



TOWN OF NORTH HAMPTON, NEW HAMPSHIRE

SELECT BOARD DRAFT MINUTES
MONDAY APRIL 9, 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

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

These minutes were prepared as a reasonable summary of the essential content of this meeting, not as a transcription

1. 6:00 p.m. Call To Order by the Chair
2. 6:01 p.m. Non-Public Session I Pursuant to RSA 91-A:3, II (a,c)
3. 6:30 p.m. Non-Public Session II Pursuant to RSA 91-A:3, II (c)
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

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.

35 Chair Maggiore called the Public Session to order at 7:05PM. Those in attendance were Selectman Miller,
36 Selectwoman Kilgore and Town Administrator Kaenrath.

37 Chair Maggiore led the Pledge of Allegiance.

38
39 Chair Maggiore stated the board had just recessed from two Non Public Sessions. In the first, a unanimous
40 vote was taken and the board has asked the Town Administrator to act on that motion.

41
42 **Motion by Selectman Miller to seal the minutes of Non Public Session I. Seconded by Selectwoman**
43 **Kilgore. Motion carries 3-0.**

44
45 Chair Maggiore stated an emergency Non Public Session was held under RSA 91-A:3 II (e) and the
46 scheduled Non Public Session under RSA 91-A:3 II (c) will take place after the conclusion of the public
47 meeting.

48
49 **Motion by Selectman Miller to seal the minutes of the Emergency Non Public Session under RSA 91-**
50 **A:3 II (e). Seconded by Selectwoman Kilgore. Motion carries 3-0.**

51
52 **6. First Public Comment Session**

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

59
60 Cynthia Swank, Hobbs Road asked what the definition of recording of meetings and definition on
61 recording of minutes. She stated her concern regarding records retention, and asked if the Records
62 Retention policy she and her husband had written, which is based on state RSA's, had been taken into
63 consideration.

64
65 **Motion by Selectwoman Kilgore to move item 7.13, Approval of Policies and Procedures for Posting**
66 **Meetings, Recording of Public Meetings and Recording of Minutes under New Business. Seconded**
67 **by Selectman Miller. Motion carries 3-0.**

68
69 George Chauncey gave the Select Board an update on van donations received to date. Mr. Chauncey stated
70 he currently has \$6,100 in donations. He further stated the goal is to raise \$10,000.

71
72 **7. Consent Calendar**

- 73 7.1 Payroll Manifest of 03/29/2018 in the amount of \$62,338.30
74 7.2 Payroll Manifest of 04/05/2018 in the amount of \$209,460.57
75 7.3 Accounts Payable Manifest of 04/05/2018 in the amount of \$310,082.49
76 7.4 Approval of Veteran's Tax Credit Application
77 7.5 Approval of Veteran's Tax Credit Application
78 7.6 Approval of Veteran's Tax Credit Application
79 7.7 Approval of Veteran's Tax Credit Application
80 7.8 Approval of Veteran's Tax Credit Application
81 7.9 Approval of Veteran's Tax Credit Application
82 7.10 Approval of Veteran's Tax Credit Application
83 7.11 Approval of Veteran's Tax Credit Application
84 7.12 Discussion of Property Settlement Involving 205 Lafayette Road

85 7.13 Approval of Policies and Procedures for Posting Meetings, Recording of Public Meetings and
86 Recording of Minutes
87

88 **Motion by Selectman Miller to approve the Consent Calendar as proposed, minus item 7.13.**
89 **Seconded by Selectwoman Kilgore. Motion carries 3-0.**
90

91 Chair Maggiore stated the payroll manifest of April 5, 2018 includes a payment of \$53,000 to HealthTrust;
92 \$84,000 to New Hampshire Retirement System; and federal tax payments of \$9,500. He further stated the
93 accounts payable manifest includes a payment of \$310,000 which includes five transfers to Trust Funds.
94

95
96 **8. Correspondence**

97 8.1 Correspondence from Susan Buchanan, Town Clerk/Tax Collector

98 8.2 Correspondence from Xfinity, Jay Somers, Sr. Manager, Government Affairs
99

100 Chair Maggiore read both items into the record. Copies are available through the town offices during
101 regular business hours.
102

103 **9. Committee Updates**

104 9.1 Economic Development Committee
105

106 Selectwoman Kilgore stated the Economic Development Committee had met on April 4 for a
107 "housekeeping meeting." The Preamble to the Code of Ethics was read and the committee welcomed new
108 member Glenn Martin, who will serve the remainder of Robert Schoenberger's term.
109

