



**TOWN OF NORTH HAMPTON  
CAPITAL IMPROVEMENT PLAN COMMITTEE  
MINUTES**

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REGULAR MEETING: AUGUST 29, 2019 8:30 A.M.  
TOWN HALL  
233 ATLANTIC AVENUE  
NORTH HAMPTON, NEW HAMPSHIRE

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Nancy Monaghan, the presiding officer, called the meeting to order at approximately 8:30 a.m. The following members were also present:

Jacqui Brandt  
Chuck Gallant  
Larry Miller  
Scott Baker  
Rick Stanton  
Cynthia Swank  
Clifton Jones  
Bryan Kaenrath, Town Administrator

The meeting began with a presentation by Scott Baker on recent economic and demographic data at the local and more national level.

Larry Miller was then recognized to present his building plans for the North Hampton Library. See entire presentation document attached. Mr. Miller fielded several questions on the proposal. Mr. Jones asked for clarification on the cost comparison between Mr. Miller's plan and that of the Library Trustees and had questions regarding the square footage. Mr. Gallant inquired about past resistance to this plan and building on the Homestead property lot. Mrs. Brandt, who is also a Library Trustee, explained the history of the library building plans. Mr. Baker raised the issue of the need for 11,000 square feet and if that space was necessary.

Mrs. Brandt then gave an update on the Library BOT building plans, including an update on fundraising efforts. Chair Monaghan asked to confirm the balances in the Library's capital reserve account and other

funds available to the Library and stated that there needs to be a more thorough accounting of funds available.

The committee moved on to a discussion of facilities planning. After some discussion the committee made the following motions.

MOTION: Mr. Stanton moved to recommend the building of a library first in order to address the needs of other town buildings including public safety facilities. Public safety facilities should be a top priority. The motion was seconded by Mr. Gallant. The motion passed 7-0.

MOTION: Mr. Stanton moved to recommend the building of a new library on the Homestead property lot as generally consistent with the plan presented by Mr. Miller to the Select Board on 8/26/19. The motion was seconded by Mr. Baker. The motion passed 6-1 with Mrs. Brandt opposed.

The committee held a brief discussion on the CIP Committee priority list, see document attached.

MOTION: Mr. Baker moved to recommend the Town choose to purchase vehicles as opposed to leasing. Mr. Miller seconded the motion. The motion passed 5-1-1.

Minutes of 7/19/19 were passed unanimously as amended. In line 17 it was noted there was no pledge of allegiance. In line 25 the correction should be made to note Susan Grant is the library director. In line 36 the correct dollar figure is \$3.4 million.

Minutes of 7/26/19 were passed unanimously.

The meeting was adjourned at approximately 10:43AM.

Respectfully submitted,

Bryan T. Kaenrath

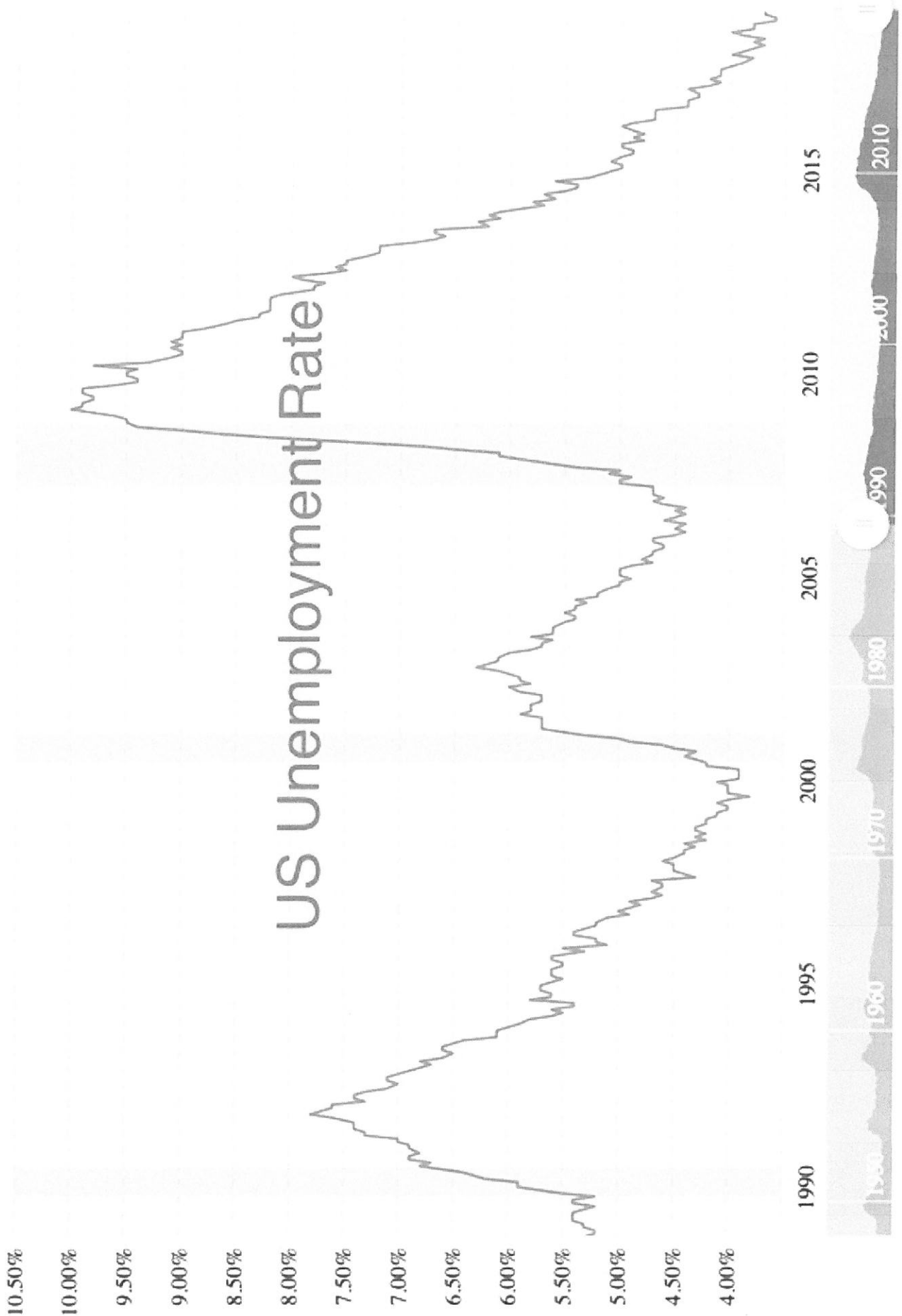
*Disclaimer- These minutes are prepared by the Recording Secretary within five business days as required by NH RSA 91-A:2, II. They will not be finalized until approved by a majority vote of the committee.*

