 2023

Date Appointed: 6/13/22

Phone: () -

E-Mail: _____

Appointed by: _____
(Signature)

(Title)

Appointed by: _____
(Signature)

(Title)

Appointed by: _____
(Signature)

(Title)

MICHAEL J. TULLY
TOWN ADMINISTRATOR

mtully@northhampton-nh.gov



MUNICIPAL OFFICES
233 ATLANTIC AVENUE
NORTH HAMPTON, NH 03862

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

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

MINUTES OF PRIOR MEETINGS



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**TOWN OF NORTH HAMPTON, NEW HAMPSHIRE
NORTH HAMPTON SELECT BOARD MEETING**

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5

MAY 23, 2022 7:00 PM

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NORTH HAMPTON TOWN HALL

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DRAFT MINUTES

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SELECT BOARD MEMBERS PRESENT: Chairman James Sununu, Vice Chairman Jim Maggiore, Selectman Jonathan Pinette

ALSO PRESENT: Town Administrator Michael Tully, School Curriculum Coordinator Rebecca Carlson

AGENDA

Chairman James Sununu welcomed everyone to the North Hampton Select Board Meeting of May 23, 2022 and called the meeting to order at 7:12 pm, followed by the Pledge of Allegiance.

Motion: To seal the Non-Public meeting minutes of Sessions I, II, III of May 23, 2022.

Motioned: Vice-Chair Maggiore

Seconded: Selectman Pinette

Vote: Motion approved by a vote of 3-0

Chairman Sununu asked that New Business Item 13.1 Swearing in of Sergeant James Mascioli be moved up in the calendar.

13.1 Swearing-in Ceremony for Sergeant James Mascioli

Lieutenant Jim Russell said on behalf of Chief Mone and the entire North Hampton Police Department, he was pleased to announce the promotion of James Mascioli to the rank of Sergeant. He said he began his career at North Hampton Police Department in 2014 and is a dedicated worker and natural born leader, 2020 recipient of the 524 Award, and proud member of the Emergency Response Team. He said his wife Paige will do the pinning of the badge this evening, which is a time-honored tradition in Police and Fire Service.

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

A recording of the meeting can be found at: http://www.townhallstreams.com/towns/north_hampton_nh, and a DVD recording is available at the North Hampton Town Administrative Offices, 233 Atlantic Avenue, North Hampton, New Hampshire 03862.

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Town Administrator Tully presented the Oath of Office, and Paige Mascioli did the pinning of the badge. Sergeant James Mascioli thanked everybody in the Town of North Hampton for their support throughout his career and thanked his family; he said was looking forward to his new role.

The Select Board took a brief recess and resumed at 7:20 pm.

First Public Comment Session

For comments please call 603-758-1447; email jsununu@northhampton-nh.gov

No public comment.

Consent Calendar

- 8.1 Payroll Manifest of April 28, 2022 in the amount of \$75,852.07
- 8.2 Payroll Manifest of May 5, 2022 in the amount of \$251,124.04
- 8.3 Payroll Manifest of May 12, 2022 in the amount of \$76,171.65
- 8.4 Payroll Manifest of May 19, 2022 in the amount of \$77,492.44
- 8.5 Accounts Payable Manifest of April 28, 2022 in the amount of \$71,807.41
- 8.6 Accounts Payable Manifest of May 12, 2022 in the amount of \$78,925.15
- 8.7 Approval of Veterans Tax Credits
- 8.8 Approval of Elderly Exemptions
- 8.9 Cemetery Deeds

Motion: To approve Consent Calendar items 8.1 – 8.9 as presented.

Motioned: Selectman Pinette

Seconded: Vice-Chair Maggiore

Vote: Motion approved by a vote of 3-0

Correspondence

9.1 Correspondence from Hamptons American Legion Post 35 – Inviting the Select Board to participate in the Memorial Day Parade and exercises, May 30, 2022 starting at 10:00 am, from Citizens Bank on Lafayette Road and ending at Town Offices with a Memorial Service in front of Town Clerk’s Office.

Committee Updates

Vice-Chair Maggiore said the *Heritage Commission* met last Thursday and is continuing to make progress on Certified Local Government; Water Commission just addressed in Non-Public and when it is available will be made public and posted.

Chairman Sununu said the *Rails to Trails Committee* last week was postponed due to schedule conflicts; *Budget Committee* met last week to have an Economic Review presentation by myself.

Report of the Town Administrator

A copy of the Report of the Town Administrator will be attached to these minutes.

Report from April 26 – May 20, 2022: Finance 12% of Budget remaining with 6 weeks left in fiscal year; Police Department participating in extra patrols targeting texting and driving funded by a grant, and today is Deputy Daly’s last night with the department; Fire Department in process of hiring; building fire last night quickly contained; Lease signed at 34 Lafayette Road as temporary quarters for Police and Fire;

88 interviewing for Building Inspector; parttime job at Transfer Station still open; grant for Old Locke Road
89 not awarded.

90

91 **Items Left on the Table** – None

92

93 **NEW BUSINESS**

94

95 **13.2 Presentation on Trees at North Hampton School** – Rebecca Carlson

96 Chairman Sununu said tree cutting is being done on Town property behind the School, and it was before
97 the Board to remove some diseased Red Pine trees and recommended by the Forester which will clear
98 out space there.

99

100 School Curriculum Coordinator Rebecca Carlson said an environmentalist walked the property with us,
101 with the idea to take advantage of this unique time in our School forest history. A School Forest
102 Stewardship Program will be started, dividing the area into 8 parcels with each parcel assigned to a grade
103 (1-8) to care for and study that parcel until graduation. She said she would talk about curriculum
104 connections that will be created, partnerships we hope to establish, current assets, and wants and needs
105 for the future.

