



TOWN OF NORTH HAMPTON, NEW HAMPSHIRE
NORTH HAMPTON SELECT BOARD

NOTICE OF PUBLIC MEETING

MONDAY, OCTOBER 22, 2018
NORTH HAMPTON TOWN HALL
231 ATLANTIC AVENUE
6:00 O'CLOCK PM

NON-PUBLIC SESSION I: 6:01 O'CLOCK P.M.
EXECUTIVE CONFERENCE ROOM
TOWN ADMINISTRATIVE OFFICE
233 ATLANTIC AVENUE

1. 6:00 p.m. Call to Order by the Chair
2. 6:01 p.m. Non-Public Session Pursuant to RSA 91-A:3, II (d)
3. 6:55 p.m. Return to Regular Session and Recess to Town Hall, 231 Atlantic Avenue
4. 7:00 p.m. Reconvening of Public Session at Town Hall and Pledge of Allegiance

5. First Public Comment Session

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

6. Consent Calendar

- 6.1 Payroll Manifest of 10/11/2018 in the amount of \$189,934.37
- 6.2 Payroll Manifest of 10/18/2018 in the amount of \$68,629.60
- 6.3 Accounts Payable Manifest of 10/18/2018 in the amount of \$135,012.81

7. Correspondence

8. Committee Updates

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

- 8.4 Bandstand Committee
- 8.5 Budget Committee
- 8.6 Capital Improvements Committee

9. Report of the Town Administrator

- 9.1 General Report

10. Items Left on the Table

No items

11. New Business

- 11.1 Capital Improvement Plan Report – Nancy Monaghan
- 11.2 Proposed Draft Ordinances for Alden Avenue/Glendale Road/Kimberly Drive
- 11.3 Aquarion Water Company Quarterly Update
- 11.4 Keno Discussion- New Hampshire Lottery Director Charlie McIntyre
- 11.5 Philbrick Pond Study – Implementation of Culvert Fix
- 11.6 Discussion of the Proposed Rehabilitation of the US Route 1 Bridge/North Road Intersection

12. Minutes of Prior Meetings

- 12.1 Approval of October 10, 2018 Regular Meeting Minutes
- 12.2 Approval of October 10, 2018 Non-Public Sessions I, II, III Minutes
- 12.3 Approval of September 25, 2018 Non-Public Session Minutes
- 12.4 Approval of December 21, 2017 Non-Public Minutes
- 12.5 Approval of November 6, 2017 Non-Public Sessions I, II Minutes
- 12.6 Approval of November 13, 2017 Non-Public Sessions, I, II, III Minutes

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

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

14. Second Public Comment Session

See Item 5, above

15. Adjournment

TOWN ADMINISTRATOR
BRYAN KAENRATH

BKAENRATH@NORTHHAMPTON-NH.GOV



MUNICIPAL OFFICES
233 ATLANTIC AVENUE
NORTH HAMPTON, NH 03862

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

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

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

TO: SELECT BOARD
FROM: BRYAN KAENRATH, TOWN ADMINISTRATOR
SUBJECT: CONSENT CALENDAR FOR SELECT BOARD MEETING 10/22/2018
DATE: 10/19/2018

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

Consent Calendar

- 6.1 Payroll Manifest of 10/11/2018 in the amount of \$189,934.37
- 6.2 Payroll Manifest of 10/18/2018 in the amount of \$68,629.60
- 6.3 Accounts Payable Manifest of 10/18/2018 in the amount of \$135,012.81

Janet Facella

From: Bryan Kaenrath
Sent: Thursday, October 18, 2018 3:03 PM
To: Janet Facella
Subject: FW: BudCom report for SB meeting 10-22-18

Bryan T. Kaenrath
Town Administrator
Town of North Hampton, NH
bkaenrath@northhampton-nh.gov
603-964-8087



From: Ray Miller [mailto:rmiller@northerncomposites.com]
Sent: Thursday, October 18, 2018 2:26 PM
To: Bryan Kaenrath <bkaenrath@northhampton-nh.gov>
Subject: BudCom report for SB meeting 10-22-18

Bryan,
My Committee report is below.

The North Hampton BudCom met on 10-15-18.
Town Administrator, Bryan Kaenrath presented the unaudited budget data for the completed 2018 fiscal year.
The Committee commented favorable on what was a very positive fiscal report.
Bryan also presented the 2019 Town Default budget which is slightly less than the proposed 2019 operating budget.
These budgets are viewable on the Town's website, www.north-hampton.gov/.
The next BudCom meeting will be held on 10-29 at 7pm at the Town Hall.

Larry Miller
Select Board Representative to the BudCom.

This message is for the designated recipient only and may contain privileged, proprietary, or otherwise private information. If you have received it in error, please notify the sender immediately and delete the original. Any other use of the email by you is prohibited.

Bryan T. Kaenrath
Town Administrator

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



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

TOWN ADMINISTRATOR'S REPORT
OCTOBER 22, 2018 SELECT BOARD MEETING

REPORTING PERIOD

The reporting period is from October 10, 2018 through October 19, 2018

FINANCE

Melanson Heath is currently in process with our annual audit. The finance department has also been occupied with FY 2020 budget preparation.

Personnel

The Police Department. The hiring process for one additional patrol officer position is currently in background with the selected candidate. This candidate should be ready for a final interview and hiring decision in early November. Incoming Police Chief Kathryn Mone will officially begin duties here in North Hampton on October 29th and we will have her public swearing-in ceremony on that date at 7pm in Town Hall. Chief French and I have discussed an appropriate transition plan with him being in place for at least a couple weeks' time to assist the incoming chief.

The Fire Department. The department is currently advertising for one firefighter/medic position following a recent departure and has begun the interview process. Work has been progressing on the reconfiguration of the front entry in the station.

