



TOWN OF NORTH HAMPTON, NEW HAMPSHIRE

SELECT BOARD DRAFT MINUTES
WEDNESDAY, MARCH 28, 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

1. 6:00 p.m. Call To Order by the Chair, *Pro Tempore*
2. 6:01 p.m. Non-Public Session I Pursuant to RSA 91-A:3, II (a,c)
3. 6:55 p.m. Return to Regular Session and Recess to Town Hall, 231 Atlantic Avenue
4. 7:00 p.m. Reconvening of Public Session at Town Hall and Pledge of Allegiance

Chair, *Pro Tempore* Maggiore opened the public session at 7:05PM. Those in attendance were Selectman Miller, Selectwoman Kilgore and Town Administrator Kaenrath.

Chair, *Pro Tempore* Maggiore led the Pledge of Allegiance.

Chair, *Pro Tempore* Maggiore stated the board would be electing the new officers under New Business, so he will remain seated until that time. He further stated item 11.13 had now been taken off of the agenda and will be taken up at a later meeting.

Chair, *Pro Tempore* Maggiore stated there were no objections from Selectman Miller and Selectwoman Kilgore, so therefore items 11.4 and 11.5 would be moved up on the agenda.

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

Chief Michael French gave an introduction of Deputy Police Chief Joshua Stokel, speaking of his many contributions and achievements to the North Hampton Police Department since his arrival in 1999.

44 Town Administrator Kaenrath performed the ceremonial swearing in ceremony, and Deputy Chief Stokel's
45 wife pinned his new badge on his uniform.

46
47 Deputy Chief Stokel thanked Chief French, Chief Tully and the Select Board for having the faith in him to
48 perform his duties as Deputy Chief.

49
50 Chief Michael French introduced Todd Whitcomb, the town's newest patrol officer. Town Administrator
51 Kaenrath performed the ceremonial swearing in ceremony, and Officer Whitcomb's wife pinned his new
52 badge on his uniform.

53
54 Donald Gould, Fern Road commended the Select Board on their choice of Joshua Stokel to be the town's
55 Deputy Chief. Mr. Gould stated he has known Joshua for 17 years and he is a fine, well trained police
56 officer, and brings an additional ingredient of caring and compassion to his position.

57
58 The board recessed the meeting.

59
60 **5. First Public Comment Session**

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

67
68 Henry Marsh, Mill Road congratulated all of the candidates that won in the last election.

69
70 Mr. Marsh stated he would like to compliment the fire department and police department. He stated there
71 was a fire at his home and wanted to thank the fire department for their quick response to his home and also
72 wished to thank Officer Chris Pappalardo for helping his wife who was home alone at the time.

73
74 **6. Consent Calendar**

- 75 6.1 Payroll Manifest of 03/15/2018 in the amount of \$63,490.53
76 6.2 Payroll Manifest of 03/22/2018 in the amount of \$60,311.42
77 6.3 Accounts Payable Manifest of 03/22/2018 in the amount of \$1,052,180.47
78 6.4 Special Counsel Conflict of Interest Waiver and Representation Agreement
79 6.5 Approval of Veteran's Tax Credit Application
80 6.6 Approval of Veteran's Tax Credit Application
81 6.7 Approval of Service Connected Total Disability Credit Application
82 6.8 Approval of Disabled Exemption Application
83 6.9 Approval of Tax Abatement
84 6.10 Approval of Elderly Exemption Application

85
86 Selectman Miller asked if the revision to the Special Counsel Conflict of Interest Waiver and
87 Representation Agreement were in the document that the Select Board would be signing. Town
88 Administrator Kaenrath stated he indeed had the revised copy for the board to sign.

89
90 Chair, *Pro Tempore* Maggiore stated the accounts payable manifest included a payment to Winnacunnet
91 High School in the amount of \$250,000 and \$711,000 to North Hampton School as well as \$32,538 to
92 North Hampton Public Library.

93

94 **Motion by Selectwoman Kilgore to approve the Consent Calendar as reported in the packet for the**
95 **meeting of Wednesday, March 28. Seconded by Selectman Miller. Chair Maggiore noted the payroll**
96 **manifest shown on line in the Select Board packets was not signed, however the board has all signed**
97 **it since the packets were produced. Motion carries 3-0.**
98

99 **7. Correspondence**

- 100 7.1 Correspondence from Geosphere Environmental Management Inc.
101 7.2 Correspondence from New Hampshire Drinking Water and Groundwater Trust Fund
102 7.3 Correspondence from Xfinity, Jay Somers, Sr. Manager, Government Affairs

103
104 Chair, *Pro Tempore* Maggiore read each item into the record. All items are on file at the Town Offices.

105
106 Chair, *Pro Tempore* Maggiore asked if any board members or perhaps the Water Commission would like to
107 attend the New Hampshire Drinking Water and Groundwater meeting in April. Selectman Miller stated the
108 Water Commission should be notified and that he would be unable to attend.

109
110 Selectwoman Kilgore asked to have the Water Commission notified and for them to let the Select Board
111 know if they are unable to attend as someone from the town should attend.