106

107 Ms. Carlson said curriculum connections include Humanities to inspire writing, Service work to promote
108 health of the land, STEM to study flora and fauna, and Unified Arts using technology to study the land as
109 creative inspiration in arts. Partnerships are with Town of North Hampton, UNH, County Forester Greg
110 Jordan, and School Greenhouse stewards, as well as establishing connections with community partners,
111 environmental services, and outdoor education groups. Students are already engaged in environmental
112 work, and there will be greater access to more areas; outdoor equipment repairs are in the Budget for
113 next year.

114

115 Ms. Carlson said wants and needs include some physical delineation of parcels, possible camera drone to
116 study forest canopy, binoculars and magnifying glasses, as well as overshoes and mud boots for students
117 to fully engage in the experience. Program Timeline: July 2022 completion of harvesting; summer 2023
118 repair of outdoor elements for training of faculty; August 2022 delineation of parcels; September 2022
119 present stewardship program to students; 2022-2023 inaugural year of School's Forest Stewardship
120 Program.

121

122 Questions/Comments: Chairman Sununu asked the size of the parcels; Ms. Carlson said they will be large
123 to make them worth studying, and will be divided to provide equitable experiences for all students.

124

125 **13.3 Appointments to Capital Improvement Plan Committee**

126 Chairman Sununu said there are 2 nominees from the Planning Board: Nancy Monaghan as a Planning
127 Board member and Cynthia Swank as a Citizen Member, and the School Board has nominated Danielle
128 Strater as their member.

129

130 **Motion:** To affirm Nancy Monaghan for a 1-year term, Cynthia Swank for a 3-year term, and Danielle
131 Strater for a 1-year term to Capital Improvements Plan Committee.

132 **Motioned:** Vice-Chair Maggione

133 **Seconded:** Selectman Pinette

134 **Vote:** Motion approved by a vote of 3-0

135

136 **13.4 Appointments to Recreation Commission**

137

138 **Motion:** To appoint Martin Tavitian, Jane Morse, and Willow Foley to the Recreation Commission, each
139 for a 3-year term.

140 **Motioned:** Vice-Chair Maggiore

141 **Seconded:** Selectman Pinette

142 **Vote:** Motion approved by a vote of 3-0

143

144 **13.5 Discussion of Bandstand Committee Request for Trailer at Town Common**

145 Town Administrator Tully said the Bandstand Committee requested they be able to leave a trailer parked
146 under the trees on the side of Post Road.

147

148 Selectman Pinette said due to: (1) the redesign of the hill because of accidents on an annual basis, having
149 a structure where they suggested would be a safety hazard, and (2) the visual aspect of having a structure
150 there for the summer; made a recommendation *not* to have any type of structure there. Vice-Chair
151 Maggiore concurred emphasizing the line of sight and recent work being done at the Bandstand, and said
152 even the smallest distraction there is a challenge and he does not support leaving anything there on a
153 permanent basis.

154

155 Chairman Sununu agreed and shared the concern with anything parked along the road. He said that leaves
156 the Board with not being in favor of having this trailer on that piece of property at this time, and asked
157 Town Administrator Tully to communicate that back to the Bandstand.

158

159 **13.6 Municipal Buildings Project Update**

160 Chairman Sununu said Town Administrator Tully already covered temporary quarters and Clerk of the
161 Works in his report. He said the Bond paperwork was approved by the Select Board last week and has
162 gone to State Bond Bank today for the Public Safety Center, scheduling for the Bond Bank to post that out
163 June 7, 2022 with Bond funds secured on the market and finalize the rate and cost for Bond. Planning is
164 proceeding apace with details, architectural and building plans as approved in the concept.

165

166 Town Administrator Tully said we are all seeing rising interest rates and the Bond Bank moved up the sale
167 of the Bond by one month for a better rate; now probably looking at 3-4% for a Bond. He said he received
168 a communication today looking at what is happening with the economy and asking how the Board is going
169 to continue keeping this project on budget.

170

171 Chairman Sununu said when the numbers were put together for this project the project manager sourced
172 the cost information and was very careful to look at costs in compiling those numbers, also adding a 10%
173 contingency (around \$1 Mil) into the cost of the project because of uncertainty. He said they will work to
174 come in under budget and leave contingency untouched, to be used to mitigate cost of debt payments.
175 He said we will continue to provide regular updates to the public as we proceed.

176

177 **MINUTES OF PRIOR MEETINGS**

178

179 **14.1 Approval of Regular Meeting Minutes of April 25, 2022**

180 **Motion:** To accept the Regular Meeting Minutes of April 25, 2022 as presented.

181 **Motioned:** Selectman Pinette

182 **Seconded:** Vice-Chair Maggiore

183 **Vote:** Motion approved by a vote of 3-0

184

185 **14.2 Approval of Meeting Minutes of May 16, 2022**

186 **Motion:** To accept the Meeting Minutes of May 15, 2022 as presented.

187 **Motioned:** Selectman Pinette

188 **Seconded:** Vice-Chair Maggiore

189 **Vote:** Motion approved by a vote of 3-0

190

191 **Any Other Item that may legally come before the Board**

192

193 **Second Public Comment Session**

194 *For comments please call 603-758-1447; or email jsununu@northhampton-nh.gov*

195

196 No Public Comment

197

198 **Next Regular Meeting:** June 8, 2022.

199

200 **Adjournment**

Chairman Sununu adjourned the meeting at 8:06 pm.

201

202 Respectfully submitted,

203 Patricia Denmark, Recording Secretary