



TOWN OF NORTH HAMPTON, NEW HAMPSHIRE

SELECT BOARD DRAFT MINUTES
TUESDAY, FEBRUARY 13, 2018
NOTICE OF PUBLIC MEETING
NORTH HAMPTON TOWN HALL
231 ATLANTIC AVENUE
5:45 O'CLOCK PM

NON PUBLIC SESSION I: 5:46 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

1. 5:45 p.m. Call to Order
2. 5:46 p.m. Non-Public Session I Pursuant to RSA 91-A:3, II (a)
3. 6:30 p.m. Non-Public Session II Pursuant to RSA 91-A:3, II (a)
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

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

Chair Maggiore led the Pledge of Allegiance.

Chair Maggiore announced the board had just come out of Non-Public Session, and in the first session there was a unanimous vote for a new hire in the Police Department.

Chair Maggiore stated the second session involved a new hire and asked Interim Town Administrator Tully to proceed with contract negotiations.

43 **Motion by Selectwoman Kilgore to seal the minutes of the second Non-Public session. Seconded by**
44 **Selectman Miller. Motion carries 3-0.**
45

46 **6. First Public Comment Session**

47 Public Comment is an opportunity for residents to ask questions, request information and make comments
48 on issues facing the Town. Individuals will be given not more than three (3) minutes to speak, and people
49 who have already spoken will be asked to wait until everyone has had the chance to speak once. The total
50 time devoted to this agenda item is fifteen (15) minutes. Individuals who are not able to speak during the
51 First Public Comment Session will be given first opportunity to speak during the Second Public Comment
52 Session at the end of the Meeting.
53

54 **7. Consent Calendar**

- 55 7.1 Payroll Manifest of 01/11/2018 in the amount of \$187,684.01
56 7.2 Payroll Manifest of 01/18/2018 in the amount of \$57,266.90
57 7.3 Payroll Manifest of 01/25/2018 in the amount of \$62,998.68
58 7.4 Payroll Manifest of 02/01/2018 in the amount of \$59,075.78
59 7.5 Payroll Manifest of 02/08/2018 in the amount of \$170,861.37
60 7.6 Accounts Payable Manifest of 01/11/2018 in the amount of \$164,257.78
61 7.7 Accounts Payable Manifest of 01/25/2018 in the amount of \$1,287,092.75
62 7.8 Accounts Payable Manifest of 02/08/2018 in the amount of \$90,314.49
63 7.9 Execution of Agreement for Mortgage Deed Searches and Notices
64 7.10 Approval of Veteran Tax Credit Application
65 7.11 Approval of Veteran Tax Credit Application
66 7.12 Approval of Petition and Pole License #1/98A, #45/7A
67

68 **Motion by Selectman Miller to approve the Consent Calendar as presented for discussion. Seconded**
69 **by Selectwoman Kilgore. Chair Maggiore and Selectwoman Kilgore discussed and gave further**
70 **details on payments from the manifests. Motion carries 3-0.**
71

72 **8. Correspondence**

- 73 8.1 Correspondence from Aquarion Water Company
74 Chair Maggiore read the letter from John Herlihy into the record. A copy is available at the Town
75 Offices.
76

77 **9. Committee Updates**

- 78 9.1 Budget Committee
79 Selectman Miller stated Jonathan Pinette called a Budget Committee meeting to order after the School
80 Deliberative Session with eight members present. There was not a representative from Little Boar's Head
81 in attendance. Mr. Pinette asked for reconsideration of Article 1 of the school budget to bring it back to the
82 originally proposed amount, and the motion passed 8-0.
83

84 Selectman Miller stated Article 12 of the Town Budget, the Six Wheel Dump Truck was reconsidered and
85 there was a vote of 6-2.
86

87 Selectman Miller stated Article 11 of the Town Budget, the Collective Bargaining Agreement was
88 reconsidered and the vote was 8-0.
89