110 Selectwoman Kilgore stated a report was received from UNH Survey Center and there have been 300
111 responses so far, with 22 from the business community. It was noted some residents did not receive a
112 survey in the mail and copies are available at the town offices. She further stated an EDC member could
113 also be contacted. The deadline for the return of the survey is April 25, 2018.
114

115 Selectwoman Kilgore stated at the last EDC meeting, a presentation was given by UNH regarding a
116 program that is collaboration between the government and businesses to influence economic development.
117 She further stated she believed the only other town that is working with them is Milton. They are offering
118 to waive the \$2,500 fee in order to have the town participate. Selectwoman Kilgore stated it would involve
119 a survey with the business community to get more data, and the economic development committee is
120 considering working with them.
121

122 9.2 Heritage Commission

123 Chair Maggiore stated he had nothing new to report.
124

125 9.3 Water Commission

126 Chair Maggiore stated he had nothing new to report.
127

128 9.4 Bandstand Committee

129 Selectwoman Kilgore stated the bricks for the bandstand are due for delivery, and will be stored at the
130 Recycling Center. She further stated new orders have closed.
131

132 **10. Report of the Town Administrator**

133 10.1 General Report

134 A copy of the Town Administrator's report is available at the Town Offices during normal business hours.
135

136 Town Administrator Kaenrath stated Chief Tully has looked into using Trustee Inmates from the
137 Rockingham County Jail to perform labor in various projects amongst the town campus. Chief Tully stated
138 he would like them to paint the ceiling and walls inside of the bay, noting they have not been done for 25-

139 30 years. Chief Tully stated the only cost is supplies and purchasing lunch for the trustees. It was also
140 noted a guard from the jail supervises them at all times.

141
142 Selectwoman Kilgore asked what type of people would be working.

143
144 Chief Tully stated the inmates at the Rockingham County Jail are serving time for minor infractions.

145
146 Chief Tully stated he would like to start at Dearborn Park with the spreading of woodchips, raking, painting
147 and clean up at Dearborn Park and then move on to the Fire Station.

148
149 The Select Board agreed by consensus to start with Dearborn Park and depending upon how that project
150 goes, move on to the next project.

151
152 Selectwoman Kilgore stated she would like the town informed when that work is taking place.

153
154 Town Administrator Kaenrath stated he and Chief Tully met with FEMA at the North Hampton State
155 Beach and felt the numbers sent will be accepted by them for state assistance.

156
157 Selectwoman Kilgore asked to have Chief Tully explain what costs went into the numbers sent to FEMA.

158
159 Chief Tully stated the cost of repairs to the parking lot and walkways upon the shale pile and labor and
160 equipment costs during the storm were also figured in.

161
162 Selectwoman Kilgore asked for the status on the placement of the town banners.

163
164 Town Administrator Kaenrath indicated this item would be discussed at the next staff meeting with
165 Director Hubbard, and he would report back to the Select Board at their next scheduled meeting.

166
167 **11. Items Left on the Table**

168 11.1 Discussion of Document Management System
169 This item will be left on the table.

170
171 11.2 Discussion of Draft Select Board Rules and Procedures

172 **Chair Maggiore moved to place this item under New Business item 12.11. Seconded by Selectwoman**
173 **Kilgore. Motion carries 3-0.**

174
175 **12. New Business**

176 12.1 Request for Fee Waiver on Town Hall Rental
177

178 Scott Baker, Squier Drive stated the unofficial reason for his visit to the Select Board was to explain his not
179 for profit organization "603 and Me." Mr. Baker described it as an advocacy group for the State of New
180 Hampshire and a cross between a Chamber of Commerce and a Welcome Wagon.

181
182 Mr. Baker stated the goals and the missions of the committee will be to act as an advocacy group for the
183 State of New Hampshire to try and get businesses and families to consider moving to New Hampshire to
184 pick up the economy. He further stated he will also work to make New Hampshire as well thought of
185 nationally so as to attract national firms to consider New Hampshire a place to do business in.

186
187 Mr. Baker stated a meeting will be held on April 12, 2018 from 6:30PM to 8:00PM in the Town Hall and
188 invited anyone interested to attend. He stated he has had over 170 people volunteer thus far.

189
190 Mr. Baker stated it is not an official 501c3, so it is not an official nonprofit organization, and will be run to
191 break even. He stated the official headquarters for "603 and Me" will be located at the train depot across
192 the street.