*A recording of the meeting can be found at: <http://www.townhallstreams.com/towns/northhamptonnh>, and a DVD recording is available at the North Hampton Town Offices, 233 Atlantic Avenue, North Hampton, NH 03862.*

Economic and Demographic Data  
For Review by the North Hampton CIP Committee

August 29, 2019

# US Unemployment Rate

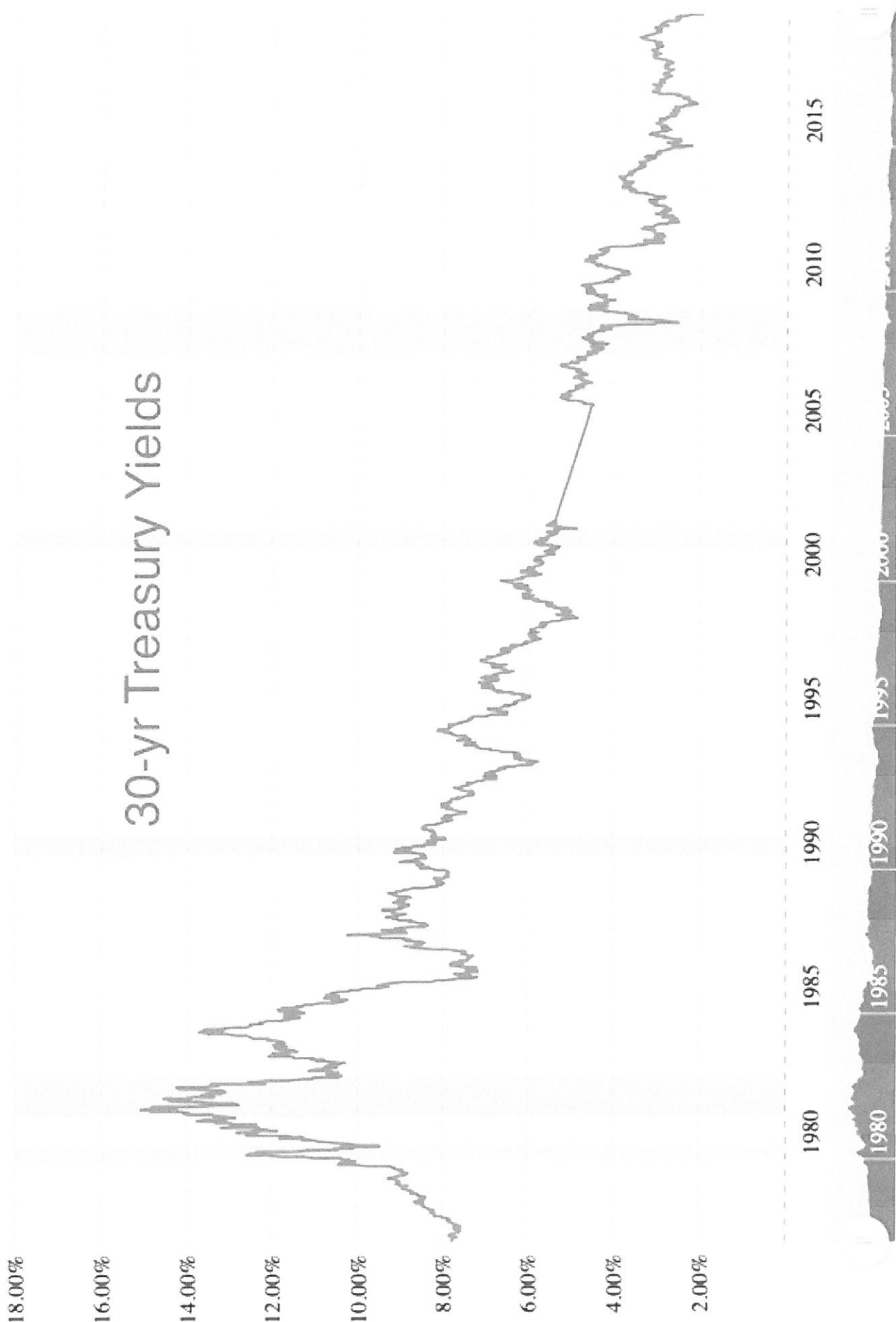


# S&P 500

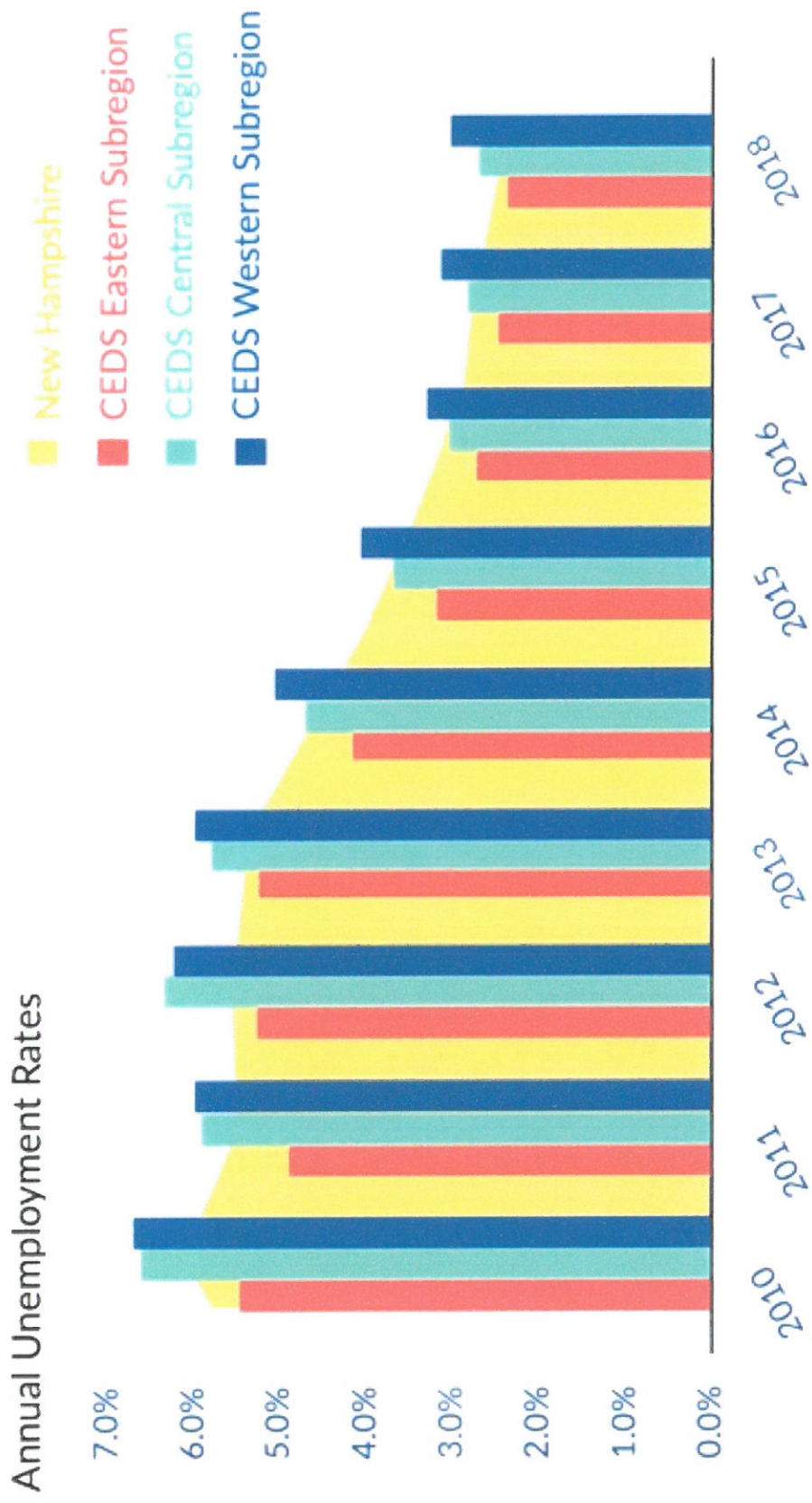
3,500.00  
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1990 1995 2000 2005 2010 2015