- 90 9.2 Economic Development Committee

91 Selectwoman Kilgore stated there will be a meeting on February 15 at 5PM in the Town Hall and the sewer
92 system study would be presented and discussion will be held on the Vision Statement. She further stated
93 the survey would be going out to residents and businesses in late February. Selectwoman Kilgore stated
94 there is currently an opening on the EDC and asked to have it advertised.
95

96 9.3 Heritage Commission
97 Chair Maggiore stated a meeting would be held on February 17.
98
99 9.4 Water Commission
100 Chair Maggiore stated there was nothing new to report.
101
102 9.5 Bandstand Committee
103 Selectwoman Kilgore stated the first concert will be held on June 20 and a full schedule of events will be
104 available soon. She further stated there are still bricks available for sale.
105
106 9.6 Channel 22 Update
107 John Savastano updated the board stating he and his team were well prepared for both deliberative sessions.
108 He stated that statistics showed 29 viewers watched live and 41 viewers watched after the deliberative on
109 line.
110
111 Mr. Savastano spoke about upload speeds and old equipment.
112
113 **10. Report of the Interim Town Administrator**
114 10.1 General Report
115
116 **11. Items Left on the Table**
117 11.1 Discussion of Document Management System
118
119 **12. New Business**
120 12.1 Discussion of Cable Access Television Revolving Fund

121 Interim Town Administrator Tully asked the board to place this item on the table as further information is
122 forthcoming.

123 **Motion by Selectwoman Kilgore to place this item on the table. Seconded by Selectman Miller.**
124 **Motion carries 3-0.**

125 12.2 Discussion of 91-A Policies
126
127 Interim Town Administrator Tully stated the town did not have any policies in place regarding the
128 recording and posting of meetings. He and Laurel Pohl met and came up with a draft for the board to
129 review. He further stated new chairs to committees and commissions do not fully understand the role of a
130 chair and what the policies and procedures are, and felt this information needs to get to those new to
131 boards, committees and commissions.
132
133 Selectwoman Kilgore stated that the town has struggles with this, and would like to see them work as a
134 team moving forward to share and support information and to be sure items are being posted in a timely
135 manner.
136
137 The board agreed to forward information to NHMA for review and guidance first, and then to town council
138 if they were unable to render their opinion.
139
140
141 12.3 Request to Use Town Green – American Lung Association
142
143 Bob Betts, American Lung Association introduced himself to the board as the lead volunteer for the
144 American Lung Association race.
145
146 Mr. Betts stated they had used the Town Green for the past seven years as a rest stop. He further explained
147 they would be placing a 10x10 up on the side closest to Centennial Hall and will also have two portable
148 toilets delivered. The race is scheduled for May 6, 2018 from 7:30AM to 11AM.

149
150 Mr. Betts also noted that this charity ride receives 84% of the money raised to fund their programs.
151
152 **Motion by Selectman Miller to approve the Large Gathering Ordinance as applied for. Seconded by**
153 **Selectwoman Kilgore. Motion carries 3-0.**
154
155 12.4 Discussion of Proposed Town of North Hampton Flag

156 Chair Maggiore stated Max Reich had met with the Historical Society where he presented his idea for the
157 town flag.

158 Jane Boesch stated the Historical Society had made a Town Flag as a fundraising project several years ago,
159 but were no longer interested in selling flags. She further stated when speaking with Master Reich, they
160 discussed with him the expense of making the flags and although he has some money to put towards the
161 purchase, he will be looking to the town to share the costs. Mrs. Boesch further stated the town should
162 decide either on a warrant article or by citizens petition next year.

163 Donna Etela stated the most important thing to remember that there is a young man who has extended
164 himself and gone beyond boundaries to produce a flag for the town. She added that the Historical Society
165 had expended \$950 to make 25 flags and it took them five years to sell them.

166 Mrs. Etela stated the society encouraged Master Reich to continue on with the process via a warrant article
167 and urged the Select Board to allow the citizens of the town to decide next year.

168 All board members were in consensus to move this item forward to the legislative body next year, as well
169 as putting on the Select Board goals for the coming year.