Facilities

Town Hall. We are awaiting responses on our renovation RFP which has been sent out to ten contractors.

The Library. Nothing new to report.

Stone Building. Exterior painting has been completed, the results look excellent.

Town Office/Chevalier Building. Our weatherization project with D.F. Richard is scheduled for the week of November 12th. This will require us to vacate the Admin. office area for 2-3 days. We are making alternate arrangements for town staff. The front counter in the Admin Department will be closed Tuesday and Wednesday of that week at minimum with additional days possible.

Projects

Town Sign. The sign in its final design is on order.

Telephone System/Communications. Nothing new to report

Regionalization. Nothing new to report.

Perambulation. Nothing new to report.

Coakley Landfill Group. CLG met for the first time last week since being ordered to comply with the NH Right to Know Law. This has created many logistical challenges among others that are currently being addressed. It remains to be seen how the makeup of the executive committee will change and how meetings will be conducted. This is the first case in the U.S. where a group of this nature has been forced to become a public body creating a number of issues that will now have to be ironed out in order for the group to get business done.

Cemeteries. Nothing new to report.

Finance Policies: All updates are being completed and final copies will be available in the Select Board box at the office for signatures.

Elections. General Election day is November 6th at North Hampton School.

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

Recreation Activities. On Sunday, December 23rd NH Parks and Rec will be hosting a trip to the TD Bank North Garden for a Boston Celtics game. Please contact Joe Manzi in the Rec Department for more information on any upcoming programs.

Economic Development. Committee report. I will also be meeting with EDC Chair Jim Better tomorrow morning to discuss Route 1 vacancies.

Document Management System. Our RFP will be sent out to at least six firms with a 4 week timeline for responses pending final edits.

Rails to Trails. The next meeting with RPC will be held on 11/13 at 6:30pm at Kennebunk Savings in Hampton.

Public Works. Woodland Rd. will be paved from Atlantic Ave to the Hampton town line. Director Hubbard will also be getting quotes to replace damaged siding at the Highway building.

Community Outreach. The next Town Administrator's open office hours will be held November 26th from 3:30 to 5 PM at the Town Clerk's Office. All residents are welcome and encouraged to attend.

Meeting Schedule: Our next regularly scheduled meeting falls on November 12th which is the Veteran's Day holiday. We should decide on a date to reschedule.

CAPITAL IMPROVEMENTS PLAN (CIP)

for

FY 2020 – FY 2025

**An annual report of the
Capital Improvements Plan (CIP) Committee**

Judy Day, Library Trustees Representative
Vicki Jones, Resident Member, Budget Committee Nominee
Kathleen Kilgore, Select Board Representative
Shep Kroner, Vice Chair, Resident Member, Select Board Nominee
Nancy Monaghan, Chair, Planning Board Representative
Richard Stanton, Budget Committee Representative
James Sununu, School Board Representative
Cynthia Swank, Resident Member, Planning Board Nominee

Bryan Kaenrath, Town Administrator and Staff Support

Assisted by

North Hampton Library Trustees and Staff
Municipal Department Heads and Staff
North Hampton School Board and Staff

This report was approved by the CIP committee on September 17, 2018

Table 1. FY 2020 Capital Improvements Prioritized List

Function	Project	Dept priority	CIP category	CIP priority	FY 2020 2019-2020	Funding source(s)
Pb. Safety, Town Admin Library	Construct new and/or expand, renovate buildings			1		
Town Admin	Town Offices/Police roof insulation, damaged siding replacement	1	U	2	\$65,000	Capital reserve fund
School	Roof replacement		P	3	\$60,000	Warrant (tax)
Police	Video surveillance system upgrade	1	U/P	4	\$32,150	Capital reserve fund
DPW	Paving Town Complex	3	S	5	\$90,000	Warrant (tax)
DPW	Annual road maintenance	4	P	6	\$250,000	Cap reserve (\$30k); warrant (tax) \$220k.
School	Long-term maintenance*		P	7	\$67,500	Long-term maintenance warrant article
School	Replace truck & plow		S	8	\$45,000	Warrant (tax)
Total w/o municipal bldgs construction/ expansion					\$609,650	

* Garage upgrade & repair, parking lot repair, wall between music room & gym

Schedule 3.1
Fire & Rescue/EMS Department Capital Improvement Requests
Ranked by Year and Department Priority

KEY to Category column:

U = Urgent to Protect Assets; S = Public Health / Safety Need; P = Needed to Preserve Assets

Project	Dept Priority	Category	FY 2020 2019-2020	FY2021 2020-2021	FY 2022 2021-2022	FY 2023 2022-2023	FY 2024 2023-2024	FY 2025 2024-2025
Replace Engine 2	2	U		\$550,000				
Replace Ambulance	1	U			\$225,000			
Replace Utility Vehicle	4	S				\$45,000		
Refurbish Engine 1	3	U				\$225,000		
Replace Ladder Truck	5	S					\$500,000	
TOTAL			\$0	\$550,000	\$225,000	\$270,000	\$500,000	\$0

Schedule 4.1
Police Department Capital Improvement Requests
Ranked by Year and Department Priority

KEY to Category column:
 U = Urgent to Protect Assets; S = Public Health / Safety Need; P = Needed to Preserve Assets

Function	Project	Dept Priority	Category	FY 2020 2019-2020	FY 2021 2020-2021	FY 2022 2021-2022	FY 2023 2022-2023	FY 2024 2023-2024	FY 2025 2024-2025
PD	Video Surveillance System upgrade - Facility	1	U/S	\$32,150					
PD	Police Vehicle Replacement	1	U/S		\$42,000	\$42,000		\$42,000	\$42,000
PD	Body Worn Cameras	2	S		\$10,000				
PD	Replace Radar Trailer	2	S				\$15,000		
	Total cost			\$32,150	\$52,000	\$42,000	\$15,000	\$42,000	\$42,000

