



TOWN OF NORTH HAMPTON, NEW HAMPSHIRE

**SELECT BOARD APPROVED MINUTES
WEDNESDAY, MARCH 28, 2018
NOTICE OF PUBLIC MEETING
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, *Pro Tempore***
2. **6:01 p.m. Non-Public Session I Pursuant to RSA 91-A:3, II (a,c)**
3. **6:55 p.m. Return to Regular Session and Recess to Town Hall, 231 Atlantic Avenue**
4. **7:00 p.m. Reconvening of Public Session at Town Hall and Pledge of Allegiance**

Chair, *Pro Tempore* Maggiore opened the public session at 7:05PM. Those in attendance were Selectman Miller, Selectwoman Kilgore and Town Administrator Kaenrath.

Chair, *Pro Tempore* Maggiore led the Pledge of Allegiance.

Chair, *Pro Tempore* Maggiore stated the board would be electing the new officers under New Business, so he will remain seated until that time. He further stated item 11.13 had now been taken off of the agenda and will be taken up at a later meeting.

Chair, *Pro Tempore* Maggiore stated there were no objections from Selectman Miller and Selectwoman Kilgore, so therefore items 11.4 and 11.5 would be moved up on the agenda.

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

Chief Michael French gave an introduction of Deputy Police Chief Joshua Stokel, speaking of his many contributions and achievements to the North Hampton Police Department since his arrival in 1999.

Town Administrator Kaenrath performed the ceremonial swearing in ceremony, and Deputy Chief Stokel's wife pinned his new badge on his uniform.

Deputy Chief Stokel thanked Chief French, Chief Tully and the Select Board for having the faith in him to perform his duties as Deputy Chief.

Chief Michael French introduced Todd Whitcomb, the town's newest patrol officer. Town Administrator Kaenrath performed the ceremonial swearing in ceremony, and Officer Whitcomb's wife pinned his new badge on his uniform.

Donald Gould, Fern Road commended the Select Board on their choice of Joshua Stokel to be the town's Deputy Chief. Mr. Gould stated he has known Joshua for 17 years and he is a fine, well trained police officer, and brings an additional ingredient of caring and compassion to his position.

The board recessed the meeting.

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.

Henry Marsh, Mill Road congratulated all of the candidates that won in the last election.

Mr. Marsh stated he would like to compliment the fire department and police department. He stated there was a fire at his home and wanted to thank the fire department for their quick response to his home and also wished to thank Officer Chris Pappalardo for helping his wife who was home alone at the time.

6. Consent Calendar

- 6.1 Payroll Manifest of 03/15/2018 in the amount of \$63,490.53
- 6.2 Payroll Manifest of 03/22/2018 in the amount of \$60,311.42
- 6.3 Accounts Payable Manifest of 03/22/2018 in the amount of \$1,052,180.47
- 6.4 Special Counsel Conflict of Interest Waiver and Representation Agreement
- 6.5 Approval of Veteran's Tax Credit Application
- 6.6 Approval of Veteran's Tax Credit Application
- 6.7 Approval of Service Connected Total Disability Credit Application
- 6.8 Approval of Disabled Exemption Application
- 6.9 Approval of Tax Abatement
- 6.10 Approval of Elderly Exemption Application

Selectman Miller asked if the revision to the Special Counsel Conflict of Interest Waiver and Representation Agreement were in the document that the Select Board would be signing. Town Administrator Kaenrath stated he indeed had the revised copy for the board to sign.

Chair, *Pro Tempore* Maggiore stated the accounts payable manifest included a payment to Winnacunnet High School in the amount of \$250,000 and \$711,000 to North Hampton School as well as \$32,538 to North Hampton Public Library.

Motion by Selectwoman Kilgore to approve the Consent Calendar as reported in the packet for the meeting of Wednesday, March 28. Seconded by Selectman Miller. Chair Maggiore noted the payroll manifest shown on line in the Select Board packets was not signed, however the board has all signed it since the packets were produced. Motion carries 3-0.

7. Correspondence

- 7.1 Correspondence from Geosphere Environmental Management Inc.
- 7.2 Correspondence from New Hampshire Drinking Water and Groundwater Trust Fund
- 7.3 Correspondence from Xfinity, Jay Somers, Sr. Manager, Government Affairs

Chair, *Pro Tempore* Maggiore read each item into the record. All items are on file at the Town Offices.

Chair, *Pro Tempore* Maggiore asked if any board members or perhaps the Water Commission would like to attend the New Hampshire Drinking Water and Groundwater meeting in April. Selectman Miller stated the Water Commission should be notified and that he would be unable to attend.