# Background Conditions



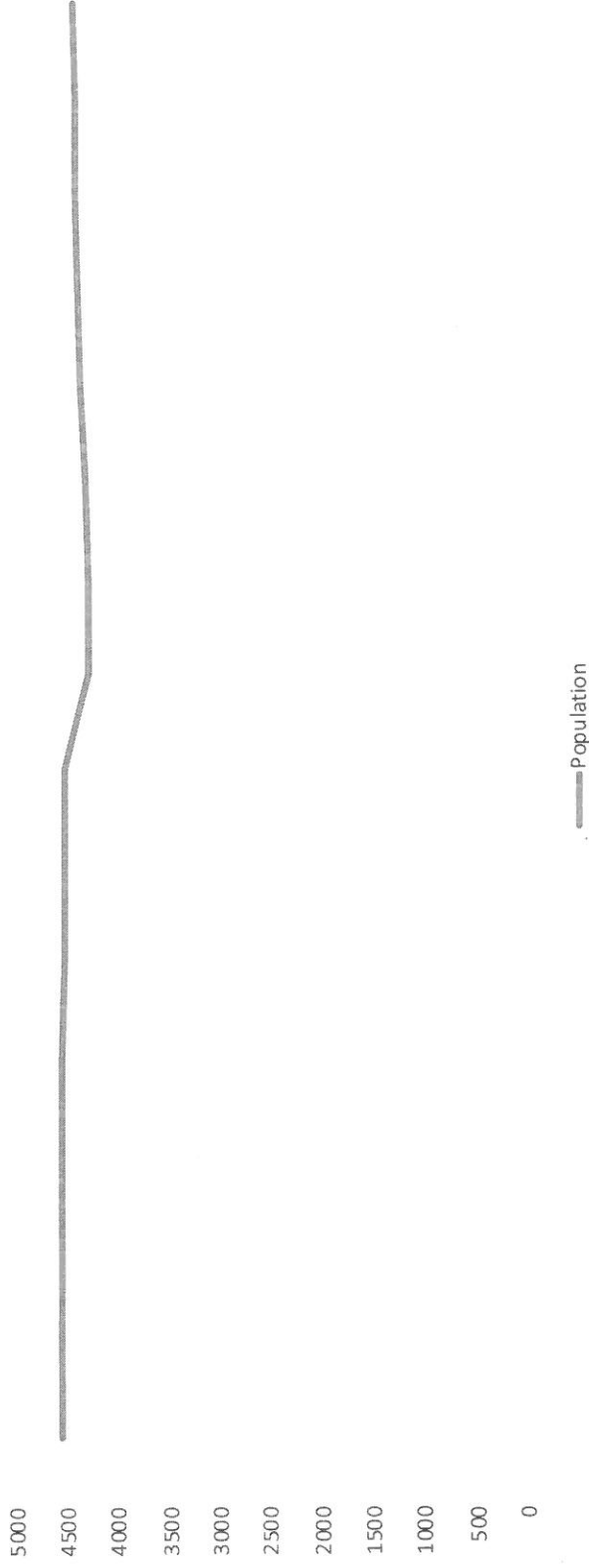
Source: NH Employment Security, Economic & Labor Market Information Bureau  
Note: Unemployment rates are not seasonally adjusted.



# North Hampton Population

Year	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Population	4554	4568	4554	4562	4555	4549	4538	4547	4303	4313	4343	4383	4418	4425	4437	4456

North Hampton Population  
2002 - 2017



Recent High: 4,568 in 2003  
 Recent Low: 4,303 in 2010  
 15-yr. Net Change: -98

Source: US Census

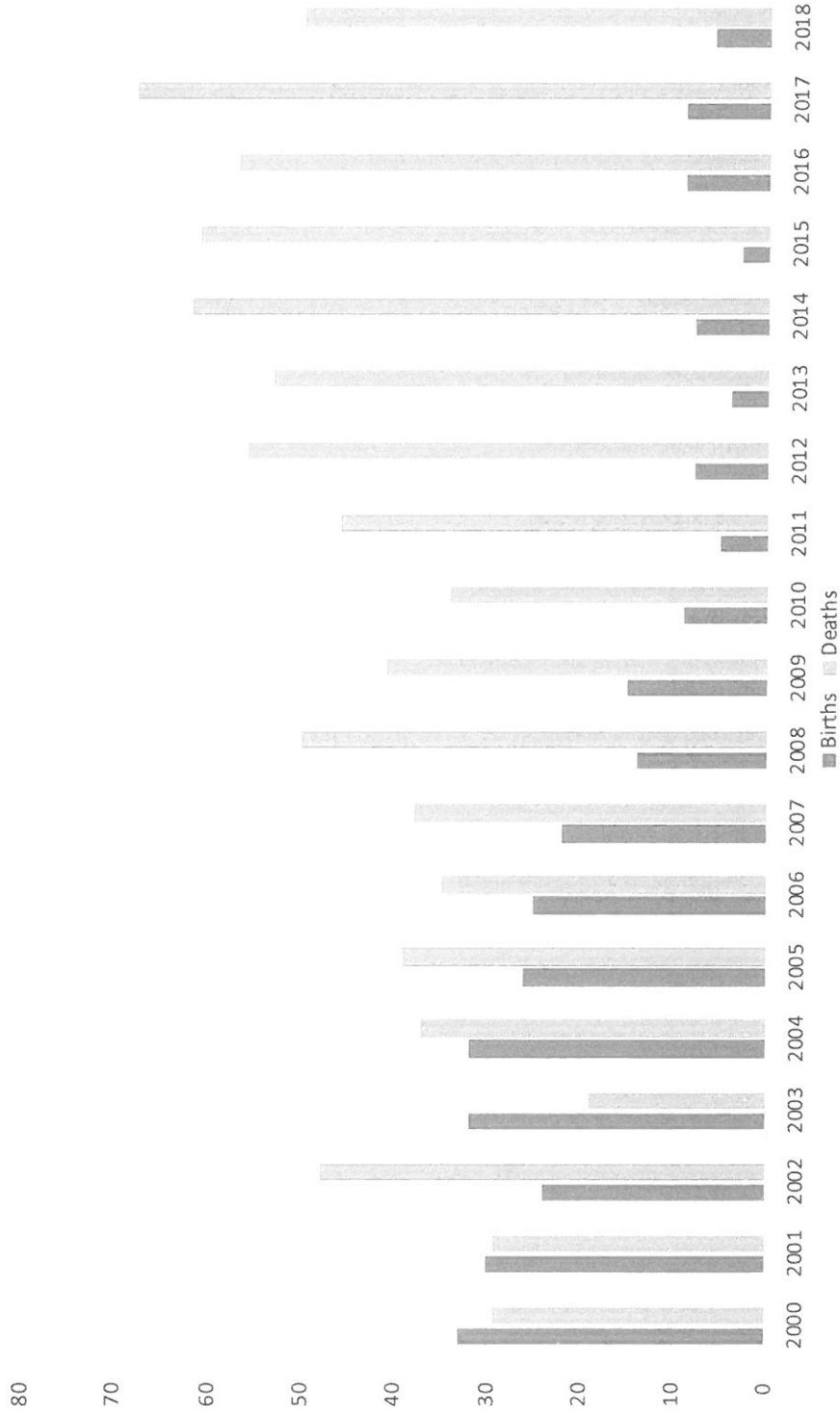
## North Hampton vs. Rock. Cty. Vs. New Hampshire