Schedule 5.1
Public Works/Highway Department Capital Improvement Requests
Ranked by Year and Department Priority

KEY to Category column: U = Urgent to Protect Assets; S = Public Health / Safety Need; P = Needed to Preserve Assets

Project	Dept Priority	Category	FY 2020 2019-2020	FY 2021 2020-2021	FY 2022 2021-2022	FY 2023 2022-2023	FY 2024 2023-2024	FY 2025 2024-2025
Municipal Parking Improvement	3	P	\$90,000					
Road Improvement - (Plan Year 9)	4	P	\$250,000					
Road Improvement - (Plan Year 10)	5	P		\$260,000				
Replace Case Backhoe	2	P		\$125,000				
Road Improvement (Plan Year 11)	6	P			\$210,000			
Replace John Deere Recycling Tractor	8	P			\$54,000			
Replace Ford 350 pickup w/ plow	1	P				\$75,000		
Road Improvement (Plan year 12)	7	P				\$240,000		
Road Improvement (Plan year 13)	9	P					\$215,000	
Road Improvement	10							\$180,000
Total			\$340,000	\$385,000	\$264,000	\$315,000	\$215,000	\$180,000

Schedule 7.1
North Hampton School Capital Improvement Requests - Ranked by Year

KEY to Category column:
U = Urgent to Protect Assets; S = Public Health / Safety Need; P = Needed to Preserve Assets

Project	Category	FY 2020 2019-2020	FY 2021 2020-2021	FY 2022 2021-2022	FY 2023 2022-2023	FY 2024 2023-2024	FY 2025 2024-2025
Replace shingled roof- L shape to peak of east side; & back side main bldg & above flat roof	P	\$60,000					
Garage upgrade & repair, parking lot sealing & crack sealing, replace wall between music room & gym *	P	\$67,500					
Replace truck and plow	n.a.	\$45,000					
Replace fascia, crown molding *	P		\$30,000				
Exterior painting *	P		\$20,000				
Replace irrigation pump *	P		\$20,000				
Repair parking lot - front *	P			\$40,000			
Reseal exterior brick *	P			\$40,000			
Replace fire alarm panel *	S, P				\$40,000		
Resurface rubber playground surface *	P				\$50,000		
New pre-built storage shed *	n.a.					\$20,000	
TOTAL		\$172,500	\$70,000	\$80,000	\$90,000	\$20,000	**

* Long term maintenance fund for which warrant article to fund a group of projects would be requested

** Future projects include replace heating/cooling system in main office; gym rooftop HVAC; leach field; cedar shingles on back side of café & west half of main office; cafe and kitchen area roof. Schedule and cost not established yet.

Schedule 9.2 Capital Improvement Requests for FY 2021 – FY 2025

KEY to Category column: U = Urgent to Protect Assets; S = Public Health / Safety Need; P = Needed to Preserve Assets

Function	Project	Dept priority	Dept Category	FY 2021 2020-2021	FY 2022 2021-2022	FY 2023 2022-2023	FY 2024 2023-2024	FY 2025 2024-2025
Library, Pb. Safety, Town Admin	Construct new or enlarge & renovate buildings							
Fire / Rescue	Replace Engine 2	2	U	\$550,000				
Police	Police Vehicle Replacement	1	U/S	\$42,000	\$42,000		\$42,000	\$42,000
Police	Body Worn Cameras	2	S	\$10,000				
DPW	Road Improvement - (Plan Year 10)	5	P	\$260,000				
DPW	Replace Case Backhoe	2	P	\$125,000				
School	Replace fascia, crown molding		P	\$30,000				
School	Exterior painting		P	\$20,000				
School	Replace irrigation pump		P	\$20,000				
Fire / Rescue	Replace Ambulance	1	U		\$525,000			
DPW	Road Improvement (Plan Year 11)	6	P		\$210,000			
DPW	Replace John Deere Recycling Tractor	8	P		\$54,000			
School	Repair parking lot - front		P		\$40,000			
School	Reseal exterior brick		P		\$40,000			
Fire/Rescue	Replace Utility Vehicle	4	S		\$40,000	\$45,000		
Fire/Rescue	Refurbish Engine 1	3	U			\$225,000		
Police	Replace Radar Trailer	2	S			\$15,000		
DPW	Replace Ford 350 pickup w/ plow	1	P			\$75,000		
DPW	Road Improvement (Plan year 12)	7	P			\$240,000		
School	Replace fire alarm panel		S, P			\$40,000		
School	Resurface rubber playground surface		P			\$50,000		
Fire/Rescue	Replace Ladder Truck	5	S				\$500,000	
DPW	Road Improvement (Plan year 13)	9	P				\$215,000	
School	New pre-built storage shed *	n.a.					\$20,000	
DPW	Road Improvement	10	P					\$180,000

Function	Project	Dept priority	Dept Category	FY 2021 2020-2021	FY 2022 2021-2022	FY 2023 2022-2023	FY 2024 2023-2024	FY 2025 2024-2025
School								*
	TOTAL excluding municipal bldgs expansions/construction			\$1,057,000	\$911,000	\$690,000	\$777,000	\$222,000

* Future projects include replace heating/cooling system in main office; gym rooftop HVAC; leach field; cedar shingles on back side of café & west half of main office; café and kitchen area roof. Schedule and cost not established yet.

