



TOWN OF NORTH HAMPTON, NEW HAMPSHIRE

SELECT BOARD DRAFT MINUTES  
MONDAY FEBRUARY 26, 2018  
NOTICE OF PUBLIC MEETING  
NORTH HAMPTON TOWN HALL  
231 ATLANTIC AVENUE  
5:15 O'CLOCK PM

NON PUBLIC SESSION I: 5:16 O'CLOCK P.M.  
EXECUTIVE CONFERENCE ROOM  
TOWN ADMINISTRATIVE OFFICE  
233 ATLANTIC AVENUE

NON PUBLIC SESSION II: 5:30 O'CLOCK P.M.  
EXECUTIVE CONFERENCE ROOM  
TOWN ADMINISTRATIVE OFFICE  
233 ATLANTIC AVENUE

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

1. 5:15 p.m. Call to Order
2. 5:16 p.m. Non-Public Session I Pursuant to RSA 91-A:3, II (c)
3. 5:30 p.m. Non-Public Session II Pursuant to RSA 91-A:3, II (c,e)
4. 6:30 p.m. Non-Public Session III Pursuant to RSA 91-A:3, II (c)
5. 6:55 p.m. Return to Regular Session and Recess to Town Hall, 231 Atlantic Avenue

Chair Maggiore opened the meeting at 7:10PM. Those in attendance were Selectman Miller, Selectwoman Kilgore and Interim Town Administrator Michael Tully.

6. 7:00 p.m. Reconvening of Public Session at Town Hall and Pledge of Allegiance

Chair Maggiore led the Pledge of Allegiance.

Chair Maggiore stated in Non Public Session I a unanimous motion was taken and the Interim Town Administrator and Town Clerk will act upon that motion.

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

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

49  
50 **Motion by Selectman Miller to seal the minutes of Non Public Session II. Seconded by Selectwoman**  
51 **Kilgore. Motion carries 3-0.**

52  
53 **(Transcriber's Note: The motions were made in this sequence.)**  
54

55 **7. First Public Comment Session**

56 Public Comment is an opportunity for residents to ask questions, request information and make comments  
57 on issues facing the Town. Individuals will be given not more than three (3) minutes to speak, and people  
58 who have already spoken will be asked to wait until everyone has had the chance to speak once. The total  
59 time devoted to this agenda item is fifteen (15) minutes. Individuals who are not able to speak during the  
60 First Public Comment Session will be given first opportunity to speak during the Second Public Comment  
61 Session at the end of the Meeting.  
62

63 There were no comments from the public.  
64

65 **8. Consent Calendar**

- 66 8.1 Payroll Manifest of 02/15/2018 in the amount of \$57,447.13  
67 8.2 Payroll Manifest of 02/22/2018 in the amount of \$57,175.88  
68 8.3 Accounts Payable Manifest of 02/22/2018 in the amount of \$1,093,533.49  
69 8.4 Approval of Elderly Exemption Renewal  
70 8.5 Cemetery Deeds  
71 8.6 Approval of Invoice for Fire Permit Fees from 07/01/2017 – 12/31/2017  
72

73 **Motion by Selectman Miller to approve the Consent Calendar as presented. Seconded by**  
74 **Selectwoman Kilgore. Motion carries 3-0.**  
75

76 **9. Correspondence**

- 77 9.1 Correspondence from State of New Hampshire Department of Transportation  
78 9.2 Correspondence from Mindy Messmer  
79

80 Chair Maggiore read items 9.1 and 9.2, and noted the board had received two pieces of correspondence on  
81 the day of the meeting.  
82

83 **10. Committee Updates**

84 10.1 Budget Committee

85 Selectman Miller noted the committee had not met since the deliberative session. The board decided to  
86 remove this item from committee updates until the Budget Committee meets again in the late summer/  
87 early fall.  
88

89 10.2 Economic Development Committee

90 Selectwoman Kilgore stated the committee had met on February 14 and reviewed the survey that will be  
91 mailed out on March 12; a review of the sewer study and the first phase of the Vision statement also  
92 reviewed. The "Nuts and Bolts" committee met to review the job description for the Building  
93 Inspector/Code Enforcement Officer. They would like to see him as the first point of contact when a new  
94 business would like to come into North Hampton.

95 10.3 Heritage Commission

96 Chair Maggiore stated several items were on the evening's agenda.

97 10.4 Water Commission

98 Chair Maggiore stated there had been no meetings.

99 10.5 Bandstand Committee

100 Selectwoman Kilgore stated there had been no meetings, however bricks are still on sale until the middle of  
101 March.

102

103 **11. Report of the Interim Town Administrator**

104 11.1 General Report

105 (Scrivener's Note: A copy is on file and available in the Town Offices.)