193 Chair Maggiore noted the town has regulations regarding facilities use.
194

195 **Motion by Selectwoman Kilgore to approve Scott Baker’s request, as the head of 603 and Me, to use**
196 **the Town Hall on Thursday, April 12 from 6:30 to 8PM. Seconded by Selectman Miller. Motion**
197 **carries 3-0.**
198

199 **Motion by Selectman Miller to waive the fee for using the Town Hall. Seconded by Selectwoman**
200 **Kilgore for discussion. Discussion. Selectwoman Kilgore asked if this has ever been allowed in the**
201 **past with Selectman Miller acknowledging that they have. Selectman Kilgore stated the board did**
202 **not wave the fee for the Winnacunnet Warriors and asked what the parameters are for waiving fees.**
203 **Chair Maggiore stated the board could elect to waive the fees and not the security deposit of \$100.**
204 **Selectwoman Kilgore stated she wanted to be fair and equitable to all. The board agreed to ask for**
205 **the security deposit of \$100 and waive the facility use fee of \$75.00. Motion carries 3-0.**
206

207 12.2 Recognition of North Hampton Fire Fighters by Spaulding Hospital 208

209 Sean Kakoskis, Director of Ambulance Services, and Maureen Banks, President and COO of Spaulding
210 Hospital spoke about a terminal patient at the hospital that had a wish to visit the North Hampton Beach,
211 and how he contact Deputy Jason Lajoie to help him put together a plan to make that visit happen.
212

213 Mr. Kakoskis stated the patient described the visit to the beach as the best day of her life. He further stated
214 it is not often they are able to “participate in something as awesome as this.”
215

216 A commemorative plaque was presented to North Hampton Deputy Chief Lajoie, Fire Lieutenant Henry,
217 and Firefighter Wise. A framed picture was also presented to Melissa Lajoie who had made a quilt for the
218 patient to keep her warm while at the beach.
219

220 Deputy Lajoie thanked Lieutenant Henry, Firefighter Wise and Firefighter Will Taber who was also present
221 that day. He described the experience as incredible and an honor.
222

223 12.3 Approval of Planning Board Representatives to Economic Development Committee 224

225 **Motion by Selectman Miller to nominate Dan Derby to serve as an Economic Development**
226 **Committee member alternate from the Planning Board with a term to expire in March, 2019.**
227 **Seconded by Selectwoman Kilgore. Selectwoman Kilgore noted that Dan Derby is currently serving**
228 **as Planning Board alternate representative on the EDC. Motion carries 3-0.**
229

230 **Motion by Selectwoman Kilgore to accept the nomination of Phil Wilson to serve on the EDC as a**
231 **Planning Board representative to the EDC for a term that expires on March of 2019. Seconded by**
232 **Selectman Miller. Motion carries 3-0.**
233

234 235 12.4 Discussion of Election Day Voter Turnout 236

237 Chair Maggiore stated the board had received voter turnout information from Town Clerk Susan Buchanan
238 for the years 2013-2018 and noted the uptick in absentee ballots over the past two years. He stated there
239 were 241 absentee ballots cast this year compared to 178 last year. Of note were the number of voters in
240 2017 and 2018 which came in at 728 and 783 respectfully. The amount of voters over the past two years
241 were significantly lower than the previous four years.
242

243 Selectwoman Kilgore stated the information needed to be completed for the years 2011 and 2012, and
244 asked that the Town Clerk post on her page on the website.
245

246 12.5 Discussion of Process for the Police Chief Position 247

248 Chair Maggiore stated it was time to start the hiring process to hire a full time Police Chief. He stated there
249 were two options; an internal search or a consulting firm can be hired to present the board with candidates.
250

251 Selectwoman Kilgore asked what the status was with combining or sharing a Police Chief with the Town of
252 Hampton.
253

254 Chief Tully stated it was made clear back in September by the Town of Hampton that they would be
255 interested in being a good neighbor and helping short term, but had no interest in sharing the Police
256 Chief's position.
257

258 Selectwoman Kilgore stated she "doesn't believe that is totally sound at this point."
259

260 Chair Maggiore discussed a procedure in which a committee could be appointed made up of Police Chiefs
261 and other qualified individuals to do a "sort and stack" of the resumes received and hold oral board
262 interviews to then present potential candidates to the Select Board for interviews.
263

264 Selectwoman Kilgore stated she would like to "state for the record that she is not really comfortable with
265 MRI."
266

