



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

184 **14. Minutes of Prior Meetings**

185 14.1 Approval of September 24, 2018 Regular Meeting Minutes

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

189

190 14.2 Approval of September 24, 2018 Non-Public Minutes

191 Tabled until the next Select Board meeting.

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 regular 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

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 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.