



TOWN OF NORTH HAMPTON, NEW HAMPSHIRE

SELECT BOARD AGENDA
MONDAY MAY 14, 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

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,e)
3. 6:15 p.m. Return to Regular Session and Meet with Town Clerk Regarding Tax Liens
4. 6:30 p.m. Non-Public Session II 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
6. 7:00 p.m. Reconvening of Public Session at Town Hall and Pledge of Allegiance

Chair Maggiore called the meeting to order at 7:10 PM. Those in attendance were Chair Maggiore, Selectman Miller, Selectwoman Kilgore and Town Administrator Bryan Kaenrath.

Chair Maggiore led the Pledge of Allegiance.

Chair Maggiore stated in Non-Public Session I a vote was taken, it passed unanimously, and there was not a vote to seal the minutes.

Motion by Selectwoman Kilgore to seal the minutes of Non-Public Session II Pursuant to RSA 91-A:3, II (c). Seconded by Selectman Miller. Motion carries 3-0.

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

51
52 Rick Stanton, Walnut Avenue asked why the Economic Development Committee’s “New Business Guide”
53 was on the agenda for the Select Board’s approval when the guide has been posted on the North Hampton
54 Business Associations website, and passed around throughout town.

55
56 Phil Wilson, Runnymede Drive stated he had spoken with a local business owner, after that business
57 owner had received correspondence from Vision Appraisal asking very intrusive questions regarding
58 income and expenses and would like a public explanation as to why they are being asked such questions.

59
60 Bryan Mills, Aquarion Water Company discussed the “Environmental Champion Award,” with details on
61 how to enter.

62

- 63 **8. Consent Calendar**
64 8.1 Payroll Manifest of 04/26/2018 in the amount of \$64,319.23
65 8.2 Payroll Manifest of 05/03/2018 in the amount of \$203,997.53
66 8.3 Payroll Manifest of 05/10/2018 in the amount of \$64,917.00
67 8.4 Accounts Payable Manifest of 05/03/2018 in the amount of \$52,440.77
68 8.5 Cemetery Deed
69 8.6 Pole License 46/7

70
71 **Motion by Selectman Miller to approve the Consent Calendar as presented. Seconded by**
72 **Selectwoman Kilgore. Motion carries 3-0.**

73

- 74 **9. Correspondence**
75 9.1 Hamptons Post 35

76
77 Chair Maggiore read the correspondence into the record.

78

- 79 **10. Committee Updates**
80 10.1 Economic Development Committee
81 10.2 Heritage Commission
82 10.3 Water Commission
83 10.4 Bandstand Committee
84 10.5 Budget Committee
85 10.6 Capital Improvements Committee

86
87 Copies of Chair Maggiore and Selectwoman Kilgore’s written reports may be found attached to these
88 minutes.

89

- 90 **11. Report of the Town Administrator**
91 11.1 General Report
92 A copy of the Town Administrator’s report can be found on the website here: [https://www.northhampton-](https://www.northhampton-nh.gov/town-administrator/pages/current-town-administrator-report)
93 [nh.gov/town-administrator/pages/current-town-administrator-report](https://www.northhampton-nh.gov/town-administrator/pages/current-town-administrator-report)

94

95 The Select Board agreed by consensus to allow Chief Tully to move forward with hiring an EMT-A on the
96 condition that they will be attending a paramedic program.
97

98 The Select Board agreed by consensus to allow Town Administrator Kaenrath to move forward with an
99 interview process for the part time Building Inspector's position and present the candidate to the Select
100 Board.
101

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

103 12.1 Discussion of Document Management System
104

105 **13. New Business**

106 13.1 IT Upgrades - Dave Hodgdon, Portsmouth Computer Group

107 Dave Hodgdon, owner and President of Portsmouth Computer Group and who has been with town for over
108 15 years, stated the email the town is currently using is an old version that Microsoft will stop supporting in
109 five to six months. He also stated the town's email exchange server is at the end of its life span.
110

111 Mr. Hodgdon stated 90% of companies have switched to the "cloud," and the 365 Platform would be best
112 for the town. A per mailbox fee per month is charged by Microsoft and will put all users on the same
113 platform.
114

115 Mr. Hodgdon stated the current server will have no warranty as of this summer.
116

117 The Select Board asked about encryption and Mr. Hodgdon stated that can be done for an additional fee of
118 two dollars per user, per month, and highly recommended it.
119

120 **Motion by Selectman Miller to accept the proposal by Portsmouth Computer Group in amount not**
121 **to exceed \$6,000 which will include licensing fees. Seconded by Selectwoman Kilgore. Motion**
122 **carries 3-0.**
123

124 13.2 Recreation Department Updates – Recreation Director Manzi

125 Recreation Director Joe Manzi updated the Select Board on the upcoming Old Home Day on August 11,
126 2018. Director Manzi asked the Select Board their thoughts on allowing vendors are various locations.
127

128 Chair Maggiore stated they need to refine the specifics of an agreement to allow vendors.
129

130 Director Manzi stated he had revised the Dearborn Park usage form and agreement, and Selectwoman
131 Kilgore asked to have it reviewed by Town Counsel before they approve it.
132

133 Director Manzi stated he was working on pricing and estimates for items that need to be repaired per the
134 Primex Playground Safety Report.
135

136 Director Manzi stated he is in the process of receiving three quotes from dealerships in regard to the van.
137 He further stated he needed direction from the board regarding the seat covers. He stated he would meet
138 with the Recreation Commission and get their thoughts and report back to the Select Board.
139

140 13.3 Appointments of Hank Brandt, Bobbi Burns, Walter Nordstrom and David Buchanan to Agriculture
141 Commission