170 12.5 Discussion of Equipment Sharing with Rye Fire Department
171 Interim Town Administrator Tully stated he had reached out to the Rye Fire Department on two issues. He
172 stated when the fire department received the grant for new SCBA's, the Chief had asked the company
173 about trading in the old, however he was told they were "useless" to them and they would probably "throw
174 them in the trash."
175
176 Interim Town Administrator Tully reached out to Rye Fire Department as they use the same packs and
177 thought they could repurpose or use North Hampton's as a spare or for parts.
178
179 Interim Town Administrator Tully also shared a discussion he had with the Rye Fire Chief regarding using
180 their back up ambulance, should North Hampton's be out of service. North Hampton would pay for
181 insurance coverage while using it and Rye agreed to share their back up ambulance through the Mutual Aid
182 Agreement, noting a beneficial cost savings to the town.
183
184 Selectwoman Kilgore stated she was in agreement and noted "small steps lead to big steps of trust, and it is
185 a win/win situation." Chair Maggiore and Selectman Miller agreed.
186
187 **Motion by Selectwoman Kilgore to donate the air packs to the Rye Fire Department. Seconded by**
188 **Selectman Miller. Motion carries 3-0.**
189
190 12.6 Discussion of Software Update for IMC/Firehouse

191 Interim Town Administrator Tully stated that the current software for the Police and Fire Departments were
192 no longer supported by Microsoft, and there is a possibility of sensitive data being breached. He stated
193 Portsmouth Computer Group (the town's IT provider) has recommended moving the data onto a new
194 virtual server.

195 The board discussed different types of software available to police and fire departments.

196 **Motion by Selectman Miller to purchase the needed software and equipment to update the IMC and**
197 **Firehouse software for a cost of no more than \$2,645. Seconded by Selectwoman Kilgore. Motion**
198 **carries 3-0.**

199 12.7 Discussion of Town Deliberative Session

200 The Select Board agreed they had talked throughout the meeting regarding the Deliberative Session and
201 there were no further items to discuss.

202 12.8 Discussion of Concerns of Public Mailings

203 Selectman Miller stated he wanted the public to know that two recent mailers- a request for absentee ballot
204 and a survey- sent out were not from the town, and that the town had nothing to do with them.
205

206 **13. Minutes of Prior Meetings**

207 13.1 Approval of January 22, 2018 Regular Meeting Minutes

208 **Motion by Selectwoman Kilgore to approve the minutes of January 22, 2018 as presented. Seconded**
209 **by Selectman Miller. Motion carries 3-0.**

210
211 13.2 Approval of January 24, 2018 Meeting Minutes

212 **Motion by Selectman Miller to approve the minutes of January 24, 2018 as presented. Seconded by**
213 **Selectwoman Kilgore. Motion carries 3-0.**

214
215 13.3 Approval of January 29, 2018 Meeting Minutes

216 **Motion by Selectman Miller to approve the minutes of January 29, 2018 as presented. Seconded by**
217 **Selectwoman Kilgore. Motion carries 3-0.**

218
219 13.4 Approval of January 30, 2018 Meeting Minutes

220 **Motion by Selectman Miller to approve the minutes of January 30, 2018 as presented. Seconded by**
221 **Selectwoman Kilgore. Motion carries 3-0.**
222

223 **14. Any Other Item that may legally come before the Board**

224 The Board reserves the right to take action on any item relative to the prudential administration of the
225 Town's affairs, which circumstances may require.
226

227 **15. Second Public Comment Session**

228 See Item 6, above.

229 Frank Ferraro suggested a "town flag competition" rather than just taking the design of one person.
230

231 **16. Adjournment**

232 Meeting adjourned at 9:00PM.

233

234 Respectfully,

235

236 Janet Facella

237

Michael J. Tully
Interim Town Administrator

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TOWN OF NORTH HAMPTON, NEW HAMPSHIRE
OFFICE of the TOWN ADMINISTRATOR

TOWN ADMINISTRATOR'S REPORT
FEBRUARY 13, 2018 SELECT BOARD MEETING

REPORTING PERIOD

The reporting period is from January 23, 2018 through February 13, 2018

FINANCE

The current expenditure report can be found here: https://www.northhampton-nh.gov/sites/northhamptonnh/files/uploads/expense01302018_0.pdf

FY 18 expenditures are within normal parameters, there are no alarming trends at this point. Highway and Fire are running tight at this point and we are monitoring week by week. Overall the budget is in good shape. I will keep the Board updated with any changes.