	<u>North Hampton</u>	<u>Rock. County</u>	<u>New Hamp.</u>
2002 Population	4,554	287,500	1,271,000
2017 Population	4,456	306,400	1,350,000
% Population Growth	-2.2%	6.6%	6.2%
Median Age*	50.3 yrs	42.7 yrs**	37.9 yrs
% of Pop. Age 50+*	50.6%	39.9%	34.5%

\* As of 2016

\*\* NH Ranked 3rd oldest state population

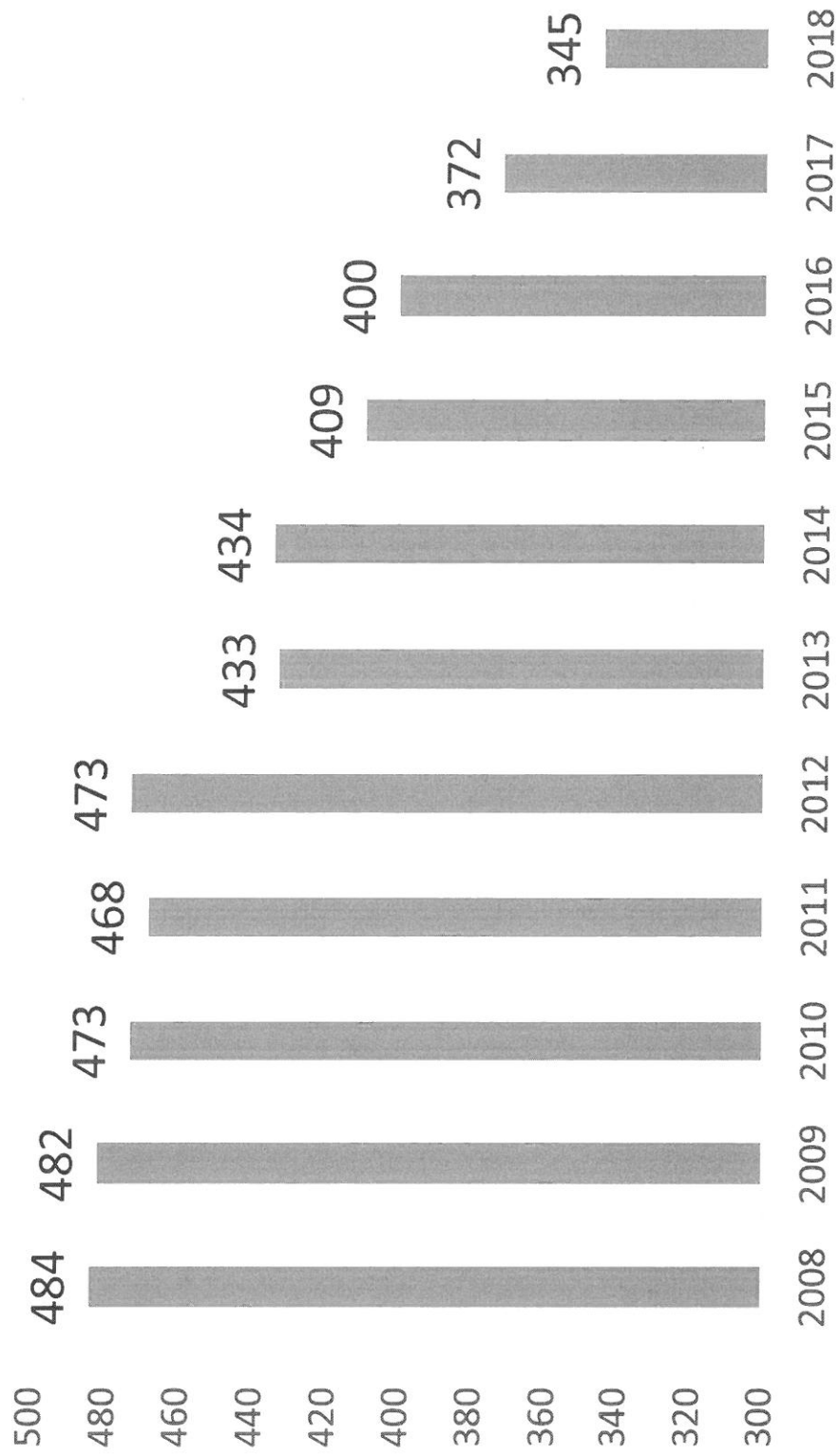
# North Hampton Registered Births/Deaths (2000 - 2018)



