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TOWN OF NORTH HAMPTON, NEW HAMPSHIRE

SELECT BOARD MINUTES  
MONDAY FEBRUARY 26, 2018  
NOTICE OF PUBLIC MEETING  
NORTH HAMPTON TOWN HALL  
231 ATLANTIC AVENUE  
5:15 O'CLOCK PM

NON PUBLIC SESSION I: 5:16 O'CLOCK P.M.  
EXECUTIVE CONFERENCE ROOM  
TOWN ADMINISTRATIVE OFFICE  
233 ATLANTIC AVENUE

NON PUBLIC SESSION II: 5:30 O'CLOCK P.M.  
EXECUTIVE CONFERENCE ROOM  
TOWN ADMINISTRATIVE OFFICE  
233 ATLANTIC AVENUE

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

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1. 5:15 p.m. Call to Order
2. 5:16 p.m. Non-Public Session I Pursuant to RSA 91-A:3, II (c)
3. 5:30 p.m. Non-Public Session II Pursuant to RSA 91-A:3, II (c,e)
4. 6:30 p.m. Non-Public Session III Pursuant to RSA 91-A:3, II (c)
5. 6:55 p.m. Return to Regular Session and Recess to Town Hall, 231 Atlantic Avenue

Chair Maggiore opened the meeting at 7:10PM. Those in attendance were Selectman Miller, Selectwoman Kilgore and Interim Town Administrator Michael Tully.

6. 7:00 p.m. Reconvening of Public Session at Town Hall and Pledge of Allegiance

Chair Maggiore led the Pledge of Allegiance.

Chair Maggiore stated in Non Public Session I a unanimous motion was taken and the Interim Town Administrator and Town Clerk will act upon that motion.

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

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

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

**(Transcriber's Note: The motions were made in this sequence.)**

**7. 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.

There were no comments from the public.

**8. Consent Calendar**

- 8.1 Payroll Manifest of 02/15/2018 in the amount of \$57,447.13
- 8.2 Payroll Manifest of 02/22/2018 in the amount of \$57,175.88
- 8.3 Accounts Payable Manifest of 02/22/2018 in the amount of \$1,093,533.49
- 8.4 Approval of Elderly Exemption Renewal
- 8.5 Cemetery Deeds
- 8.6 Approval of Invoice for Fire Permit Fees from 07/01/2017 – 12/31/2017

**Motion by Selectman Miller to approve the Consent Calendar as presented. Seconded by Selectwoman Kilgore. Motion carries 3-0.**

**9. Correspondence**

- 9.1 Correspondence from State of New Hampshire Department of Transportation
- 9.2 Correspondence from Mindy Messmer

Chair Maggiore read items 9.1 and 9.2, and noted the board had received two pieces of correspondence on the day of the meeting.

**10. Committee Updates**

**10.1 Budget Committee**

Selectman Miller noted the committee had not met since the deliberative session. The board decided to remove this item from committee updates until the Budget Committee meets again in the late summer/early fall.

**10.2 Economic Development Committee**

Selectwoman Kilgore stated the committee had met on February 14 and reviewed the survey that will be mailed out on March 12; a review of the sewer study and the first phase of the Vision statement also reviewed. The "Nuts and Bolts" committee met to review the job description for the Building Inspector/Code Enforcement Officer. They would like to see him as the first point of contact when a new business would like to come into North Hampton.

**10.3 Heritage Commission**

Chair Maggiore stated several items were on the evening's agenda.

#### 10.4 Water Commission

Chair Maggiore stated there had been no meetings.

#### 10.5 Bandstand Committee

Selectwoman Kilgore stated there had been no meetings, however bricks are still on sale until the middle of March.

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

#### 11.1 General Report

(Scrivener's Note: A copy is on file and available in the Town Offices.)

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

#### 12.1 Discussion of Document Management System

Selectwoman Kilgore stated she had attended a "Lunch and Learn" workshop at Ricoh in Manchester and was surprised to learn that Ricoh had already done an assessment of the town regarding a document management system with an intern several years ago.