106

107 **12. Items Left on the Table**

108 12.1 Discussion of Document Management System

109 Selectwoman Kilgore stated she had attended a "Lunch and Learn" workshop at Ricoh in Manchester and  
110 was surprised to learn that Ricoh had already done an assessment of the town regarding a document  
111 management system with an intern several years ago.

112

113 Chair Maggiore discussed last year's summer interns and the program they created for document  
114 management system archival. They had given a presentation and after the enormous amount of work they  
115 did scanning documents into their program, the hard drive had been accidentally dropped and all data had  
116 been lost.

117

118 12.2 Discussion of Cable Revolving Fund

119 Interim Town Administrator Tully stated information would be forthcoming at the next Select Board  
120 meeting.

121

122 (The board agreed to take this item up at the end of the agenda.)

123 **13. New Business**

124 13.1 Discussion of Discretionary Easement Application – Scott Marsh

125 Assessor Scott Marsh reviewed a Discretionary Easement Application that has been in effect since 1983,  
126 and needed to be renewed. Mr. Marsh stated the Conservation Commission had also reviewed the  
127 application and agreed that it should be renewed.

128 Mr. Marsh explained there were two methods of assessing the value and it was up to the Select Board  
129 whether to value you the property as current use or a figure up to 75% of the assessed value.

130 Selectman Miller asked what method had been used in 1983 and Mr. Marsh replied the board at the time  
131 had used the current use method which is the normal practice. He further stated the board could renew the  
132 application for 10 years or they could make the terms longer if they wished.

133 The Select Board agreed to keep things consistent and remain with 10 year renewals.

134 **Motion by Selectman Miller to approve the renewal of the Discretionary Easement for a 10 year**  
135 **period using current use values for Map 017-107-001 and Map 017-107-002. Seconded by**  
136 **Selectwoman Kilgore. Motion carries 3-0.**

137 Scott Marsh discussed the Department of Revenue Administration's sales review and equalization ratio for  
138 the prior six months noting the current ratio is 83.1% which is below the range of the standards board,  
139 however the town is scheduled for a revaluation in 2018.

140 13.2 Discussion of MS4 Stormwater Permit – Jennifer Rowden  
141 Jennifer Rowden, Senior Planner for Rockingham Planning Commission reviewed the MS4 Stormwater  
142 Technical Assistance Grant program. She stated the cost to the town will be \$3,000, and her assistance will  
143 include preparation and compliance in completing the MS4 and customization of a MS4 Permit compliance  
144 “Road Map” to guide yearly compliance activities and collection of data.

145 **Motion by Selectman Miller to empower the chair to sign the MS4 agreement with the Rockingham**  
146 **Planning Commission at a cost not to exceed \$5,000. Seconded by Selectwoman Kilgore. Motion**  
147 **carries 3-0.**

148 13.3 Discussion of Appointments to Heritage Commission – Donna Etela  
149 The Chair stated the next three items would all be taken up together and asked Mrs. Etela to the podium.

150  
151 Mrs. Etela distributed copies of the “Historic Resources in North Hampton Town-Wide Area Form 2018.”  
152 She stated the report had been prepared and a survey done by Lisa Mausolf of LM Preservation, and maps  
153 had been created by Rockingham Planning Commission based on Ms. Mausolf’s tables and input.

154  
155 Mrs. Etela noted Vicki Jones had completed the grant application which was part of the “Sandy Grant.”  
156 Copies are available for the print cost of \$21.30.

157  
158 13.4 Discussion of Discretionary Barn Preservation Policy – Donna Etela  
159 Mrs. Etela discussed the update to the Discretionary Barn Preservation Policy noting the update calls for  
160 better control and tracking of the application.

161  
162 **Motion by Selectman Miller to adopt the two pages as amended into the new policy. Seconded by**  
163 **Selectwoman Kilgore. Motion carries 3-0.**

164  
165 Mrs. Etela spoke about her request to the Select Board for reappointments to the Heritage Commission of  
166 the following: Jane Currivan, Paul Cuetara, Carolyn Brooks, Jiff Hillier and Vicki Jones. She stated all  
167 members wished to remain on the commission and have their terms renewed.

168  
169 Selectwoman Kilgore asked if there was to be a certain amount of people on the commission, and Mrs.  
170 Etela proceeded to hand out copies of the Heritage Commission by-laws and rules of procedure. She  
171 further stated there are five members noting one Planning Board member is an Alternate and a Select Board  
172 member on the commission as well as five alternates, noting there are currently four.

173  
174 Selectwoman Kilgore asked why the appointments were made last year after the election and this year  
175 before the election.