PRIORITIES

Personnel

Town Administration. Brian Kaenrath is scheduled for his first day in North Hampton on March 12, 2018. As the time nears I will draft a pass along document and discuss with the Board the best exit strategy for a smooth transition upon his arrival.

The Police Department. The department will bring a candidate in front of the Board before the Select Board meeting for a patrol position and is utilizing the Great Bay Testing Alliance in order to find a qualified candidate for the last remaining patrol position. They have begun the DARE program in the school and are continuing with other programs with the children.

The Fire Department. A grant has been submitted for a new Ladder Truck. We should not expect to hear anything further until late fall. Firefighters have continued with Firefighter Fridays in which they have lunch at the elementary school with children.

Building Department. Glen Bosworth has hit the ground running and I have heard many compliments on his way of dealing with the public. The part-time position has been advertised and I will bring forward candidates when the position closes.

Facilities

Town Hall. Nothing new to report

The Library. The library is still working on their plan for renovation. They are working on a series of community listening sessions with their architect. When those dates are decided I will bring them forward to the Board. The media equipment in the teen room has been purchased and installed and is seeing substantial use.

Stone Building. Nothing new to report.

Projects

Telephone System/Communications. Nothing new to report

Cell Tower. Nothing new to report.

Banners. Banners have been delivered and will be installed this spring.

Regionalization. On the agenda under new business is an item to discuss relating to working together with the Rye Fire Department.

Perambulation. Nothing new to report.

Aquarion. Aquarion has sent out letters to residents to test private wells. The letters are included in correspondence.

Coakley Landfill Group. Nothing new to report

Cemeteries. Nothing new to report.

Finance Policies: Nothing new to report.

FY 2019 Budget Preparation. Deliberative session went smoothly. The budget with a 2.04% increase will appear on the ballot in March. A special thank you needs to go out to Jan Facella and Ryan Cornwell for all the preparation work as well as Mr. Savastano and his crew for going above and beyond making it possible to transmit live from the school. As is often the case, the

work they do goes unnoticed by many but each of these individuals worked diligently to make sure that the Town's deliberative session ran like clockwork.

Junkyard Closures and/or New Problems: Nothing new to report.

Trolley Bridge/Philbrick Pond Grant. Nothing new to report.

Hampton Rod and Gun Club: Nothing new to report.

Storm-Water Regulations. Nothing new to report.

Hazard Mitigation Plan. The plan is 95% approved by the State. I will give further updates as I receive the information

Recreation Activities. The process for the position of Recreation Director is moving forward. The date for Winter Fest is March 10, 2018 and planning has begun for the Easter egg hunt, March 25th. I have had a request for the Memorial Day cookout to be taken over by the Rec Department and will work with the commission to see if we can make that happen.

Conservation Easement Deeds. The Deed has been recorded for the Back property on Mill Road which was discussed in a public hearing last month.

Mutual Aid. I have nothing new to report.

Economic Development. I have nothing new to report.

Facilities. See, above.

Document Management System. Nothing new to report

IT Issues: I have instructed PCG to order the new server for the Town Office. I do not have a date that will be installed but I will keep the Board informed as we move forward. The discussion of software for (IMC/Firehouse) will occur as an agenda item at the meeting.

Deed Waiver/Modular Home Tax Abatement Policy. Nothing new to report

Rails to Trails. Nothing new to report

Meeting Schedule: The next regularly scheduled meeting of the Select Board will be on February 26, 2018.