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114 **8. Committee Updates**

115 8.1 Economic Development Committee

116
117 Selectwoman Kilgore stated the next meeting is April 4 with a workshop for Town Administration prior to
118 that meeting starting at 4:30pm.

119
120 Selectwoman Kilgore stated the EDC survey were mailed two weeks ago, however people have been
121 reporting, including herself, they have not received one in the mail. Original copies are available at the
122 town offices for those who have not received one. Selectwoman Kilgore asked the Town Administrator to
123 make certain the copies at the town offices are original and not copies of the original. She emphasized the
124 importance of this scientific survey, and asked all residents and businesses to complete one.

125
126 8.2 Heritage Commission

127 Chair, *Pro Tempore* Maggiore stated he was unable to attend the last meeting, however Town
128 Administrator Kaenrath had attended and spoke to the publication of the historic homes in North Hampton
129 that had been completed and available to purchase for \$21.30.

130
131 8.3 Water Commission

132 Chair, *Pro Tempore* Maggiore stated he did not have an update.

133
134 8.4 Bandstand Committee

135 Selectwoman Kilgore stated this would be the final week for brick orders. She further stated they hoped to
136 have all of the bricks in place prior to the start of the concert season.

137
138 8.5 Channel 22

139 John Savastano, Channel 22 director, gave an overview of recent goings on in the Cable Television
140 department.

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142 **9. Report of the Town Administrator**

143 9.1 General Report

144 A copy of the Town Administrator's report is on file at the town offices.

145
146 The Select Board were in agreement on moving forward with the Sergeant's position in the police
147 department. They also agreed an agenda item for the April 9, 2018 meeting to place the process for moving
148 forward with the Chief's position on the next agenda.

149
150 Selectwoman Kilgore stated Mike Schnitzler did a really good comprehensive overview of the Town Hall,
151 and some items weren't as bad as originally thought.

152
153 Chair *Pro Tempore* Maggiore stated Mr. Schnitzler was tasked with going through the Town Hall and give
154 the board target ideas for what the repair costs might be so that an RFP could be framed, as well as
155 prioritizing the repairs.

156
157 Town Administrator Kaenrath stated approximately 1,000 voters participated in the March 13, 2018
158 election.

159
160 Selectwoman Kilgore asked to have this as an agenda item at the April 9, 2018 meeting.

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163 **10. Items Left on the Table**

- 164 10.1 Discussion of Document Management System
165 10.2 Discussion of Draft Select Board Rules and Procedures

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167 The board agreed to keep these items on the table.

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170 **11. New Business**

171 11.1 Public Oath of Larry Miller as Select Board Member;
172 Town Administrator Kaenrath administered the public oath to Selectman Miller.

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174

175 11.2 Election of Select Board Officers;
176 Selectman Miller nominated Jim Maggiore as Chair. Seconded by Selectwoman Kilgore. Motion carries
177 3-0.

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179

180 Selectman Miller nominated Kathleen Kilgore as Vice Chair. Seconded by Chair Maggiore. Motion
181 carries 3-0.

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184 11.3 Reading of the Preamble to the Code of Ethics;
185 Chair Maggiore read the Preamble to the Code of Ethics.

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188 11.4 Public Swearing in of Deputy Police Chief Joshua Stokel
189 (This agenda item was taken up at the beginning of the meeting.)

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192 11.5 Public Swearing in of Todd Whitcomb
193 (This agenda item was taken up at the beginning of the meeting.)

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196 11.6 Discussion of Committee Assignments:

- 197 11.6.1 Budget Committee;
198 Selectman Miller and Selectwoman Kilgore each volunteered to represent the Select Board to the
199 Budget Committee.

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202 Chair Maggiore voted in favor of Selectman Miller to represent the Select Board to the Budget
203 Committee.

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- 206 11.6.2 Planning Board;
207 Chair Maggiore will remain as the Select Board representative to the Planning Board.