176  
177 Mrs. Etela stated the by-laws state officers must be in place by the first meeting in March, and this was  
178 overlooked last year.

179  
180 **Motion by Selectman Miller to approve Jane Currivan as a commissioner for a three year term; Paul**  
181 **Cuetara as a commissioner for a three year term; Carolyn Brooks as an alternate for a term of one**  
182 **year; Jeff Hillier as an alternate for a term of one year; and Vicki Jones as an alternate for a term of**  
183 **one year. Seconded by Chair Maggiore. Motion carries 3-0.**

184  
185 13.5 Discussion of Town Wide Inventory – Donna Etela  
186 (Scrivener’s Note: see discussion under items 13.3 and 13.4)

187  
188 13.6 Presentation from the North Hampton Recreation Commission  
189 Danielle Strater, North Hampton Recreation Commissioner thanked the Select Board for allowing her input  
190 during the interviews for a new Recreation Director. She also thanked Joe Manzi for taking the job.

191

192 Mrs. Strater reviewed programs from the past, present and future and stated she had met with Mr. Manzi  
193 for the better part of a day where they discussed several ideas for fundraising, after school enrichment  
194 programs, collaborating with other towns as well as marketing and advertising.  
195

196 Mrs. Strater reminded all that Winterfest is being held on Saturday, March 10, 2018, and encouraged  
197 everyone to attend the fun filled event.  
198

199 13.7 Aquarion Water Company PFAS Update – Carl McMorran

200 Carl McMorran, John Herlihy and Dan Lawrence presented a lengthy update to the Select Board. The  
201 entire Power Point presentation can be accessed on the town website here: [https://www.northhampton-](https://www.northhampton-nh.gov/sites/northhamptonnh/files/pages/north_hampton_select_board_2018_02.pdf)  
202 [nh.gov/sites/northhamptonnh/files/pages/north\\_hampton\\_select\\_board\\_2018\\_02.pdf](https://www.northhampton-nh.gov/sites/northhamptonnh/files/pages/north_hampton_select_board_2018_02.pdf) or the entire  
203 presentation can be viewed on Town Hall Streams here:  
204 [http://townhallstreams.com/stream.php?location\\_id=35&id=15763](http://townhallstreams.com/stream.php?location_id=35&id=15763)  
205  
206

207 13.8 Discussion of 2018 Beach Parking Lease Agreement and Price for Permit

208 Chair Maggiore stated the 20 leased parking spaces at the North Hampton Beach have gone down in cost  
209 from \$980 per parking spot to \$933 per parking spot, however Finance Director Cornwell suggested the  
210 price of each sticker remain the same at \$35 in order to continue to build the Recreation Revolving Fund  
211 which is dangerously low.

212 **Motion by Selectwoman Kilgore to set the 2018 North Hampton Beach Parking permits at \$35 each.**  
213 **Seconded by Selectman Miller. Motion carries 3-0.**  
214

215 13.9 Discussion of Draft Select Board Rules and Procedures

216 **Motion by Chair Maggiore to table. Seconded by Selectwoman Kilgore. Motion carries 3-0.**  
217

218 13.10 Discussion of Town Hall Condition Report

219 Interim Town Administrator Tully stated he would like to schedule a workshop for the Select Board to sit  
220 down with Mr. Schnitzer to review his findings. The Select Board were in agreement and a date will be  
221 forwarded to them.  
222

223 13.11 Discussion of 2004 Ford Explorer Bid

224 Interim Town Administrator Tully explained this would be the final time a bid would come before the  
225 board on this vehicle and explained the last to bids that were awarded were rejected by those that bid. He  
226 further stated the vehicle is at the point whereby the town could get approximately the same amount to  
227 scrap it.  
228

229 **Motion by Chair Maggiore to accept the bid offered and if it is not accepted, authorize to scrap the**  
230 **vehicle. Seconded by Selectwoman Kilgore. Motion carries 3-0.**  
231

232 **14. Minutes of Prior Meetings**

233 14.1 Approval of February 13, 2018 Meeting Minutes

234 **Motion by Selectwoman Kilgore to accept the February 13, 2018 minutes as presented in the packets.**  
235 **Seconded by Selectman Miller. Motion carries 3-0.**  
236

237 **15. Any Other Item that may legally come before the Board**

238 The Board reserves the right to take action on any item relative to the prudential administration of the  
239 Town's affairs, which circumstances may require.  
240

241 Chair Maggiore reminded residents that absentee ballots are available and the election will be held on  
242 March 13, 2018 from 8AM to 7PM at the North Hampton School.  
243  
244

245 **16. Second Public Comment Session**

246 See Item 6, above.  
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253

17. **Adjournment**

Meeting adjourned at 10:00PM.

Respectfully,  
Janet L. Facella