142 **Motion by Selectwoman Kilgore to give the thumbs up on the appointments of Hank Brandt, Bobbi**
143 **Burns, Walter Nordstrom and David Buchanan to the Agriculture Commission. Seconded by**
144 **Selectman Miller. Motion carries 3-0.**
145

146 13.4 Appointments of Andrew Vorkink, Mike Lynch and Frank Arcidicono to Conservation Commission

147 **Motion by Selectwoman Kilgore to give the thumbs up on the appointments of Andrew Vorkink,**
148 **Mike Lynch, and Frank Arcidicono to the Conservation Commission. Seconded by Selectman**
149 **Miller. Motion carries 3-0.**
150

151 13.5 Discussion of Cable Access Revolving Fund
152 Selectwoman Kilgore stated she asked to have this item on the agenda to make sure funds were being
153 properly accounted for, i.e. the 75% of revenue was being used to fund Channel 22 and 25% of the
154 remaining funds were being allocated for Information Technology, per the March 2016 warrant article.
155

156 Selectwoman Kilgore also wanted to be sure whether the 25% for Information Technology was a “use it or
157 lose it,” however Finance Director Cornwell confirmed with the Department of Revenue Administration
158 the funds roll forward and they do not expire.
159

160 Selectwoman Kilgore stated it is not clear and transparent how the 75% and 25% are allocated as they are
161 currently commingled in the same account. She further stated she would like to see a warrant article in
162 March 2019 to make sure the article clearly states how the 75% and the 25% are to be used and would like
163 to consider breaking the fund out for reporting purposes.
164

165 13.6 Select Board Goal Session Approval

166 Chair Maggiore stated the Select Board met last week to discuss the next year goals. He stated the goals
167 came from department head’s and the Town Administrator.
168

169 Chair Maggiore stated Selectwoman Kilgore had put the extensive list of items into a spreadsheet.
170

171 Selectwoman Kilgore stated a goal was missing under Town Administration for Max Reich/Town Flag
172 design, and the cell tower goal was also missing.
173

174 **Motion by Selectman Miller to approve the spreadsheet goals as reported by Selectwoman Kilgore**
175 **with the addition of a cell tower and a flag as amended. Seconded by Selectwoman Kilgore. Motion**
176 **carries 3-0.**
177

178 13.7 Economic Development Committee New Business Guide Approval

179
180 Selectwoman Kilgore stated she was surprised to see the guide out and about before the Select Board had
181 approved it, as the Economic Development Committee is advisory only. She further stated it should have
182 the Town Seal on it to make it look more formal. She further stated it was a good start.
183

184 No motions or actions taken.
185

186 13.8 Review of Aquarion Hydrant Report

187
188 Chair Maggiore stated the Select Board, Water Commission and Aquarion had worked cooperatively over
189 the past year to provide more transparency of their quarterly hydrant reports.
190

191 Bryan Mills, Aquarion Water Company stated hydrant service is taken very seriously, and the new report
192 offers more detail and much more user friendly.
193

194 Selectwoman Kilgore asked to have the Water Commission meet and review the report to see if it meets
195 their needs.
196

197 Chair Maggiore stated he had spoken with two of the three Water Commissioners and asked them to set a
198 date to do just that; either with or without the Select Board.
199
200

201 **14. Minutes of Prior Meetings**

202 14.1 Approval of April 23, 2018 Meeting Minutes

203 Selectwoman Kilgore questioned the “unscheduled update” on line 92, and stated it wasn’t unscheduled it
204 happens twice a month.
205

206 Selectwoman Kilgore noted one lines 102 and 103 it states “copies are available at the town offices,” and
207 she would like to have all of the Town Administrator reports posted on his webpage.
208

209 **Motion by Selectwoman Kilgore to approve the April 23, 2018 minutes as presented in the Select**
210 **Board packets. Seconded by Selectman Miller. Motion carries 3-0.**

211
212 14.2 Approval of April 4, 2018 Non Public Minutes

213 **Motion by Selectwoman Kilgore to approve the non public minutes of April 4, 2018. Seconded by**
214 **Selectman Miller. Motion carries 3-0.**

215
216 14.3 Approval of April 9, 2018 Non Public Minutes

217 **Motion by Selectman Kilgore to approve the non public minutes of April 9, 2018. Seconded by**
218 **Selectman Miller. Motion carries 3-0.**

219
220 Chair Maggiore stated when the board is reading the non public minutes, they should decide whether or not
221 they feel the minutes should remain sealed or not. He further stated not to rush to judgment as some may
222 affect an individual’s reputation.
223

224 Selectman Miller noted the Trustees of the North Hampton Public Library had appointed an alternate, and
225 RSA 202 require Select Board approval.
226

227 Selectman Miller noted the next Coakley Landfill Group meeting would be taking place at 9AM, Thursday,
228 May 17, 2018.
229

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

231 The Board reserves the right to take action on any item relative to the prudential administration of the
232 Town’s affairs, which circumstances may require.
233

234 **16. Second Public Comment Session**

235 See Item 6, above.
236

237 Rick Stanton, Walnut Avenue stated the Vision Appraisal letter sent to businesses was too invasive and
238 they should expect to not receive many responses from business owners.
239

240 Mr. Stanton also expressed when switching to the “Cloud” encryption should be done immediately.
241

242 Phil Wilson, Runnymede Drive suggested leaving the resident parking signs exactly where they are, as in
243 order to move them the new sidewalk would have to be torn up.
244

245 **17. Adjournment**

246 Meeting adjourned at 8:59 PM.
247

248 Respectfully,
249 Janet Facella
250