



TOWN OF NORTH HAMPTON, NEW HAMPSHIRE

**SELECT BOARD APPROVED MINUTES  
TUESDAY, FEBRUARY 13, 2018  
NOTICE OF PUBLIC MEETING  
NORTH HAMPTON TOWN HALL  
231 ATLANTIC AVENUE  
5:45 O'CLOCK PM**

**NON PUBLIC SESSION I: 5:46 O'CLOCK P.M.  
EXECUTIVE CONFERENCE ROOM  
TOWN ADMINISTRATIVE OFFICE  
233 ATLANTIC AVENUE**

**NON PUBLIC SESSION II: 6:30 O'CLOCK P.M.  
EXECUTIVE CONFERENCE ROOM  
TOWN ADMINISTRATIVE OFFICE  
233 ATLANTIC AVENUE**

- 
1. 5:45 p.m. **Call to Order**
  2. 5:46 p.m. **Non-Public Session I Pursuant to RSA 91-A:3, II (a)**
  3. 6:30 p.m. **Non-Public Session II Pursuant to RSA 91-A:3, II (a)**
  4. 6:55 p.m. **Return to Regular Session and Recess to Town Hall, 231 Atlantic Avenue**
  5. 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 Interim Town Administrator Tully.

Chair Maggiore led the Pledge of Allegiance.

Chair Maggiore announced the board had just come out of Non-Public Session, and in the first session there was a unanimous vote for a new hire in the Police Department.

Chair Maggiore stated the second session involved a new hire and asked Interim Town Administrator Tully to proceed with contract negotiations.

**Motion by Selectwoman Kilgore to seal the minutes of the second Non-Public session. Seconded by Selectman Miller. Motion carries 3-0.**

**6. 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.

**7. Consent Calendar**

- 7.1 Payroll Manifest of 01/11/2018 in the amount of \$187,684.01
- 7.2 Payroll Manifest of 01/18/2018 in the amount of \$57,266.90
- 7.3 Payroll Manifest of 01/25/2018 in the amount of \$62,998.68
- 7.4 Payroll Manifest of 02/01/2018 in the amount of \$59,075.78
- 7.5 Payroll Manifest of 02/08/2018 in the amount of \$170,861.37
- 7.6 Accounts Payable Manifest of 01/11/2018 in the amount of \$164,257.78
- 7.7 Accounts Payable Manifest of 01/25/2018 in the amount of \$1,287,092.75
- 7.8 Accounts Payable Manifest of 02/08/2018 in the amount of \$90,314.49
- 7.9 Execution of Agreement for Mortgage Deed Searches and Notices
- 7.10 Approval of Veteran Tax Credit Application
- 7.11 Approval of Veteran Tax Credit Application
- 7.12 Approval of Petition and Pole License #1/98A, #45/7A

**Motion by Selectman Miller to approve the Consent Calendar as presented for discussion. Seconded by Selectwoman Kilgore. Chair Maggiore and Selectwoman Kilgore discussed and gave further details on payments from the manifests. Motion carries 3-0.**

**8. Correspondence**

- 8.1 Correspondence from Aquarion Water Company  
Chair Maggiore read the letter from John Herlihy into the record. A copy is available at the Town Offices.

**9. Committee Updates**

9.1 Budget Committee

Selectman Miller stated Jonathan Pinette called a Budget Committee meeting to order after the School Deliberative Session with eight members present. There was not a representative from Little Boar's Head in attendance. Mr. Pinette asked for reconsideration of Article 1 of the school budget to bring it back to the originally proposed amount, and the motion passed 8-0.

Selectman Miller stated Article 12 of the Town Budget, the Six Wheel Dump Truck was reconsidered and there was a vote of 6-2.

Selectman Miller stated Article 11 of the Town Budget, the Collective Bargaining Agreement was reconsidered and the vote was 8-0.

9.2 Economic Development Committee

Selectwoman Kilgore stated there will be a meeting on February 15 at 5PM in the Town Hall and the sewer system study would be presented and discussion will be held on the Vision Statement. She further stated the survey would be going out to residents and businesses in late February. Selectwoman Kilgore stated there is currently an opening on the EDC and asked to have it advertised.

### 9.3 Heritage Commission

Chair Maggiore stated a meeting would be held on February 17.

### 9.4 Water Commission

Chair Maggiore stated there was nothing new to report.

### 9.5 Bandstand Committee

Selectwoman Kilgore stated the first concert will be held on June 20 and a full schedule of events will be available soon. She further stated there are still bricks available for sale.

### 9.6 Channel 22 Update

John Savastano updated the board stating he and his team were well prepared for both deliberative sessions. He stated that statistics showed 29 viewers watched live and 41 viewers watched after the deliberative on line.

Mr. Savastano spoke about upload speeds and old equipment.

## **10. Report of the Interim Town Administrator**

### 10.1 General Report

## **11. Items Left on the Table**

### 11.1 Discussion of Document Management System

## **12. New Business**

### 12.1 Discussion of Cable Access Television Revolving Fund

Interim Town Administrator Tully asked the board to place this item on the table as further information is forthcoming.