267 Selectman Miller stated he was fine with either way, and didn't see anything wrong with MRI. He further
268 stated he hoped Chief French would be heavily involved and didn't think the Select Board should have
269 anything to do with who is to be on the Oral Boards.
270

271 Selectwoman Kilgore agreed the board shouldn't pick who would be on the Oral Board, but hoped a few
272 Chiefs from the seacoast community will be.
273

274 Chief Tully cautioned the board by stating Chief French is an employee for MRI, and if the board choses
275 not to go with an MRI service and then ask the Police Chief to do something it may put him in an awkward
276 position in the situation.
277

278 Town Administrator Kaenrath stated he fully intended to get some local people to serve on the board.
279

280 Chair Maggiore and Selectman Miller stated they did not want to know or be involved with who is or is not
281 on the board.
282

283 **Motion by Selectwoman Kilgore to use an internal process for hiring for the vacant police chief's**
284 **position. Seconded by Selectman Miller. Motion carries 3-0.**
285

286 The Select Board agreed by consensus to start the process as soon as possible.
287

288 12.6 Ratify Financial Policies

289 Chair Maggiore stated there were several different financial policies to help guide the Select Board. He
290 stated the policies are typically ratified each year after the election by the Select Board.
291

292 Chair Maggiore stated last year two changes to the Investment Policy were suggested and he understood
293 they were not updated last year, but were updated prior to the printing for the meeting.
294

295 Selectwoman Kilgore stated she had several concerns regarding the policies. She stated the copies before
296 her were not signed by the Select Board last year; the Treasurer has not delegated her duties this year; and
297 stated last year one of the Select Board's goals was to review and update the policies over the course of last
298 year and inquired several times but it was not done stating she was told by the former Town Administrator
299 "they were not a priority."
300

301 Selectman Miller stated he would like the documents to have page numbers added.
302

303 Chair Maggiore stated he would like to see consistency with formatting as far as having the town seal and
304 page numbering on each document.

305
306 The board agreed by consensus to come in to the office to sign the documents once they are cleaned up
307 with the formatting changes suggested.

308
309 **Motion by Selectman Miller to approve the policies pending standardization, clean up, page**
310 **numbers, revision date and signature page. Seconded by Selectwoman Kilgore. Motion carries 3-0.**

311
312
313 12.6.1 Purchasing Policy;
314 12.6.2 Investment Policy;
315 12.6.3 Fraud Policy;
316 12.6.4 Credit Card Policy;
317 12.6.5 Information Security Policy;
318 12.6.6 Deposit Policy;
319 12.6.7 Fund Balance Ordinance;
320 12.6.8 Employee Email, Internet and Computer Use Policy;
321 12.6.9 Internal Control Policy;
322 12.6.10 Delegation of Duties of Treasurer to Finance Department;
323 12.6.11 Regulations Governing Delegation
324 12.6.12 Delegation of Deposit Authority by Treasurer;

325
326 12.7 Discussion of Boundary Line of Library Expansion
327 Chair Maggiore stated this item was cancelled by Judy Day.

328
329 12.8 Discussion of Tennis Court Resurfacing

330 Town Administrator Kaenrath stated two quotes had been received for repairs to the cracks on the tennis
331 courts at Dearborn Park. He stated there is 690 feet of cracks to repair and a quote from Vermont Tennis
332 was received for \$20,889 which has a two year warranty and a quote from Advantage Tennis for \$20,540
333 with a three year warranty and the repainting and reinstalling of the practice board.

334 Recreation Director Manzi is recommending going with Advantage Tennis and is eager to move this
335 project forward before the end of June.

336 Town Administrator Kaenrath stated while there is \$30,000 in the Tennis Court Capital Reserve Fund, the
337 Select Board was not named as agents to expend from the fund and therefore would need to go before the
338 legislative body at town meeting.

339 The board discussed their concern regarding the town's liability should someone become injured.

340 **Motion by Selectman Miller to accept the bid from Advantage Tennis in an amount not to exceed**
341 **\$20,540. Seconded by Chair Maggiore. Motion carries 3-0.**

342 12.9 Recreation Van Update

343
344 Chair Maggiore stated he asked to have this on the agenda because an email was received from a resident
345 regarding the solicitation of funds for the recreation van, and within the email it was stated a logo would be
346 attached to the van for their donation. He further stated the email came into Ryan Cornwell and was then
347 referred to the Town Administration.

348
349 Chair Maggiore asked if the letter had been sent to businesses with the promise of a logo on the van.