Chair Maggiore discussed last year's summer interns and the program they created for document management system archival. They had given a presentation and after the enormous amount of work they did scanning documents into their program, the hard drive had been accidentally dropped and all data had been lost.

#### 12.2 Discussion of Cable Revolving Fund

Interim Town Administrator Tully stated information would be forthcoming at the next Select Board meeting.

(The board agreed to take this item up at the end of the agenda.)

### **13. New Business**

#### 13.1 Discussion of Discretionary Easement Application – Scott Marsh

Assessor Scott Marsh reviewed a Discretionary Easement Application that has been in effect since 1983, and needed to be renewed. Mr. Marsh stated the Conservation Commission had also reviewed the application and agreed that it should be renewed.

Mr. Marsh explained there were two methods of assessing the value and it was up to the Select Board whether to value you the property as current use or a figure up to 75% of the assessed value.

Selectman Miller asked what method had been used in 1983 and Mr. Marsh replied the board at the time had used the current use method which is the normal practice. He further stated the board could renew the application for 10 years or they could make the terms longer if they wished.

The Select Board agreed to keep things consistent and remain with 10 year renewals.

**Motion by Selectman Miller to approve the renewal of the Discretionary Easement for a 10 year period using current use values for Map 017-107-001 and Map 017-107-002. Seconded by Selectwoman Kilgore. Motion carries 3-0.**

Scott Marsh discussed the Department of Revenue Administration's sales review and equalization ratio for the prior six months noting the current ratio is 83.1% which is below the range of the standards board, however the town is scheduled for a revaluation in 2018.

13.2 Discussion of MS4 Stormwater Permit – Jennifer Rowden

Jennifer Rowden, Senior Planner for Rockingham Planning Commission reviewed the MS4 Stormwater Technical Assistance Grant program. She stated the cost to the town will be \$3,000, and her assistance will include preparation and compliance in completing the MS4 and customization of a MS4 Permit compliance “Road Map” to guide yearly compliance activities and collection of data.

**Motion by Selectman Miller to empower the chair to sign the MS4 agreement with the Rockingham Planning Commission at a cost not to exceed \$5,000. Seconded by Selectwoman Kilgore. Motion carries 3-0.**

13.3 Discussion of Appointments to Heritage Commission – Donna Etela

The Chair stated the next three items would all be taken up together and asked Mrs. Etela to the podium.

Mrs. Etela distributed copies of the “Historic Resources in North Hampton Town-Wide Area Form 2018.” She stated the report had been prepared and a survey done by Lisa Mausolf of LM Preservation, and maps had been created by Rockingham Planning Commission based on Ms. Mausolf’s tables and input.

Mrs. Etela noted Vicki Jones had completed the grant application which was part of the “Sandy Grant.” Copies are available for the print cost of \$21.30.

13.4 Discussion of Discretionary Barn Preservation Policy – Donna Etela

Mrs. Etela discussed the update to the Discretionary Barn Preservation Policy noting the update calls for better control and tracking of the application.

**Motion by Selectman Miller to adopt the two pages as amended into the new policy. Seconded by Selectwoman Kilgore. Motion carries 3-0.**

Mrs. Etela spoke about her request to the Select Board for reappointments to the Heritage Commission of the following: Jane Currivan, Paul Cuetara, Carolyn Brooks, Jiff Hillier and Vicki Jones. She stated all members wished to remain on the commission and have their terms renewed.

Selectwoman Kilgore asked if there was to be a certain amount of people on the commission, and Mrs. Etela proceeded to hand out copies of the Heritage Commission by-laws and rules of procedure. She further stated there are five members noting one Planning Board member is an Alternate and a Select Board member on the commission as well as five alternates, noting there are currently four.

Selectwoman Kilgore asked why the appointments were made last year after the election and this year before the election.