ORDINANCE

Town of North Hampton

ORDINANCE OF THE Board of Selectmen for the Town of North Hampton

The Board of Selectmen for the Town of North Hampton ordain as follows

- I. TITLE: This ordinance shall be known and may be cited as the Alden Avenue Speed Limit ordinance of the Town of North Hampton.
- II. AUTHORITY: RSA 265:63, Alteration of Limits, 41:14-b Adoption and Amendment of Town Codes and Ordinances
- III. DECLARATION OF PURPOSE: To ensure safe passage of vehicles, pedestrians, bicyclists and other users along the entire length of Alden Avenue in said North Hampton, the speed limit thereon shall be a maximum of twenty-five (25) miles per hour at all times, unless specifically excluded below.
- IV. ENFORCING AUTHORITY: The North Hampton Police Department
- V. PENALTIES: Unless otherwise stated, any person or unnatural person within the meaning of the Criminal Code, who violates an ordinance shall be guilty of a violation. Pursuant to RSA 502-A:11-a, the District Court shall have jurisdiction of the prosecution of any violation of the Town of North Hampton Ordinances. All fines collected shall be for the use of the Town. The Town may enforce to the maximum penalty allowed by law for violation-level offenses. The enforcement authority may issue a summons and complaint along with a notice of fine pursuant to the procedures for pleas by mail set out in RSA 502-A:19-b. *Fines shall not exceed \$1,000.00 per offense*
- VI. WAIVERS: The Board of Selectmen retains the authority to waive any or all provisions of this ordinance for emergencies, by doing so at a duly noted meeting.
- VII. EXCLUSIONS: These requirements shall not apply where State Law governs such matters. There is also an express exclusion for emergency vehicles of any public entity providing emergency response and responding to an emergency at the time, and in the case of ambulance or rescue services providing emergency transport from/through the area to a medical facility.

This ordinance shall take effect upon passage.

1st Public Hearing

2nd Public Hearing

Date Posted _____

Locations Posted _____

ORDINANCE

Town of North Hampton

ORDINANCE OF THE Board of Selectmen for the Town of North Hampton

The Board of Selectmen for the Town of North Hampton ordain as follows

- I. TITLE: This ordinance shall be known and may be cited as the Glendale Avenue Speed Limit ordinance of the Town of North Hampton.
- II. AUTHORITY: RSA 265:63, Alteration of Limits, 41:14-b Adoption and Amendment of Town Codes and Ordinances
- III. DECLARATION OF PURPOSE: To ensure safe passage of vehicles, pedestrians, bicyclists and other users along the entire length of Alden Avenue in said North Hampton, the speed limit thereon shall be a maximum of twenty-five (25) miles per hour at all times, unless specifically excluded below.
- IV. ENFORCING AUTHORITY: The North Hampton Police Department
- V. PENALTIES: Unless otherwise stated, any person or unnatural person within the meaning of the Criminal Code, who violates an ordinance shall be guilty of a violation. Pursuant to RSA 502-A:11-a, the District Court shall have jurisdiction of the prosecution of any violation of the Town of North Hampton Ordinances. All fines collected shall be for the use of the Town. The Town may enforce to the maximum penalty allowed by law for violation-level offenses. The enforcement authority may issue a summons and complaint along with a notice of fine pursuant to the procedures for pleas by mail set out in RSA 502-A:19-b. *Fines shall not exceed \$1,000.00 per offense*
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This ordinance shall take effect upon passage.

1st Public Hearing

2nd Public Hearing

Date Posted _____

Locations Posted _____

ORDINANCE

Town of North Hampton

ORDINANCE OF THE Board of Selectmen for the Town of North Hampton

The Board of Selectmen for the Town of North Hampton ordain as follows

- I. TITLE: This ordinance shall be known and may be cited as the Hampshire Drive Speed Limit ordinance of the Town of North Hampton.
- II. AUTHORITY: RSA 265:63, Alteration of Limits, 41:14-b Adoption and Amendment of Town Codes and Ordinances
- III. DECLARATION OF PURPOSE: To ensure safe passage of vehicles, pedestrians, bicyclists and other users along the entire length of Alden Avenue in said North Hampton, the speed limit thereon shall be a maximum of twenty-five (25) miles per hour at all times, unless specifically excluded below.
- IV. ENFORCING AUTHORITY: The North Hampton Police Department
- V. PENALTIES: Unless otherwise stated, any person or unnatural person within the meaning of the Criminal Code, who violates an ordinance shall be guilty of a violation. Pursuant to RSA 502-A:11-a, the District Court shall have jurisdiction of the prosecution of any violation of the Town of North Hampton Ordinances. All fines collected shall be for the use of the Town. The Town may enforce to the maximum penalty allowed by law for violation-level offenses. The enforcement authority may issue a summons and complaint along with a notice of fine pursuant to the procedures for pleas by mail set out in RSA 502-A:19-b. *Fines shall not exceed \$1,000.00 per offense*
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This ordinance shall take effect upon passage.

1st Public Hearing

2nd Public Hearing

Date Posted _____

Locations Posted _____

ORDINANCE

Town of North Hampton

ORDINANCE OF THE Board of Selectmen for the Town of North Hampton

The Board of Selectmen for the Town of North Hampton ordain as follows

- I. TITLE: This ordinance shall be known and may be cited as the Kimberly Drive Speed Limit ordinance of the Town of North Hampton.
- II. AUTHORITY: RSA 265:63, Alteration of Limits, 41:14-b Adoption and Amendment of Town Codes and Ordinances
- III. DECLARATION OF PURPOSE: To ensure safe passage of vehicles, pedestrians, bicyclists and other users along the entire length of Alden Avenue in said North Hampton, the speed limit thereon shall be a maximum of twenty-five (25) miles per hour at all times, unless specifically excluded below.
- IV. ENFORCING AUTHORITY: The North Hampton Police Department
- V. PENALTIES: Unless otherwise stated, any person or unnatural person within the meaning of the Criminal Code, who violates an ordinance shall be guilty of a violation. Pursuant to RSA 502-A:11-a, the District Court shall have jurisdiction of the prosecution of any violation of the Town of North Hampton Ordinances. All fines collected shall be for the use of the Town. The Town may enforce to the maximum penalty allowed by law for violation-level offenses. The enforcement authority may issue a summons and complaint along with a notice of fine pursuant to the procedures for pleas by mail set out in RSA 502-A:19-b. *Fines shall not exceed \$1,000.00 per offense*
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- VII. EXCLUSIONS: These requirements shall not apply where State Law governs such matters. There is also an express exclusion for emergency vehicles of any public entity providing emergency response and responding to an emergency at the time, and in the case of ambulance or rescue services providing emergency transport from/through the area to a medical facility.

