



TOWN OF NORTH HAMPTON, NEW HAMPSHIRE

SELECT BOARD APPROVE MINUTES  
MONDAY APRIL 9, 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

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

*These minutes were prepared as a reasonable summary of the essential content of this meeting, not as a transcription*

1. 6:00 p.m. Call To Order by the Chair
2. 6:01 p.m. Non-Public Session I Pursuant to RSA 91-A:3, II (a,c)
3. 6:30 p.m. Non-Public Session II Pursuant to RSA 91-A:3, II (c)
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

*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](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.*

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

Chair Maggiore led the Pledge of Allegiance.

Chair Maggiore stated the board had just recessed from two Non Public Sessions. In the first, a unanimous vote was taken and the board has asked the Town Administrator to act on that motion.

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

Chair Maggiore stated an emergency Non Public Session was held under RSA 91-A:3 II (e) and the scheduled Non Public Session under RSA 91-A:3 II (c) will take place after the conclusion of the public meeting.

**Motion by Selectman Miller to seal the minutes of the Emergency Non Public Session under RSA 91-A:3 II (e). Seconded by Selectwoman Kilgore. 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.

Cynthia Swank, Hobbs Road asked what the definition of recording of meetings and definition on recording of minutes. She stated her concern regarding records retention, and asked if the Records Retention policy she and her husband had written, which is based on state RSA's, had been taken into consideration.

**Motion by Selectwoman Kilgore to move item 7.13, Approval of Policies and Procedures for Posting Meetings, Recording of Public Meetings and Recording of Minutes under New Business. Seconded by Selectman Miller. Motion carries 3-0.**

George Chauncey gave the Select Board an update on van donations received to date. Mr. Chauncey stated he currently has \$6,100 in donations. He further stated the goal is to raise \$10,000.

**7. Consent Calendar**

- 7.1 Payroll Manifest of 03/29/2018 in the amount of \$62,338.30
- 7.2 Payroll Manifest of 04/05/2018 in the amount of \$209,460.57
- 7.3 Accounts Payable Manifest of 04/05/2018 in the amount of \$310,082.49
- 7.4 Approval of Veteran's Tax Credit Application
- 7.5 Approval of Veteran's Tax Credit Application
- 7.6 Approval of Veteran's Tax Credit Application
- 7.7 Approval of Veteran's Tax Credit Application
- 7.8 Approval of Veteran's Tax Credit Application
- 7.9 Approval of Veteran's Tax Credit Application
- 7.10 Approval of Veteran's Tax Credit Application
- 7.11 Approval of Veteran's Tax Credit Application
- 7.12 Discussion of Property Settlement Involving 205 Lafayette Road

7.13 Approval of Policies and Procedures for Posting Meetings, Recording of Public Meetings and Recording of Minutes

**Motion by Selectman Miller to approve the Consent Calendar as proposed, minus item 7.13. Seconded by Selectwoman Kilgore. Motion carries 3-0.**

Chair Maggiore stated the payroll manifest of April 5, 2018 includes a payment of \$53,000 to HealthTrust; \$84,000 to New Hampshire Retirement System; and federal tax payments of \$9,500. He further stated the accounts payable manifest includes a payment of \$310,000 which includes five transfers to Trust Funds.

## **8. Correspondence**

8.1 Correspondence from Susan Buchanan, Town Clerk/Tax Collector

8.2 Correspondence from Xfinity, Jay Somers, Sr. Manager, Government Affairs

Chair Maggiore read both items into the record. Copies are available through the town offices during regular business hours.

## **9. Committee Updates**

9.1 Economic Development Committee

Selectwoman Kilgore stated the Economic Development Committee had met on April 4 for a "housekeeping meeting." The Preamble to the Code of Ethics was read and the committee welcomed new member Glenn Martin, who will serve the remainder of Robert Schoenberger's term.