Last 5 years births: 35

Last 5 years deaths: 298

# North Hampton School Enrollment: Pre-K - 8th Grade



Last 10 years: -29%

Last 5 years: -20%

Table E-1: Property Valuation and Taxes

Area	2017 Population	Property Valuation and Taxes				State Rank Tax Rate (1=lowest)
		2017 Total Equalized Valuation	2017 Valuation per Capita	Full Value Tax Rate		
East Kingston	2,404	\$ 313,498,776	\$ 130,407	\$ 24.77	135	
Exeter	15,108	\$ 1,728,545,417	\$ 114,413	\$ 26.77	178	
Greenland	4,034	\$ 736,572,080	\$ 182,591	\$ 16.64	50	
Hampton	15,134	\$ 3,327,628,520	\$ 219,878	\$ 16.37	48	
Hampton Falls	2,296	\$ 421,349,675	\$ 183,515	\$ 21.10	85	
Kensington	2,121	\$ 304,246,458	\$ 143,445	\$ 22.39	101	
New Castle	964	\$ 724,258,504	\$ 751,306	\$ 5.85	5	
Newfields	1,704	\$ 249,935,626	\$ 146,676	\$ 23.94	123	
Newington	790	\$ 1,036,186,847	\$ 1,311,629	\$ 9.10	16	
Newmarket	9,359	\$ 750,973,881	\$ 80,241	\$ 26.73	176	
North Hampton	4,540	\$ 1,022,825,744	\$ 225,292	\$ 18.50	60	
Portsmouth	21,898	\$ 5,468,344,022	\$ 249,719	\$ 15.38	40	
Rye	5,454	\$ 2,134,061,700	\$ 391,284	\$ 10.11	18	
Seabrook	8,860	\$ 2,596,500,410	\$ 293,059	\$ 16.25	47	
South Hampton	814	\$ 135,509,080	\$ 166,473	\$ 19.24	65	
Stratham	7,405	\$ 1,262,710,059	\$ 170,521	\$ 20.30	75	
<b>CEDS Eastern Communities</b>	<b>102,885</b>	<b>\$ 22,213,146,799</b>	<b>\$ 215,903</b>	<b>NA</b>	<b>NA</b>	

# **The Time has arrived to develop a Comprehensive Plan**

## **North Hampton Town Buildings**

**8-26-19**

### **Background Information**

For many years, several Select Boards have tried to pass construction projects which would address the Town's antiquated buildings. Highest priority has been the task of updating the Fire/Rescue/Police building. To date, none of the associated Warrant Articles has passed at election. Our last election confirmed the voters would not consider buying a site for expansion. Thus, the focus of this plan is to use the buildings and land the Town has now to their best purpose. Results, cost, utility and time are all considered factors.

The Police building which was built in 1990 to accommodate a total of 8 employees had an unfinished second story. The space was intended for the future growth of the Police Department. Today, the total staff numbers 14.

The Police Department now has male and female officers. The making of gender appropriate facilities available has stretched the first-floor space to its limit. Outside storage of records in the parking lot is now, unfortunately, necessary.

Since 2001, the second floor of the Police building has been the home of our Town employees. This space no longer adequately serves these employees, their records, storage of artifacts and records of the Heritage Commission and the Historical Society or the North Hampton citizens who go there to conduct their affairs.

The Fire Department building was constructed in 1968 for a Fire Department with 1 fulltime employee. In 1986, the Town voted to have 24-hour protection. The staff increased to 1 chief and 12 firefighters. Today, the force is a Chief, Deputy Chief and 12 firefighters. We also have 24-hour Paramedic service. We also have a female firefighter who is also a Medic. Professional and personal accommodations are very inadequate. Gender accommodating facilities are necessary for any professional workplace.

**See the list of deficiencies in the FD/Rescue building on pages 6 and 7.**

There are no alternative locations for the Town employees. And yet, they must be relocated in order to allow the FD/PD Safety Center to be improved. There is no alternate location for the FD/PD services.

#### Phase 1

The highest responsibility for any Select Board is the health and safety its citizens. Improvement of the Public Safety facility is 10-15 years past due. Therefore, the redevelopment the FD/PD buildings needs attention first.

However, there is no way to seriously address the gross deficiencies in this building while the Town employees are located above the Police station. This 2500sf space is also grossly inadequate for the employees, record storage and accessibility for the public. We must provide them another location.

The best, fastest and most economical way to accomplish this is to build 1 new Town building. That building is a new stand-alone North Hampton Public Library on the Homestead lot.

Once the new Library Building is completed and occupied, the old Library can be quickly repurposed to be the new home for the Town employees.

In future years, with the second floor of the Police Department vacant, plans to renovate the FD/PD building can be executed.

I have attached two scaled drawings of a new North Hampton Public Library Building sited on the Homestead lot which meet all the requisite municipal setbacks. Augmented parking is included. A place for a new septic system is also included. See pages 8 and 9.

#### **Why not expand the North Hampton Public Library in place?**

**The present North Hampton Public Library expansion plan calls for expansion of a building never intended to be expanded. Many architects have told us the building is not suited for expansion. The plan also includes no additional parking. The plan requires construction while the library is open. The options for a new library space are limited by the condition of the existing building, the**

location of its leach field and the proximity to the historic Stone building. The expansion of the existing building does not conform with the present and future needs of the other Town public facilities. The expansion plan of the Library building does NOT comply with the setback requirements of our Town Zoning Ordinance. However, the existing Library building is very well suited for the future location of the Town employees and their record storage needs. The Heritage Commission and Historical Society could store their records and artifacts as well.