This ordinance shall take effect upon passage.

1st Public Hearing

2nd Public Hearing

Date Posted _____

Locations Posted _____

Aquarion proposes 2.5% water rate reduction

Aquarion Water Company is filing documents with the PUC for its annual Water Infrastructure and Conservation Adjustment (WICA) surcharge review.

This year's filing will propose a 2.5% decrease in the WICA surcharge due to recent changes in federal tax law.

Recent changes in the federal tax code have reduced taxes paid by the company, thereby lowering the cost of water service. It is proposed to pass these lower costs to residents and businesses in this year's WICA filing. The proposal is to reduce water rates in the form of a credit.

The WICA filing also asks the PUC to accept costs for water main replacement on Mill Road between Atlantic Avenue and Pine Road in Hampton into the ongoing surcharge.

The combination of the tax credit and main replacement cost will result in a new WICA surcharge of 4.62%, which is a 2.46% net reduction from the current 7.08% surcharge.

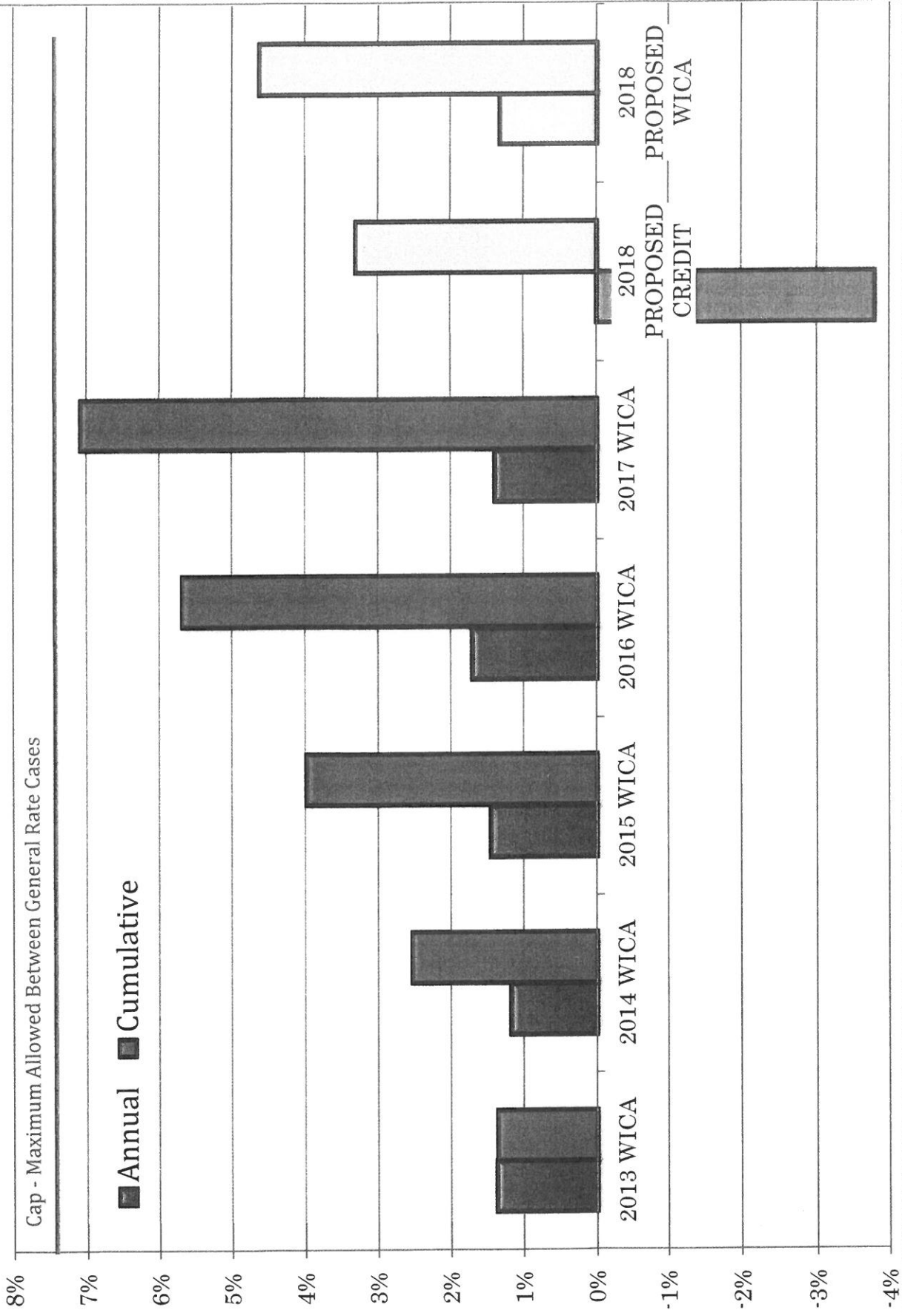
As shown in the attached graph, water main replacements since the last general rate case in 2013, has resulted in the current WICA surcharge of 7.08%. PUC limits the WICA surcharge to 7.5%, therefore reaching this limit would hasten the need for a general rate case.

The WICA program has been successful at boosting the company's water main replacement program, and postponing the need for a general rate case. Under the WICA program since 2013, the company has invested almost \$5 million in the replacement of more than 16,000 feet of water mains in the water system serving Hampton, North Hampton and Rye. The associated annual water rate increases have averaged only 1.4%.