Selectwoman Kilgore asked to have the Water Commission notified and for them to let the Select Board know if they are unable to attend as someone from the town should attend.

8. Committee Updates

8.1 Economic Development Committee

Selectwoman Kilgore stated the next meeting is April 4 with a workshop for Town Administration prior to that meeting starting at 4:30pm.

Selectwoman Kilgore stated the EDC survey were mailed two weeks ago, however people have been reporting, including herself, they have not received one in the mail. Original copies are available at the town offices for those who have not received one. Selectwoman Kilgore asked the Town Administrator to make certain the copies at the town offices are original and not copies of the original. She emphasized the importance of this scientific survey, and asked all residents and businesses to complete one.

8.2 Heritage Commission

Chair, *Pro Tempore* Maggiore stated he was unable to attend the last meeting, however Town Administrator Kaenrath had attended and spoke to the publication of the historic homes in North Hampton that had been completed and available to purchase for \$21.30.

8.3 Water Commission

Chair, *Pro Tempore* Maggiore stated he did not have an update.

8.4 Bandstand Committee

Selectwoman Kilgore stated this would be the final week for brick orders. She further stated they hoped to have all of the bricks in place prior to the start of the concert season.

8.5 Channel 22

John Savastano, Channel 22 director, gave an overview of recent “goings on” in the Cable Television department.

9. Report of the Town Administrator

9.1 General Report

A copy of the Town Administrator’s report is on file at the town offices.

The Select Board were in agreement on moving forward with the Sergeant’s position in the police department. They also agreed an agenda item for the April 9, 2018 meeting to place the process for moving forward with the Chief’s position on the next agenda.

Selectwoman Kilgore stated Mike Schnitzler did a really good comprehensive overview of the Town Hall, and some items weren't as bad as originally thought.

Chair *Pro Tempore* Maggiore stated Mr. Schnitzler was tasked with going through the Town Hall and give the board target ideas for what the repair costs might be so that an RFP could be framed, as well as prioritizing the repairs.

Town Administrator Kaenrath stated approximately 1,000 voters participated in the March 13, 2018 election.

Selectwoman Kilgore asked to have this as an agenda item at the April 9, 2018 meeting.

10. Items Left on the Table

10.1 Discussion of Document Management System

10.2 Discussion of Draft Select Board Rules and Procedures

The board agreed to keep these items on the table.

11. New Business

11.1 Public Oath of Larry Miller as Select Board Member;

Town Administrator Kaenrath administered the public oath to Selectman Miller.

11.2 Election of Select Board Officers;

Selectman Miller nominated Jim Maggiore as Chair. Seconded by Selectwoman Kilgore. Motion carries 3-0.

Selectman Miller nominated Kathleen Kilgore as Vice Chair. Seconded by Chair Maggiore. Motion carries 3-0.

11.3 Reading of the Preamble to the Code of Ethics;

Chair Maggiore read the Preamble to the Code of Ethics.

11.4 Public Swearing in of Deputy Police Chief Joshua Stokel

(This agenda item was taken up at the beginning of the meeting.)

11.5 Public Swearing in of Todd Whitcomb

(This agenda item was taken up at the beginning of the meeting.)

11.6 Discussion of Committee Assignments:

11.6.1 Budget Committee;

Selectman Miller and Selectwoman Kilgore each volunteered to represent the Select Board to the Budget Committee.

Chair Maggiore voted in favor of Selectman Miller to represent the Select Board to the Budget Committee.

11.6.2 Planning Board;

Chair Maggiore will remain as the Select Board representative to the Planning Board.

11.6.3 Heritage Commission;

Chair Maggiore will remain as the Select Board representative to the Heritage Commission.

11.6.4 Water Commission;

The Chair of the Select Board or his designee is the representative to the Water Commission per State Statute.

11.6.5 Capital Improvements Committee;

Selectwoman Kilgore will remain as the Select Board representative to the Capital Improvements Committee.

11.6.6 Economic Development Committee;

Selectwoman Kilgore will remain as the Select Board representative to the Economic Development Committee.

11.6.7 Standing Ethics Committee;

Selectman Miller will represent the Select Board on the Standing Ethics Committee.

11.6.8 Any other Committee which requires a Select Board representative;

11.7 Approval of Heritage Commission Alternate

Selectwoman Kilgore asked if Ms. Monaghan was the Planning Board representative or an alternate.

Nancy Monaghan stated the Planning Board has one representative on the Heritage Commission and it is an alternate position.