Mrs. Etela stated the by-laws state officers must be in place by the first meeting in March, and this was overlooked last year.

**Motion by Selectman Miller to approve Jane Currivan as a commissioner for a three year term; Paul Cuetara as a commissioner for a three year term; Carolyn Brooks as an alternate for a term of one year; Jeff Hillier as an alternate for a term of one year; and Vicki Jones as an alternate for a term of one year. Seconded by Chair Maggiore. Motion carries 3-0.**

13.5 Discussion of Town Wide Inventory – Donna Etela

(Scrivener’s Note: see discussion under items 13.3 and 13.4)

13.6 Presentation from the North Hampton Recreation Commission

Danielle Strater, North Hampton Recreation Commissioner thanked the Select Board for allowing her input during the interviews for a new Recreation Director. She also thanked Joe Manzi for taking the job.

Mrs. Strater reviewed programs from the past, present and future and stated she had met with Mr. Manzi for the better part of a day where they discussed several ideas for fundraising, after school enrichment programs, collaborating with other towns as well as marketing and advertising.

Mrs. Strater reminded all that Winterfest is being held on Saturday, March 10, 2018, and encouraged everyone to attend the fun filled event.

13.7 Aquarion Water Company PFAS Update – Carl McMorran

Carl McMorran, John Herlihy and Dan Lawrence presented a lengthy update to the Select Board. The entire Power Point presentation can be accessed on the town website here: [https://www.northhampton-nh.gov/sites/northhamptonnh/files/pages/north\\_hampton\\_select\\_board\\_2018\\_02.pdf](https://www.northhampton-nh.gov/sites/northhamptonnh/files/pages/north_hampton_select_board_2018_02.pdf) or the entire presentation can be viewed on Town Hall Streams here: [http://townhallstreams.com/stream.php?location\\_id=35&id=15763](http://townhallstreams.com/stream.php?location_id=35&id=15763)

13.8 Discussion of 2018 Beach Parking Lease Agreement and Price for Permit

Chair Maggiore stated the 20 leased parking spaces at the North Hampton Beach have gone down in cost from \$980 per parking spot to \$933 per parking spot, however Finance Director Cornwell suggested the price of each sticker remain the same at \$35 in order to continue to build the Recreation Revolving Fund which is dangerously low.

**Motion by Selectwoman Kilgore to set the 2018 North Hampton Beach Parking permits at \$35 each. Seconded by Selectman Miller. Motion carries 3-0.**

13.9 Discussion of Draft Select Board Rules and Procedures

**Motion by Chair Maggiore to table. Seconded by Selectwoman Kilgore. Motion carries 3-0.**

13.10 Discussion of Town Hall Condition Report

Interim Town Administrator Tully stated he would like to schedule a workshop for the Select Board to sit down with Mr. Schnitzer to review his findings. The Select Board were in agreement and a date will be forwarded to them.

13.11 Discussion of 2004 Ford Explorer Bid

Interim Town Administrator Tully explained this would be the final time a bid would come before the board on this vehicle and explained the last to bids that were awarded were rejected by those that bid. He further stated the vehicle is at the point whereby the town could get approximately the same amount to scrap it.

**Motion by Chair Maggiore to accept the bid offered and if it is not accepted, authorize to scrap the vehicle. Seconded by Selectwoman Kilgore. Motion carries 3-0.**

**14. Minutes of Prior Meetings**

14.1 Approval of February 13, 2018 Meeting Minutes

**Motion by Selectwoman Kilgore to accept the February 13, 2018 minutes as presented in the packets. Seconded by Selectman Miller. Motion carries 3-0.**

**15. 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.

Chair Maggiore reminded residents that absentee ballots are available and the election will be held on March 13, 2018 from 8AM to 7PM at the North Hampton School.

**16. Second Public Comment Session**

See Item 6, above.

**17. Adjournment**

Meeting adjourned at 10:00PM.

Respectfully,  
Janet L. Facella