The reuse of the North Hampton Public Library building saves > \$1.6MM and 1-2 years minimum. Plus, only 1 new building is needed, not two buildings (1 for the NHPL expansion and 1 for the Town employees).

The Select Board should hire its own architect to seek a cost estimate for a 10,500sf, 1-story North Hampton Public Library to be built on the Homestead lot with parking and septic system.

The builder I approached for ideas recently estimated <\$3.2MM using superior finishes for a 10,500sf 1 story building. The parking lot and septic will be additional.

With a design in hand, the Select Board could seek multiple bids to support a Bond Warrant Article for the March 2020 ballot.

I believe the Select Board should vote to put on the March ballot a Warrant article bond to fund a stand-alone NHPL building on the Homestead lot. 1 year later, 2021, the New NHPL building will be occupied and the old NHPL building can be repurposed as the new Town Administration building.

After the Town employees move from their present location above the PD, plans can be executed to address the Safety Building for the long term.

## Phase 2

Simultaneous with item 1., the Select Board shall create an RFP to study the rebuilding or replacement of the Fire Station Building in place. This request will be sent to at least 6 architectural firms. The present drive through space between



the Town Clerk Office and the NHFD must be included in a rebuild plan. The parking spaces along the FD building west wall will be eliminated.

### Phase 3

Next, I am asking the Select Board to direct the Town Administrator to plan the use of the existing Library as a new home for the Town employees now housed above the NHPD.

Using a blowup of the NHPL building, engage the employees in laying out the use of the building and to accommodate the documents and artifacts also to be stored.

We have new cost figures for the updating of the entrance and restrooms to meet ADA standards.

### Phase 4

The long-term plan for the Town Clerk/Tax collector is to remain in their present location. The Town has repaved the present Library parking lot. It will serve well the traffic needs of the Town Clerk and the Town Offices once they are so located. No action needed.

### Phase 5

Inquire of the NH Bond bank the cost of a 20-year and 30-year fixed rate and fixed payment bonds for \$2.5MM and \$3.MM.

### Phase 6

The Select Board places the necessary Bond Warrant article on the 2020 ballot.

## **CONCLUSION**

**The best, fastest and most economical way to address the Town's inadequate Public buildings is to construct 1 new Town building. That building is a new stand-alone North Hampton Public Library on the Homestead lot.**

## COST Differential to Town for 1st stage of Plan

<p>Expand existing Library Building</p> <p>\$3,438,200 (11,386sf@\$301.97/sf)</p> <p>\$275,000 Parking lot</p> <p>\$ need quote Ledge mitigation</p> <p>\$3,713,200</p> <p>Build new building for Town employees</p> <p>\$1,691,032 (5600sf@\$301.97/sf)</p> <p>\$84,565 Inflation/year for every Year of postponement</p> <p>Total</p> <p><b>\$5,763,237</b></p> <p>Requires 2 Bond Warrant Articles</p> <p>Takes a minimum of 3 years</p>	<p>Build a new Library on Homestead lot</p> <p>\$3,170,657 (10,500sf@\$301.97/sf)</p> <p>\$275,000 Parking lot</p> <p>\$45,000 Septic System</p> <p>\$ need quote Ledge mitigation</p> <p>\$3,490,657</p> <p>Renovate vacated Library</p> <p>\$105,325 ADA compliance</p> <p>\$250,000 New HVAC</p> <p>\$50,000 retrofit allowance</p> <p>\$15,000 Furnace (if needed)</p> <p><b><u>\$3,910,982</u></b></p> <p>Requires 1 Bond Warrant Article</p> <p>Takes a maximum of 2 years</p>
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**A minimum difference of \$1,852,255.**

## FIRE/RESCUE DEPARTMENT ISSUES

8-26-19

1968 -- The current Fire Station was built and was intended to house one full time employee which is what the Town was running for personnel at that time.

1986 -- The Department took over the ambulance, disbanded the ambulance core and hired eight full time firefighters which began three man shifts. Total employees at that time was Thirteen

1994 -- The department began downsizing by attrition to two man shifts and that was completed by mid 1995. Total employees of nine.

1995 -- The Department promoted a full time Deputy Chief. Total employees of ten.

2004 -- The Town voted to reinstate the four positions lost in 1994. Total employees of fourteen. This is the number of full time employees we are at today running three man shifts.