Motion by Selectman Miller to approve Nancy Monaghan as Planning Board representative and alternate to the Heritage Commission. Seconded by Selectwoman Kilgore. Motion carries 3-0.

11.8 Update from Representative Henry Marsh

Representative Marsh spoke about the Rockingham County budget and what exactly North Hampton receives, and although he did not have the information with him, he will get copies for the board.

Representative Marsh stated he is also a representative on the Winnacunnet High School School Board and spoke regarding school safety, specifically at Winnacunnet. Representative Marsh stated all of the doors at the high school have been set up so they may be locked wirelessly; an armed Police Officer is in the building at all times when school is in session; there is no place in the high school that cannot be monitored digitally, and Winnacunnet is in fact proactive versus reactive.

Selectwoman Kilgore asked what is being done as far as policy and procedures in assessing children with risks.

Representative Marsh stated every student has a councilor and at least three other contacts in which to reach out to. He further stated there is a summer program for incoming freshman to attend to ease them into the transition as well as the opportunity of meet their teachers.

Representative Marsh stated teachers, staff and police officers at the school have been trained for school shootings using the ALICE method.

11.9 Update from Representative Tamara Le

Representative Le stated all House Bills and all Senate Bills have been completed and are now crossed over into the alternative house.

Representative Le highlighted several bills she felt would be of particular interest to North Hampton:

- Medicaid Expansion Bill was approved by the House Committee 21-0;
- HB628, the Family Leave bill is trending positively;

- Bill 1766 re: Coakley was passed in the House. The bill asks the Environmental Protection Agency to tell Coakley Landfill they need to clean up the site and remedy the situation. The hearing is scheduled for April 3, 2018 at 9:15AM in Room 103 of the Legislative Office Building.
- A bill was passed that will increase the COLA for State Employees that have gone eight years without one;
- SB 193, Education Savings Account bill has undergone several metamorphoses. This bill will allow parents to take the \$3,600 in adequate education money out of the budget and put it towards private or home schooled families. North Hampton does not receive any state money for schools, and therefore the money would come directly from taxpayers.

11.10 Discussion of Auditor's Letter

Chair Maggiore stated for the second year in a row, the town did not receive a Management Letter. He further stated a recommendation letter had been sent to Finance Director Cornwell and per Mr. Cornwell's memo to the Select Board most items had already been taken care of.

Selectwoman Kilgore gave kudos to Ryan for a job well done, and stated one of the recommendations regarding time sheets was something she and Ryan had reviewed last year. She further asked to be certain financial policy and procedures were being following in regard to the item regarding the Treasurer's Deposit Authority.

11.11 Approval and Signature of Statistical Update Revaluation Contract

Town Administrator Kaenrath stated the contract before the board was an updated version which contains suggestions by the assessor Michael Pelletier. He asked to have the number of parcels in North Hampton changed to the correct number as well as adding an item that Vision Appraisal provide monthly updates.

Selectwoman Kilgore stated the date at the top of the contract that says "Final 08/17/2015" is incorrect and asked to confirm with Vision that the document before them is indeed the updated version.

The board agreed once the date is confirmed, they will come in to the offices to sign the document prior to Friday, March 30.

11.12 Discussion of Compensation Survey Group Invitation

Town Administrator Kaenrath stated he had spoken with the New Hampshire Municipal Association and they could not provide a status update on whether they will be conducting a salary survey this year.

Town Administrator Kaenrath stated 25 communities have been invited by the Town of Raymond to participate in a Compensation Survey. He further stated if we participate we would receive a copy of the completed study.

Consensus of the board to proceed with the survey.

11.13 Discussion of Boundary Line of Library Expansion

This item was cancelled

12. Minutes of Prior Meetings

12.1 Approval of March 12, 2018 Meeting Minutes

Motion by Selectman Miller to approve the March 12, 2018 minutes as presented. Seconded by Selectwoman Kilgore. Motion carries 3-0.

Chair Maggiore stated the non public minutes would be taken up at the next Select Board meeting as there was no time to review due to schedules.

12.2 Approval of Non Public Minutes of March 12, 2018

12.3 Approval of Non Public Minutes of February 13, 2018

12.4 Approval of Non Public Minutes of February 26, 2018

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.

Selectwoman Kilgore stated she had spoken with Brian Mills from Aquarion and he stated to her that residents can have their private well tested through the New Hampshire Department of Environmental Services. A few residents have been told their water could not be tested for free, however the NHDES will in fact test water.

14. Second Public Comment Session

See Item 6, above.

15. Adjournment

Meeting adjourned at 9:30PM.

Respectfully,

Janet Facella