**Motion by Selectwoman Kilgore to place this item on the table. Seconded by Selectman Miller. Motion carries 3-0.**

### 12.2 Discussion of 91-A Policies

Interim Town Administrator Tully stated the town did not have any policies in place regarding the recording and posting of meetings. He and Laurel Pohl met and came up with a draft for the board to review. He further stated new chairs to committees and commissions do not fully understand the role of a chair and what the policies and procedures are, and felt this information needs to get to those new to boards, committees and commissions.

Selectwoman Kilgore stated that the town has struggles with this, and would like to see them work as a team moving forward to share and support information and to be sure items are being posted in a timely manner.

The board agreed to forward information to NHMA for review and guidance first, and then to town council if they were unable to render their opinion.

### 12.3 Request to Use Town Green – American Lung Association

Bob Betts, American Lung Association introduced himself to the board as the lead volunteer for the American Lung Association race.

Mr. Betts stated they had used the Town Green for the past seven years as a rest stop. He further explained they would be placing a 10x10 up on the side closest to Centennial Hall and will also have two portable toilets delivered. The race is scheduled for May 6, 2018 from 7:30AM to 11AM.

Mr. Betts also noted that this charity ride receives 84% of the money raised to fund their programs.

**Motion by Selectman Miller to approve the Large Gathering Ordinance as applied for. Seconded by Selectwoman Kilgore. Motion carries 3-0.**

#### 12.4 Discussion of Proposed Town of North Hampton Flag

Chair Maggiore stated Max Reich had met with the Historical Society where he presented his idea for the town flag.

Jane Boesch stated the Historical Society had made a Town Flag as a fundraising project several years ago, but were no longer interested in selling flags. She further stated when speaking with Master Reich, they discussed with him the expense of making the flags and although he has some money to put towards the purchase, he will be looking to the town to share the costs. Mrs. Boesch further stated the town should decide either on a warrant article or by citizens petition next year.

Donna Etela stated the most important thing to remember that there is a young man who has extended himself and gone beyond boundaries to produce a flag for the town. She added that the Historical Society had expended \$950 to make 25 flags and it took them five years to sell them.

Mrs. Etela stated the society encouraged Master Reich to continue on with the process via a warrant article and urged the Select Board to allow the citizens of the town to decide next year.

All board members were in consensus to move this item forward to the legislative body next year, as well as putting on the Select Board goals for the coming year.

#### 12.5 Discussion of Equipment Sharing with Rye Fire Department

Interim Town Administrator Tully stated he had reached out to the Rye Fire Department on two issues. He stated when the fire department received the grant for new SCBA's, the Chief had asked the company about trading in the old, however he was told they were "useless" to them and they would probably "throw them in the trash."

Interim Town Administrator Tully reached out to Rye Fire Department as they use the same packs and thought they could repurpose or use North Hampton's as a spare or for parts.

Interim Town Administrator Tully also shared a discussion he had with the Rye Fire Chief regarding using their back up ambulance, should North Hampton's be out of service. North Hampton would pay for insurance coverage while using it and Rye agreed to share their back up ambulance through the Mutual Aid Agreement, noting a beneficial cost savings to the town.

Selectwoman Kilgore stated she was in agreement and noted "small steps lead to big steps of trust, and it is a win/win situation." Chair Maggiore and Selectman Miller agreed.

**Motion by Selectwoman Kilgore to donate the air packs to the Rye Fire Department. Seconded by Selectman Miller. Motion carries 3-0.**

#### 12.6 Discussion of Software Update for IMC/Firehouse

Interim Town Administrator Tully stated that the current software for the Police and Fire Departments were no longer supported by Microsoft, and there is a possibility of sensitive data being breached. He stated Portsmouth Computer Group (the town's IT provider) has recommended moving the data onto a new virtual server.

The board discussed different types of software available to police and fire departments.

**Motion by Selectman Miller to purchase the needed software and equipment to update the IMC and Firehouse software for a cost of no more than \$2,645. Seconded by Selectwoman Kilgore. Motion carries 3-0.**

12.7 Discussion of Town Deliberative Session

The Select Board agreed they had talked throughout the meeting regarding the Deliberative Session and there were no further items to discuss.

12.8 Discussion of Concerns of Public Mailings

Selectman Miller stated he wanted the public to know that two recent mailers- a request for absentee ballot and a survey- sent out were not from the town, and that the town had nothing to do with them.

**13. Minutes of Prior Meetings**

13.1 Approval of January 22, 2018 Regular Meeting Minutes

**Motion by Selectwoman Kilgore to approve the minutes of January 22, 2018 as presented. Seconded by Selectman Miller. Motion carries 3-0.**

13.2 Approval of January 24, 2018 Meeting Minutes

**Motion by Selectman Miller to approve the minutes of January 24, 2018 as presented. Seconded by Selectwoman Kilgore. Motion carries 3-0.**

13.3 Approval of January 29, 2018 Meeting Minutes

**Motion by Selectman Miller to approve the minutes of January 29, 2018 as presented. Seconded by Selectwoman Kilgore. Motion carries 3-0.**

13.4 Approval of January 30, 2018 Meeting Minutes

**Motion by Selectman Miller to approve the minutes of January 30, 2018 as presented. Seconded by Selectwoman Kilgore. Motion carries 3-0.**

**14. 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.

**15. Second Public Comment Session**

See Item 6, above.

Frank Ferraro suggested a "town flag competition" rather than just taking the design of one person.

**16. Adjournment**

Meeting adjourned at 9:00PM.

Respectfully,

Janet Facella