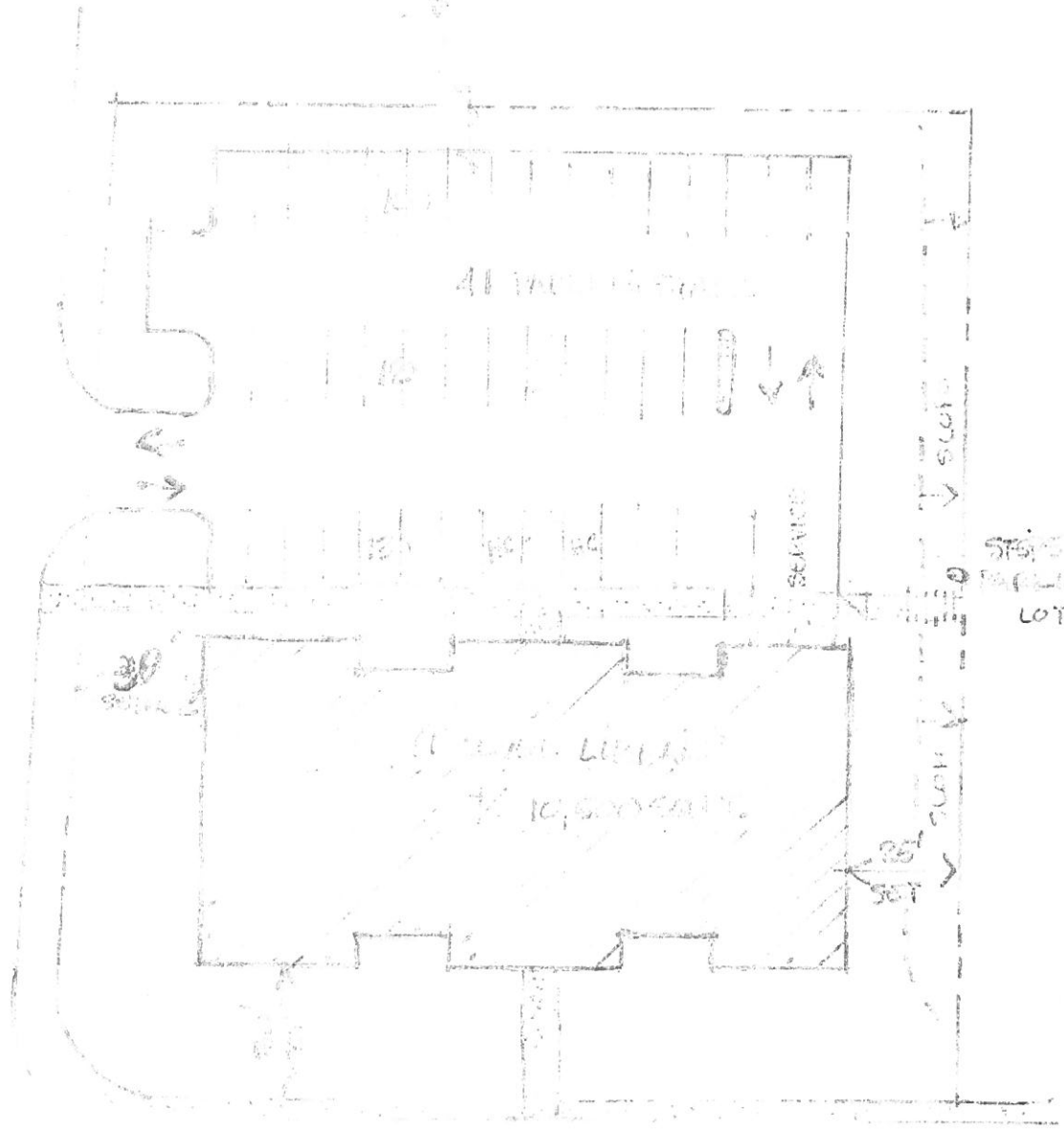
In response to issues with the building and operationally within the Department

- The building is in a state of disrepair in which the front wall has begun separating from the remainder of the building.
- The roof trusses are warped and should be repaired or replaced.
- Due to the truss problem, our insurance has stated they will not cover a loss if the roof is not shoveled when more than 6 inches of snow has accumulated on the roof.
- Proper spacing between apparatus and walls/equipment does not meet today's best practices and creates a safety hazard.
- Lack of storage space requires that we store equipment on the bottom of the roof trusses in the attic area which it is not rated for both weight as well as properly fire separated.
- There is no separation for opposite sex employees to include bathroom, shower and bunk room facilities.

- A lack of office space creates a crowded work environment in the dispatch area where a 9 x 15 foot area houses 3 employee work stations in addition to office equipment, dispatch radios and department files.
- The construction of the building (height and width of bay doors) limits the equipment that may be purchased by the Town.
- Storage of equipment in the bays creates an environment where employees cannot walk completely around apparatus.
- Size of bays creates a situation where town equipment is stored outside and has led to multiple electrical issues with those vehicles.
- A lack of public meeting space has caused the Towns EOC to be used as a public meeting space and not as intended by the department
- The department lacks a dedicated fire/police training space.
- EMS supplies and equipment are stored in the kitchen with no facility to properly decontaminate supplies and equipment.
- The floor of the bays has separated from the foundation and has been repaired with cold patch in order to get by.
- Plans review and customer meetings are held in the kitchen due to no available meeting space.
- Due to no PPE storage space, gear is exposed to direct sunlight as well as artificial light which has caused premature degradation of the equipment.
- Two office spaces are directly off the bays and not sealed from vehicle noise and operational contaminants on the bay floor.
- Emergency radio equipment stored in an attic space with temperatures ranging from below zero to 140 degrees due to space considerations
- Lack of secured area for emergency dispatch equipment, files and employees.
- Lack of records storage space.
- Lack of proper storage for flammable/combustible liquids and equipment.
- Lacking space for fitness equipment for Fire and Police employees.



ALCOVE



239 ATLANTIC AVE



## CIP Committee Priority List

### Library/Town Facilities...

1. Police cruisers: \$ 84,000
2. Town Hall: \$ 23,621
3. School paving: \$ 40,000
4. Ambulance: \$275,000\$
5. Road repair: \$260,000
6. School bricks: \$ 20,000
7. Backhoe \$125,000