350
351 Selectwoman Kilgore stated George Chauncey had spoken with Chair Maggiore about plaques inside of the
352 van and was told "it was fine with him." She further stated she was concerned that one board member was
353 giving an approval of something that needs to go before the entire board.

354 Selectwoman Kilgore reiterated numerous times that no letters were ever sent out and no promises of a
355 plaque were ever given to those businesses that donated so far.

356
357 Chair Maggiore stated George Chauncey had asked him about soliciting businesses for donations and has
358 no recollection of any mention of commemorative plaques.

359
360 The board discussed how/when to proceed with the purchase of the van, and whether or not funds from the
361 undesignated fund balance could come from the current fiscal budget or from the next.

362
363 Selectwoman Kilgore stated the questions should go to the Department of Revenue Administration on how
364 to execute the purchase.

365
366 Town Administrator Kaenrath stated he would contact the DRA and speak with Finance Director Cornwell
367 and update the board the following day.

368
369 12.10 Approval of Policies and Procedures for Posting Meetings, Recording of Public Meetings and
370 Recording of Minutes

371
372 Chair Maggiore stated Chief Tully and Laurel Pohl had taken on the project to aid in guiding and
373 alleviating confusion amongst boards and committees.

374
375 Selectwoman Kilgore asked if private counsel had reviewed the policies.

376
377 Chief Tully stated the New Hampshire Municipal Association had reviewed and always recommend review
378 by town counsel.

379
380 Selectman Miller stated he is o.k. with the policies but would like the pages to be numbered.

381
382 **Motion by Selectman Miller to approve the Policy for Posting of Meetings with the addition of page**
383 **numbers. Seconded by Selectwoman Kilgore. Motion carries 3-0.**

384
385 **Motion by Selectwoman Kilgore to approve the Recording of Public Meetings policy as drafted with**
386 **the addition of page numbers. Seconded by Selectman Miller. Motion carries 3-0.**

387
388 **Motion by Selectwoman Kilgore to approve the Recording of Minutes policy as drafted with the**
389 **addition of page numbers. Seconded by Selectman Miller. Motion carries 3-0.**

390
391 Selectwoman Kilgore asked what the procedure would be for getting the policies to boards and
392 committees.

393
394 Town Administrator Kaenrath stated he would email the policies to all board and committee chairs as he
395 did the preamble to the code of ethics. This practice shall be completed each year after the election of new
396 officers.

397
398 12.11 Draft Select Board Rules and Procedures
399 Chair Maggiore stated his amendments to the rules and procedures reflect the way the current agenda is
400 done and how the meetings are held. He further stated he added in after Non Public Sessions and before
401 the Period of Public Comment, Swearing in of Town Employees.

402
403 Chair Maggiore stated he would like this added to the Select Board Goals this year.

404
405 Selectwoman Kilgore asked Chair Maggiore to make the changes and bring back both a clear copy, and the
406 edited copy to the next Select Board meeting.

407
408 **13. Minutes of Prior Meetings**

409 13.1 Approval of March 28, 2018 Meeting Minutes

410 **Motion by Selectwoman Kilgore to accept the minutes of March 28, 2018 as presented in the Select**
411 **Board packet. Seconded by Selectman Miller. Motion carries 3-0.**

412
413 13.2 Approval of Non Public Minutes of March 12, 2018

414 **Motion by Selectman Miller to accept the non public minutes of March 12, 2018. Seconded by**
415 **Selectwoman Kilgore. Motion carries 3-0.**

416
417 13.3 Approval of Non Public Minutes of February 13, 2018

418 **Motion by Selectman Miller to accept the non public minutes of February 13, 2018. Seconded by**
419 **Selectwoman Kilgore. Motion carries 3-0.**

420
421 13.4 Approval of Non Public Minutes of February 26, 2018

422 **Motion by Selectwoman Kilgore to accept the non public minutes of February 26, 2018. Seconded by**
423 **Selectman Miller. Motion carries 3-0.**

424
425 **14. Any Other Item that may legally come before the Board**

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

428
429 **15. Second Public Comment Session**

430 See Item 6, above.

431 Nancy Monaghan stated she wanted to be sure the Select Board understood the Planning Board nominated
432 one person to the EDC, not two.

433
434 Rick Stanton asked if a definitive answer would be given regarding advertising on the outside of the van.
435 He stated the board talked about the inside of the van but not the outside.

436
437 Selectwoman Kilgore stated she would like add this as an agenda item at the next Select Board meeting.

438 **16. Adjournment**

439 The Select Board recessed the meeting at 9:30 PM.
440

441