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201 11.6.3 Heritage Commission;
202 Chair Maggiore will remain as the Select Board representative to the Heritage Commission.
203
204 11.6.4 Water Commission;
205 The Chair of the Select Board or his designee is the representative to the Water Commission per State
206 Statute.
207 11.6.5 Capital Improvements Committee;
208 Selectwoman Kilgore will remain as the Select Board representative to the Capital Improvements
209 Committee.
210 11.6.6 Economic Development Committee;
211 Selectwoman Kilgore will remain as the Select Board representative to the Economic Development
212 Committee.
213 11.6.7 Standing Ethics Committee;
214 Selectman Miller will represent the Select Board on the Standing Ethics Committee.
215 11.6.8 Any other Committee which requires a Select Board representative;
216
217 11.7 Approval of Heritage Commission Alternate
218 Selectwoman Kilgore asked if Ms. Monaghan was the Planning Board representative or an alternate.
219
220 Nancy Monaghan stated the Planning Board has one representative on the Heritage Commission and it is an
221 alternate position.
222 **Motion by Selectman Miller to approve Nancy Monaghan as Planning Board representative and**
223 **alternate to the Heritage Commission. Seconded by Selectwoman Kilgore. Motion carries 3-0.**
224
225 11.8 Update from Representative Henry Marsh
226 Representative Marsh spoke about the Rockingham County budget and what exactly North Hampton
227 receives, and although he did not have the information with him, he will get copies for the board.
228
229 Representative Marsh stated he is also a representative on the Winnacunnet High School School Board and
230 spoke regarding school safety, specifically at Winnacunnet. Representative Marsh stated all of the doors at
231 the high school have been set up so they may be locked wirelessly; an armed Police Officer is in the
232 building at all times when school is in session; there is no place in the high school that cannot be monitored
233 digitally, and Winnacunnet is in fact proactive versus reactive.
234
235 Selectwoman Kilgore asked what is being done as far as policy and procedures in assessing children with
236 risks.
237
238 Representative Marsh stated every student has a councilor and at least three other contacts in which to
239 reach out to. He further stated there is a summer program for incoming freshman to attend to ease them into
240 the transition as well as the opportunity of meet their teachers.
241
242 Representative Marsh stated teachers, staff and police officers at the school have been trained for school
243 shootings using the ALICE method.
244
245 11.9 Update from Representative Tamara Le
246 Representative Le stated all House Bills and all Senate Bills have been completed and are now crossed over
247 into the alternative house.
248
249 Representative Le highlighted several bills she felt would be of particular interest to North Hampton:
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- Medicaid Expansion Bill was approved by the House Committee 21-0;
- HB628, the Family Leave bill is trending positively;

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- Bill 1766 re: Coakley was passed in the House. The bill asks the Environmental Protection Agency to tell Coakley Landfill they need to clean up the site and remedy the situation. The hearing is scheduled for April 3, 2018 at 9:15AM in Room 103 of the Legislative Office Building.
 - A bill was passed that will increase the COLA for State Employees that have gone eight years without one;
 - SB 193, Education Savings Account bill has undergone several metamorphoses. This bill will allow parents to take the \$3,600 in adequate education money out of the budget and put it towards private or home schooled families. North Hampton does not receive any state money for schools, and therefore the money would come directly from taxpayers.

261

262 11.10 Discussion of Auditor's Letter

263 Chair Maggiore stated for the second year in a row, the town did not receive a Management Letter. He
264 further stated a recommendation letter had been sent to Finance Director Cornwell and per Mr. Cornwell's
265 memo to the Select Board most items had already been taken care of.

266

267 Selectwoman Kilgore gave kudos to Ryan for a job well done, and stated one of the recommendations
268 regarding time sheets was something she and Ryan had reviewed last year. She further asked to be certain
269 financial policy and procedures were being following in regard to the item regarding the Treasurer's
270 Deposit Authority.

271

272 11.11 Approval and Signature of Statistical Update Revaluation Contract

273 Town Administrator Kaenrath stated the contract before the board was an updated version which contains
274 suggestions by the assessor Michael Pelletier. He asked to have the number of parcels in North Hampton
275 changed to the correct number as well as adding an item that Vision Appraisal provide monthly updates.

276

277 Selectwoman Kilgore stated the date at the top of the contract that says "Final 08/17/2015" is incorrect and
278 asked to confirm with Vision that the document before them is indeed the updated version.

279

280 The board agreed once the date is confirmed, they will come in to the offices to sign the document prior to
281 Friday, March 30.

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283 11.12 Discussion of Compensation Survey Group Invitation

284 Town Administrator Kaenrath stated he had spoken with the New Hampshire Municipal Association and
285 they could not provide a status update on whether they will be conducting a salary survey this year.

286

287 Town Administrator Kaenrath stated 25 communities have been invited by the Town of Raymond to
288 participate in a Compensation Survey. He further stated if we participate we would receive a copy of the
289 completed study.

290

291 Consensus of the board to proceed with the survey.

292

293 11.13 Discussion of Boundary Line of Library Expansion

294 This item was cancelled

295

296 **12. Minutes of Prior Meetings**

297 12.1 Approval of March 12, 2018 Meeting Minutes

298 **Motion by Selectman Miller to approve the March 12, 2018 minutes as presented. Seconded by**
299 **Selectwoman Kilgore. Motion carries 3-0.**

300

301 Chair Maggiore stated the non public minutes would be taken up at the next Select Board meeting as there
302 was no time to review due to schedules.

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304 12.2 Approval of Non Public Minutes of March 12, 2018

305 12.3 Approval of Non Public Minutes of February 13, 2018

306 12.4 Approval of Non Public Minutes of February 26, 2018

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13. 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.

Selectwoman Kilgore stated she had spoken with Brian Mills from Aquarion and he stated to her that residents can have their private well tested through the New Hampshire Department of Environmental Services. A few residents have been told their water could not be tested for free, however the NHDES will in fact test water.

14. Second Public Comment Session

See Item 6, above.

15. Adjournment

Meeting adjourned at 9:30PM.

Respectfully,

Janet Facella

DRAFT