Selectwoman Kilgore stated a report was received from UNH Survey Center and there have been 300 responses so far, with 22 from the business community. It was noted some residents did not receive a survey in the mail and copies are available at the town offices. She further stated an EDC member could also be contacted. The deadline for the return of the survey is April 25, 2018.

Selectwoman Kilgore stated at the last EDC meeting, a presentation was given by UNH regarding a program that is collaboration between the government and businesses to influence economic development. She further stated she believed the only other town that is working with them is Milton. They are offering to waive the \$2,500 fee in order to have the town participate. Selectwoman Kilgore stated it would involve a survey with the business community to get more data, and the economic development committee is considering working with them.

9.2 Heritage Commission

Chair Maggiore stated he had nothing new to report.

9.3 Water Commission

Chair Maggiore stated he had nothing new to report.

9.4 Bandstand Committee

Selectwoman Kilgore stated the bricks for the bandstand are due for delivery, and will be stored at the Recycling Center. She further stated new orders have closed.

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

10.1 General Report

A copy of the Town Administrator's report is available at the Town Offices during normal business hours.

Town Administrator Kaenrath stated Chief Tully has looked into using Trustee Inmates from the Rockingham County Jail to perform labor in various projects amongst the town campus. Chief Tully stated he would like them to paint the ceiling and walls inside of the bay, noting they have not been done for 25-

30 years. Chief Tully stated the only cost is supplies and purchasing lunch for the trustees. It was also noted a guard from the jail supervises them at all times.

Selectwoman Kilgore asked what type of people would be working.

Chief Tully stated the inmates at the Rockingham County Jail are serving time for minor infractions.

Chief Tully stated he would like to start at Dearborn Park with the spreading of woodchips, raking, painting and clean up at Dearborn Park and then move on to the Fire Station.

The Select Board agreed by consensus to start with Dearborn Park and depending upon how that project goes, move on to the next project.

Selectwoman Kilgore stated she would like the town informed when that work is taking place.

Town Administrator Kaenrath stated he and Chief Tully met with FEMA at the North Hampton State Beach and felt the numbers sent will be accepted by them for state assistance.

Selectwoman Kilgore asked to have Chief Tully explain what costs went into the numbers sent to FEMA.

Chief Tully stated the cost of repairs to the parking lot and walkways upon the shale pile and labor and equipment costs during the storm were also figured in.

Selectwoman Kilgore asked for the status on the placement of the town banners.

Town Administrator Kaenrath indicated this item would be discussed at the next staff meeting with Director Hubbard, and he would report back to the Select Board at their next scheduled meeting.

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

### 11.1 Discussion of Document Management System

This item will be left on the table.

### 11.2 Discussion of Draft Select Board Rules and Procedures

**Chair Maggiore moved to place this item under New Business item 12.11. Seconded by Selectwoman Kilgore. Motion carries 3-0.**

## **12. New Business**

### 12.1 Request for Fee Waiver on Town Hall Rental

Scott Baker, Squier Drive stated the unofficial reason for his visit to the Select Board was to explain his not for profit organization "603 and Me." Mr. Baker described it as an advocacy group for the State of New Hampshire and a cross between a Chamber of Commerce and a Welcome Wagon.

Mr. Baker stated the goals and the missions of the committee will be to act as an advocacy group for the State of New Hampshire to try and get businesses and families to consider moving to New Hampshire to pick up the economy. He further stated he will also work to make New Hampshire as well thought of nationally so as to attract national firms to consider New Hampshire a place to do business in.

Mr. Baker stated a meeting will be held on April 12, 2018 from 6:30PM to 8:00PM in the Town Hall and invited anyone interested to attend. He stated he has had over 170 people volunteer thus far.

Mr. Baker stated it is not an official 501c3, so it is not an official nonprofit organization, and will be run to break even. He stated the official headquarters for "603 and Me" will be located at the train depot across the street.

Chair Maggiore noted the town has regulations regarding facilities use.