In addition to reducing rate shock, the WICA projects enhance distribution system reliability and performance. These projects replaced aging water mains with frequent breaks, leaks, flow restrictions, etc.; and increased fire fighting capability by replacing smaller diameter water mains with larger diameter water mains.

Keeping the water distribution system in satisfactory condition is key to providing safe and reliable water service to residents and businesses.

Water Infrastructure and Conservation Adjustment Rate Changes



Aquarion Water System Serving Hampton, North Hampton, and Rye
WICA Investments and Surcharge

Docket	Date	Water Main Replacements	Amount Invested		Surcharge				
			Annual	Cumulative	Incremental (\$/year)	Incremental %	Cumulative (\$/year)	Cumulative %	
Historical									
13-314	9/30/2013	Auburn Ave, Auburn Ave Ext, Church St, Perkins Ave	\$ 734,050	\$ 734,050	\$ 94,778	\$ 94,778	1.37%	\$ 94,778	1.37%
14-300	9/30/2014	Ocean Blvd, Well 9 Transmission pipe	\$ 596,646	\$ 1,330,696	\$ 81,398	\$ 176,176	1.17%	\$ 176,176	2.54%
15-476	9/30/2015	11th St, 13th St, 14th St, 15th St, Great Boars Head, Kings Hwy	\$ 741,465	\$ 2,072,161	\$ 100,973	\$ 277,149	1.45%	\$ 277,149	3.99%
16-828	9/30/2016	Lafayette Rd, Manchester St, Park Ave, Stickney Terr, Sunsurf Ave	\$ 915,025	\$ 2,987,186	\$ 117,664	\$ 394,813	1.70%	\$ 394,813	5.69%
17-154	9/30/2017	Lafayette Rd	\$ 813,983	\$ 3,801,169	\$ 96,412	\$ 491,225	1.39%	\$ 491,225	7.08%
Proposed									
		Proposed Tax Credit			\$ (262,000)	\$ 229,225	-3.78%	\$ 229,225	3.30%
18-xx	9/30/2018	Mill Road	\$ 1,161,852	\$ 4,963,021	\$ 91,571	\$ 320,796	1.32%	\$ 320,796	4.62%



TOWN OF NORTH HAMPTON, NEW HAMPSHIRE
NORTH HAMPTON SELECT BOARD

DRAFT MINUTES

WEDNESDAY, OCTOBER 10, 2018

NORTH HAMPTON TOWN HALL
231 ATLANTIC AVENUE
5:30 O'CLOCK PM

NON-PUBLIC SESSION I: 5:31 O'CLOCK P.M.
EXECUTIVE CONFERENCE ROOM
TOWN ADMINISTRATIVE OFFICE
233 ATLANTIC AVENUE

NON-PUBLIC SESSION II: 5:45 O'CLOCK P.M.
EXECUTIVE CONFERENCE ROOM
TOWN ADMINISTRATIVE OFFICE
233 ATLANTIC AVENUE

NON-PUBLIC SESSION III: 6:00 O'CLOCK P.M.
EXECUTIVE CONFERENCE ROOM
233 ATLANTIC AVENUE

1. 5:30 p.m. Call to Order by the Chair
2. 5:31 p.m. Non-Public Session I Pursuant to RSA 91-A:3, II (a,c)
3. 5:45 p.m. Non-Public Session II Pursuant to RSA 91-A:3, II (e)
4. 6:00 p.m. Non-Public Session III Pursuant to RSA 91-A:3, II (d)
5. 6:55 p.m. Return to Regular Session and Recess to Town Hall, 231 Atlantic Avenue
6. 7:00 p.m. Reconvening of Public Session at Town Hall and Pledge of Allegiance

Chair Maggiore called the meeting to order at 7:05 PM. Those in attendance were Selectman Miller, Selectwoman Kilgore and Town Administrator Kaenrath.

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.

38 Chair Maggiore led the Pledge of Allegiance.

39
40 Chair Maggiore stated the board had come from non-public sessions I and III and will reconvene into non-
41 public session II once the public meeting is completed.

42
43 Chair Maggiore stated in the first session, no votes or actions were taken.

44
45 **Motion by Selectman Miller to seal the minutes from non-public Session I. Seconded by Selectwoman**
46 **Kilgore. Motion carries 3-0.**

47
48 Chair Maggiore stated in non-public session III there was a motion and by majority vote we have asked the
49 parties involved in the motion to act upon the intent.

50
51 **Motion by Selectwoman Kilgore to seal the minutes from non-public Session III. Seconded by**
52 **Selectman Miller. Motion carries 3-0.**

53
54 **7. First Public Comment Session**

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

61
62 Frank Ferraro, Post Road asked if the Select Board would be publishing their packets on the calendar in the
63 future, as there was not one posted for this meeting.

64
65 Town Administrator Kaenrath stated he would check into the matter.

66
67 **8. Consent Calendar**

- 68 8.1 Payroll Manifest of 09/27/2018 in the amount of \$61,823.78
69 8.2 Payroll Manifest of 10/04/2018 in the amount of \$69,737.30
70 8.3 Accounts Payable Manifest of 10/04/2018 in the amount of \$37,898.12
71 8.4 Cemetery Deed

72
73 **Motion by Selectwoman Kilgore to accept the Consent Calendar as presented in the Select Board**
74 **packet. Seconded by Selectman Miller. Motion carries 3-0.**

75
76 **9. Correspondence**

- 77 9.1 Correspondence from Rockingham Planning Commission
78 Chair Maggiore read the letter from the Rockingham Planning Commission stating the dues for North
79 Hampton in the upcoming year will be \$4,540.

80
81 **10. Committee Updates**

- 82 10.1 Economic Development Committee
83 10.2 Heritage Commission
84 10.3 Water Commission
85 10.4 Bandstand Committee
86 10.5 Budget Committee
87 10.6 Capital Improvements Committee
88

89 Chair Maggiore stated he had no updates on Heritage or Water.

90
91 Selectwoman Kilgore summarized her report as it will be part of the minutes.

92
93 Selectman Miller stated the Budget Committee met on September 20 and primarily engaged in James
94 Sununu's presentation of the economic situation. He further stated the next Budget Committee is scheduled
95 for October 15 in which town and school budgets will be reviewed.

96
97 **11. Report of the Town Administrator**

98 **11.1 General Report**

99
100 Town Administrator Kaenrath stated the town had a breach in an email account that resulted in financial
101 information going into hands that it should not have gone into. He further stated he will be limited in his
102 remarks as this is an active police investigation.

103
104 It was further noted that the town's IT provider, Portsmouth Computer Group is also investigating how this
105 breach occurred, but it does appear financial information from a town email account was forwarded into a
106 non-town email account such as a Gmail account that was then compromised. Because of this compromise
107 a check scheme has occurred.

108
109 Immediate steps were taken by Portsmouth Computer Group to shut everything down and all passwords have
110 been reset. Town Administrator Kaenrath stated the use of any non-town email account, particularly those
111 with financial information will now be stopped. Posting of manifests on the town website will now cease as
112 well.

113
114 Selectman Miller asked if any town funds have been lost, and Town Administrator Kaenrath stated yes,
115 however the town will be reimbursed for any fraudulent transactions and funds the town has lost in the
116 process.

117
118 Chair Maggiore asked if the manifest is considered a public document the moment it is created, or does it
119 need to be approved by a majority of the Select Board before it is a public record.

120
121 Town Administrator Kaenrath stated he believes the opinion of NHMA is that it is a public document from
122 its creation.

123
124 Selectwoman Kilgore stated she had spoken to the Finance Department about updating the accounting
125 software and asked if there was a report that could be done that would redact private information.

126
127 **12. Items Left on the Table**

128 No items

129
130 **13. New Business**

131 **13.1 Proposed FY20 Budget and Default Budget**

132 Town Administrator Kaenrath gave a recap on the budget workshop that the Select Board had with
133 department heads. He stated the Finance Director came in with a proposed budget that is a .277% increase

134
135 Town Administrator Kaenrath stated at the Select Board workshop the board agreed several items needed to
136 be adjusted as follows:

- 137
138
 - Public Works Department increased Care of Trees by \$2,500;
 - Street Lights were increased by \$6,000;
 - Mosquito Control was increased by \$4,000;
 - Social Services added back in monies for Crossroads House, Area Homemakers and Families First;
 - A new line item was created for the Economic Development Committee for \$7,000

139
140
141
142
143 Town Administrator Kaenrath stated with those items added it brings the proposed budget in with a .614%.

144 Town Administrator Kaenrath pointed out increases and decreases in the following line items:
145

- Account 4150 – Data Processing increase by 26%
- 146 • Account 4153 - Legal decrease due to cases settled
- 147 • Account 4155 – Personnel Administration decrease due to Health Insurance changes
- 148 • Account 4316 – Street Light decrease by 12% due to change to LED lighting
- 149 • Account 4520 – Parks & Recreation increase by 20% due to salaries and maintenance at Dearborn
- 150 • Account 4651 - New Line Item for Economic Development Committee for \$7,000

151 Town Administrator Kaenrath stated the bottom line overall increase over the current fiscal year is .614%.

152 Town Administrator Kaenrath stated the default budget is \$27,000 less than the proposed operating budget
153 coming in at \$7,141,520.

154 Chair Maggiore stated the Select Board must now vote on the proposed and the default budgets and forward
155 to the Budget Committee.

156 **Motion by Selectwoman Kilgore to approve the proposed FY20 budget for \$7,168,477. Seconded by**
157 **Selectman Miller. Motion carries 3-0.**

158 **Motion by Selectman Miller to approve the proposed FY20 default budget in the amount of \$7,141,520.**
159 **Seconded by Selectwoman Kilgore. Motion carries 3-0.**

160 Selectwoman Kilgore asked to have the budgets sent to the budget committee in both PDF and Excel format.

161 13.2 RSA Chapter 91-A Compliance Discussion
162 Selectwoman Kilgore stated the discussion started last fall when there were questions surrounding a meeting
163 and whether it was posted properly. She stated Chief Tully, then Interim Town Administrator, arranged to
164 have the New Hampshire Municipal Association come in and do a seminar to go over the highlights of RSA
165 91-A.

166
167 Selectwoman Kilgore stated she would like to see another workshop that is at least a half of a day and to
168 strongly encourage members of boards and committees to attend. She further stated there are several
169 committees and boards, including the Select Board that are currently out of compliance, and RSA 91-A is a
170 state law that must be adhered to. Selectwoman Kilgore suggested perhaps putting together a rules and
171 procedures for each board and committee.

172
173 Town Administrator Kaenrath suggested having an annual orientation for new board and committee
174 members.

175
176 Chair Maggiore stated the NHMA offers a multitude of training sessions and for \$550 the town could have a
177 two-hour class on 91-A.

178
179 Selectwoman Kilgore stated the board should give direction to the Town Administrator to act on putting an
180 orientation program together. The board agreed by consensus the orientation should take place in April of
181 each year after the annual elections.