**Motion by Selectwoman Kilgore to approve Scott Baker's request, as the head of 603 and Me, to use the Town Hall on Thursday, April 12 from 6:30 to 8PM. Seconded by Selectman Miller. Motion carries 3-0.**

**Motion by Selectman Miller to waive the fee for using the Town Hall. Seconded by Selectwoman Kilgore for discussion. Discussion. Selectwoman Kilgore asked if this has ever been allowed in the past with Selectman Miller acknowledging that they have. Selectman Kilgore stated the board did not wave the fee for the Winnacunnet Warriors and asked what the parameters are for waiving fees. Chair Maggiore stated the board could elect to waive the fees and not the security deposit of \$100. Selectwoman Kilgore stated she wanted to be fair and equitable to all. The board agreed to ask for the security deposit of \$100 and waive the facility use fee of \$75.00. Motion carries 3-0.**

#### 12.2 Recognition of North Hampton Fire Fighters by Spaulding Hospital

Sean Kakoskis, Director of Ambulance Services, and Maureen Banks, President and COO of Spaulding Hospital spoke about a terminal patient at the hospital that had a wish to visit the North Hampton Beach, and how he contact Deputy Jason Lajoie to help him put together a plan to make that visit happen.

Mr. Kakoskis stated the patient described the visit to the beach as the best day of her life. He further stated it is not often they are able to "participate in something as awesome as this."

A commemorative plaque was presented to North Hampton Deputy Chief Lajoie, Fire Lieutenant Henry, and Firefighter Wise. A framed picture was also presented to Melissa Lajoie who had made a quilt for the patient to keep her warm while at the beach.

Deputy Lajoie thanked Lieutenant Henry, Firefighter Wise and Firefighter Will Taber who was also present that day. He described the experience as incredible and an honor.

#### 12.3 Approval of Planning Board Representatives to Economic Development Committee

**Motion by Selectman Miller to nominate Dan Derby to serve as an Economic Development Committee member alternate from the Planning Board with a term to expire in March, 2019. Seconded by Selectwoman Kilgore. Selectwoman Kilgore noted that Dan Derby is currently serving as Planning Board alternate representative on the EDC. Motion carries 3-0.**

**Motion by Selectwoman Kilgore to accept the nomination of Phil Wilson to serve on the EDC as a Planning Board representative to the EDC for a term that expires on March of 2019. Seconded by Selectman Miller. Motion carries 3-0.**

#### 12.4 Discussion of Election Day Voter Turnout

Chair Maggiore stated the board had received voter turnout information from Town Clerk Susan Buchanan for the years 2013-2018 and noted the uptick in absentee ballots over the past two years. He stated there were 241 absentee ballots cast this year compared to 178 last year. Of note were the number of voters in 2017 and 2018 which came in at 728 and 783 respectfully. The amount of voters over the past two years were significantly lower than the previous four years.

Selectwoman Kilgore stated the information needed to be completed for the years 2011 and 2012, and asked that the Town Clerk post on her page on the website.

#### 12.5 Discussion of Process for the Police Chief Position

Chair Maggiore stated it was time to start the hiring process to hire a full time Police Chief. He stated there were two options; an internal search or a consulting firm can be hired to present the board with candidates.

Selectwoman Kilgore asked what the status was with combining or sharing a Police Chief with the Town of Hampton.

Chief Tully stated it was made clear back in September by the Town of Hampton that they would be interested in being a good neighbor and helping short term, but had no interest in sharing the Police Chief's position.

Selectwoman Kilgore stated she "doesn't believe that is totally sound at this point."

Chair Maggiore discussed a procedure in which a committee could be appointed made up of Police Chiefs and other qualified individuals to do a "sort and stack" of the resumes received and hold oral board interviews to then present potential candidates to the Select Board for interviews.

Selectwoman Kilgore stated she would like to "state for the record that she is not really comfortable with MRI."

Selectman Miller stated he was fine with either way, and didn't see anything wrong with MRI. He further stated he hoped Chief French would be heavily involved and didn't think the Select Board should have anything to do with who is to be on the Oral Boards.