182

183 **14. Minutes of Prior Meetings**

184 14.1 Approval of September 24, 2018 Regular Meeting Minutes

185 **Motion by Selectwoman Kilgore to approve the minutes of September 24, 2018 with the Town**
186 **Administrator’s Report and written committee reports added. Seconded by Selectman Miller. Motion**
187 **carries 3-0.**

188
189 14.2 Approval of September 24, 2018 Non-Public Minutes
190 Tabled until the next Select Board meeting.
191
192

193 14.3 Approval of December 6, 2017 Non-Public Minutes
194 **Motion by Selectwoman Kilgore to approve the December 6, 2017 non-public minutes. Seconded by**
195 **Selectman Miller. Motion carries 3-0.**

196
197 **Motion by Selectwoman Kilgore to unseal the December 6, 2017 non-public minutes. Seconded by**
198 **Selectman Miller. Motion carries 3-0.**

199
200 14.4 Approval of December 13, 2017 Non-Public Minutes
201 **Motion by Selectwoman Kilgore to approve the December 13, 2017 non-public minutes. Seconded by**
202 **Selectman Miller. Motion carries 3-0.**

203
204 **Motion by Selectwoman Kilgore to unseal the December 13, 2017 non-public minutes. Seconded by**
205 **Selectman Miller. Motion carries 3-0.**

206
207 14.5 Approval of December 21, 2017 Non-Public Minutes
208 Tabled until the next Select Board meeting.

209
210
211 **15. Any Other Item that may legally come before the Board**
212 The Board reserves the right to take action on any item relative to the prudential administration of the Town's
213 affairs, which circumstances may require

214
215 **16. Second Public Comment Session**
216 See Item 7, above

217
218 Frank Ferraro, Post Road stated the Select Board should make the orientation program for appointed
219 members of boards and commissions mandatory, especially for the chairs. He further suggested the Select
220 Board strongly suggest elected boards have their chair in attendance as well.

221
222 **17. Adjournment**
223 Chair Maggiore recessed the meeting at 9:00PM.

224
225 Respectfully,
226 Janet L. Facella

227
228

Bandstand Committee

Nothing new to report

CIP - Capital Improvements Committee

CIP Report Complete

The final report coming out of the CIP committee has been forwarded by the Town Administrator to all Select Board members for review on Wednesday, September 26, 2018. The Chair of the CIP Committee will be presenting the CIP Report in public at the Select Board meeting scheduled for Monday, October 22, 2018.

Economic Development Committee

The Sub-Committee for the Town North Hampton & UNH Business Engagement & Retention Program continues to work on interviews with area Town businesses. A deadline of Saturday, October 20, 2018 is set for completing interview process of the program, in preparation of sending the data over to UNH for analysis. Members of the committee met on 9-22-2018 at Centennial Hall for the Vision Statement Retreat. Julie LeBlanc of Rockingham Planning Commission facilitated the session

The goal of this retreat and all of the work done this year by the committee is to create/finalize a mission statement which defines the Committee's purpose, goals, and objectives.

The full committee met for its regularly scheduled monthly meeting on Wednesday, October 3, 2018 in the town hall. The meeting consisted of all board members working with multiple, proposed drafts of a vision statement that came out of the vision statement retreat on September 22, 2018. The purpose of this is to come to a final statement with all committee members input. The meeting ended prior to finalizing and voting on a final vision statement. A final vision statement and a vote to adopt that vision statement is scheduled for the November regularly scheduled meeting.

The next regularly scheduled meeting is scheduled for Wednesday, November 6, 2018.

Bryan T. Kaenrath
Town Administrator

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

TOWN ADMINISTRATOR'S REPORT
OCTOBER 10, 2018 SELECT BOARD MEETING

REPORTING PERIOD

The reporting period is from September 24, 2018 through October 9, 2018

FINANCE

Melanson Heath was here on site last week conducting our annual audit.

Personnel

The Police Department. The hiring process for one additional patrol officer position is currently in background with the selected candidate. Incoming Police Chief Kathryn Mone will officially begin duties here in North Hampton on October 25th and we will have her public swearing-in ceremony on October 29th at 7pm in Town Hall. Chief French and I have discussed an appropriate transition plan with him being in place for at least a couple weeks' time to assist the incoming chief.

The Fire Department. The department is currently advertising for one firefighter/medic position following a recent departure.

Facilities

Town Hall. We are awaiting responses on our renovation RFP which has been sent out to ten contractors.

The Library. Nothing new to report.

Stone Building. Exterior painting work is in progress.

Town Office/Chevalier Building. Our weatherization project with D.F. Richard is scheduled for the week of November 12th. This will require us to vacate the Admin. office area for 2-3 days. We are making alternate arrangements for town staff.

Projects

Town Sign. NHBA has made a final decision on the style of hanging rider for the sign. We should be able to now move forward with production.

Telephone System/Communications. Nothing new to report

Regionalization. Nothing new to report.

Perambulation. Nothing new to report.

Coakley Landfill Group. As you may have seen in the news, CLG meetings are currently on hold in light of the recent decision on the applicability of the Right to Know law on CLG meetings.

Cemeteries. Nothing new to report.

Finance Policies: All updates are being completed and final copies will be available in the Select Board box at the office for signatures.

Elections. General Election day is November 6th at North Hampton School.

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

Recreation Activities. On Sunday, December 23rd NH Parks and Rec will be hosting a trip to the TD Bank North Garden for a Boston Celtics game. Please contact Joe Manzi in the Rec Department for more information on any upcoming programs.

Economic Development. Committee report.

Document Management System. Our RFP will be sent out to at least six firms with a 4 week timeline for responses pending final edits.

Rails to Trails. The most recent meeting with RCP was held on October 9th to update communities on the potential acquisition of the remaining rail corridors.

Public Works. Preparation work for the Town Hall septic installation is ongoing. The department has officially received our new dump truck approved by the voters in March.

Community Outreach. Town Administrator's open office hours will be held October 22nd from 3:30 to 5 PM at the Town Clerk's Office. All residents are welcome and encouraged to attend.

Little Boar's Head. I would like to schedule a time for a joint Select Board/LBH Commission meeting this fall.

Meeting Schedule: Our next regularly scheduled meeting is set for October 22nd.