Selectwoman Kilgore agreed the board shouldn't pick who would be on the Oral Board, but hoped a few Chiefs from the seacoast community will be.

Chief Tully cautioned the board by stating Chief French is an employee for MRI, and if the board choses not to go with an MRI service and then ask the Police Chief to do something it may put him in an awkward position in the situation.

Town Administrator Kaenrath stated he fully intended to get some local people to serve on the board.

Chair Maggiore and Selectman Miller stated they did not want to know or be involved with who is or is not on the board.

**Motion by Selectwoman Kilgore to use an internal process for hiring for the vacant police chief's position. Seconded by Selectman Miller. Motion carries 3-0.**

The Select Board agreed by consensus to start the process as soon as possible.

#### 12.6 Ratify Financial Policies

Chair Maggiore stated there were several different financial policies to help guide the Select Board. He stated the policies are typically ratified each year after the election by the Select Board.

Chair Maggiore stated last year two changes to the Investment Policy were suggested and he understood they were not updated last year, but were updated prior to the printing for the meeting.

Selectwoman Kilgore stated she had several concerns regarding the policies. She stated the copies before her were not signed by the Select Board last year; the Treasurer has not delegated her duties this year; and stated last year one of the Select Board's goals was to review and update the policies over the course of last year and inquired several times but it was not done stating she was told by the former Town Administrator "they were not a priority."

Selectman Miller stated he would like the documents to have page numbers added.

Chair Maggiore stated he would like to see consistency with formatting as far as having the town seal and page numbering on each document.

The board agreed by consensus to come in to the office to sign the documents once they are cleaned up with the formatting changes suggested.

**Motion by Selectman Miller to approve the policies pending standardization, clean up, page numbers, revision date and signature page. Seconded by Selectwoman Kilgore. Motion carries 3-0.**

- 12.6.1 Purchasing Policy;
- 12.6.2 Investment Policy;
- 12.6.3 Fraud Policy;
- 12.6.4 Credit Card Policy;
- 12.6.5 Information Security Policy;
- 12.6.6 Deposit Policy;
- 12.6.7 Fund Balance Ordinance;
- 12.6.8 Employee Email, Internet and Computer Use Policy;
- 12.6.9 Internal Control Policy;
- 12.6.10 Delegation of Duties of Treasurer to Finance Department;
- 12.6.11 Regulations Governing Delegation
- 12.6.12 Delegation of Deposit Authority by Treasurer;

12.7 Discussion of Boundary Line of Library Expansion  
Chair Maggiore stated this item was cancelled by Judy Day.

12.8 Discussion of Tennis Court Resurfacing

Town Administrator Kaenrath stated two quotes had been received for repairs to the cracks on the tennis courts at Dearborn Park. He stated there is 690 feet of cracks to repair and a quote from Vermont Tennis was received for \$20,889 which has a two year warranty and a quote from Advantage Tennis for \$20,540 with a three year warranty and the repainting and reinstalling of the practice board.

Recreation Director Manzi is recommending going with Advantage Tennis and is eager to move this project forward before the end of June.

Town Administrator Kaenrath stated while there is \$30,000 in the Tennis Court Capital Reserve Fund, the Select Board was not named as agents to expend from the fund and therefore would need to go before the legislative body at town meeting.

The board discussed their concern regarding the town's liability should someone become injured.

**Motion by Selectman Miller to accept the bid from Advantage Tennis in an amount not to exceed \$20,540. Seconded by Chair Maggiore. Motion carries 3-0.**

12.9 Recreation Van Update

Chair Maggiore stated he asked to have this on the agenda because an email was received from a resident regarding the solicitation of funds for the recreation van, and within the email it was stated a logo would be attached to the van for their donation. He further stated the email came into Ryan Cornwell and was then referred to the Town Administration.

Chair Maggiore asked if the letter had been sent to businesses with the promise of a logo on the van.

Selectwoman Kilgore stated George Chauncey had spoken with Chair Maggiore about plaques inside of the van and was told "it was fine with him." She further stated she was concerned that one board member was giving an approval of something that needs to go before the entire board.

Selectwoman Kilgore reiterated numerous times that no letters were ever sent out and no promises of a plaque were ever given to those businesses that donated so far.

Chair Maggiore stated George Chauncey had asked him about soliciting businesses for donations and has no recollection of any mention of commemorative plaques.

The board discussed how/when to proceed with the purchase of the van, and whether or not funds from the undesignated fund balance could come from the current fiscal budget or from the next.

Selectwoman Kilgore stated the questions should go to the Department of Revenue Administration on how to execute the purchase.

Town Administrator Kaenrath stated he would contact the DRA and speak with Finance Director Cornwell and update the board the following day.

#### 12.10 Approval of Policies and Procedures for Posting Meetings, Recording of Public Meetings and Recording of Minutes

Chair Maggiore stated Chief Tully and Laurel Pohl had taken on the project to aid in guiding and alleviating confusion amongst boards and committees.

Selectwoman Kilgore asked if private counsel had reviewed the policies.

Chief Tully stated the New Hampshire Municipal Association had reviewed and always recommend review by town counsel.

Selectman Miller stated he is o.k. with the policies but would like the pages to be numbered.

**Motion by Selectman Miller to approve the Policy for Posting of Meetings with the addition of page numbers. Seconded by Selectwoman Kilgore. Motion carries 3-0.**

**Motion by Selectwoman Kilgore to approve the Recording of Public Meetings policy as drafted with the addition of page numbers. Seconded by Selectman Miller. Motion carries 3-0.**

**Motion by Selectwoman Kilgore to approve the Recording of Minutes policy as drafted with the addition of page numbers. Seconded by Selectman Miller. Motion carries 3-0.**

Selectwoman Kilgore asked what the procedure would be for getting the policies to boards and committees.

Town Administrator Kaenrath stated he would email the policies to all board and committee chairs as he did the preamble to the code of ethics. This practice shall be completed each year after the election of new officers.

#### 12.11 Draft Select Board Rules and Procedures

Chair Maggiore stated his amendments to the rules and procedures reflect the way the current agenda is done and how the meetings are held. He further stated he added in after Non Public Sessions and before the Period of Public Comment, Swearing in of Town Employees.

Chair Maggiore stated he would like this added to the Select Board Goals this year.

Selectwoman Kilgore asked Chair Maggiore to make the changes and bring back both a clear copy, and the edited copy to the next Select Board meeting.

### 13. **Minutes of Prior Meetings**

#### 13.1 Approval of March 28, 2018 Meeting Minutes



**Motion by Selectwoman Kilgore to accept the minutes of March 28, 2018 as presented in the Select Board packet. Seconded by Selectman Miller. Motion carries 3-0.**

13.2 Approval of Non Public Minutes of March 12, 2018

**Motion by Selectman Miller to accept the non public minutes of March 12, 2018. Seconded by Selectwoman Kilgore. Motion carries 3-0.**

13.3 Approval of Non Public Minutes of February 13, 2018

**Motion by Selectman Miller to accept the non public minutes of February 13, 2018. Seconded by Selectwoman Kilgore. Motion carries 3-0.**

13.4 Approval of Non Public Minutes of February 26, 2018

**Motion by Selectwoman Kilgore to accept the non public minutes of February 26, 2018. Seconded by Selectman Miller. 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.

Nancy Monaghan stated she wanted to be sure the Select Board understood the Planning Board nominated one person to the EDC, not two.

Rick Stanton asked if a definitive answer would be given regarding advertising on the outside of the van. He stated the board talked about the inside of the van but not the outside.

Selectwoman Kilgore stated she would like add this as an agenda item at the next Select Board meeting.

**16. Adjournment**

The Select Board recessed the meeting at 9:30 PM.