



TOWN OF NORTH HAMPTON, NEW HAMPSHIRE
NORTH HAMPTON SELECT BOARD

DRAFT MINUTES
MONDAY, AUGUST 27, 2018

NORTH HAMPTON TOWN HALL
231 ATLANTIC AVENUE
5:30 O'CLOCK PM

NON-PUBLIC SESSION I: 5:31 O'CLOCK P.M.
EXECUTIVE CONFERENCE ROOM
TOWN ADMINISTRATIVE OFFICE
233 ATLANTIC AVE

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

NON-PUBLIC SESSION III: 6:45 O'CLOCK P.M.
EXECUTIVE CONFERENCE ROOM
TOWN ADMINISTRATIVE OFFICE
233 ATLANTIC AVE

1. **Call To Order by the Chair and Pledge of Allegiance**

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

Chair Maggiore led the Pledge of Allegiance.

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

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.

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

Chair Maggiore stated that with no objection he would like to move item 8.1 up on the agenda.

Chief French introduced the police department's newest officer, Timothy Scott. Town Administrator administered the Oath of Office.

Chair Maggiore called for a five-minute recess.

2. First Public Comment Session

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

George Chauncey, Hobbs Road stated that the town had received an assessment report of the repairs needed to the town hall and listed them in order of importance, in February. He further stated some of the items needing repair are doing further damage every time it rains. Mr. Chauncey strongly suggested getting at least those items fixed now, as there has already been five months of good weather wasted this summer.

Frank Ferraro, Post Road expressed his extreme disappointment in Vision Appraisal when he met with them for his informal hearing. Mr. Ferraro stated he spent less than five minutes at his appointment as the person he met with had no answers. This was especially disappointing as he had showed Vision his home personally and watched as he measured and made notes, however none of that was available at the hearing.

Mr. Ferraro asked the Select Board for permission to speak during the agenda item discussion on the Recreation Van. The Select Board stated they had no objections.

3. Consent Calendar

- 3.1 Payroll Manifest of 08/16/2018 in the amount of \$66,551.87
- 3.2 Payroll Manifest of 08/23/2018 in the amount of \$66,534.10
- 3.3 Accounts Payable Manifest of 08/23/2018 in the amount of \$1,192,424.26

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

Chair Maggiore noted the accounts payable manifest includes payments to Dragon Mosquito, North Hampton Public Library, North Hampton School and Winnicunnet High School. Selectwoman Kilgore noted there was also a payment to Primex for \$76,000.

4. Correspondence

- 4.1 Aquarion Water Company

Chair Maggiore stated the Select Board had received a letter from Aquarion Water Company offering response to a letter submitted to the Select Board from Steve Pearce.

88 Selectwoman Kilgore stated she would like the Select Board to ask the Water Commission to meet in a public
89 meeting to discuss the first and second quarterly hydrant reports.

90
91 Chair Maggiore asked Town Administrator Kaenrath to speak with the Chair of the Water Commission.

92
93 Chair Maggiore stated a letter had come in to him personally from Ron and Susan Duddy expressing their
94 sincere gratitude to North Hampton Fire & Rescue for saving Mr. Duddy's life when he was in cardiac arrest.
95 Mr. Duddy has made a remarkable recovery and stated it was possible because of the services of the North
96 Hampton team.

97
98 4.2 Rye Zoning Board of Adjustment

99 Chair Maggiore stated the Select Board received notification of a joint public hearing regarding the
100 application of a wireless telecommunication facility, that will be held on September 4, 2018 at 7PM in the
101 Rye Town Hall.

102
103 **5. Committee Updates**

- 104 5.1 Economic Development Committee
- 105 5.2 Heritage Commission
- 106 5.3 Water Commission
- 107 5.4 Bandstand Committee
- 108 5.5 Budget Committee
- 109 5.6 Capital Improvements Committee

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111 Reports were submitted by Chair Maggiore and Selectwoman Kilgore. Selectwoman Kilgore stated pages
112 two and three of her report were not included and would like them as part of the official record.

113
114 Selectman Miller stated the Budget Committee had met and approved the Little Boar's Head budget. He
115 further stated the Budget Committee chair would like to have a joint meeting with the Select Board on
116 September 17.

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119 **6. Report of the Town Administrator**

120 6.1 General Report

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122 Chair Maggiore asked Town Administrator Kaenrath if he had received any volunteers to serve as his stead
123 at the September 11 election.

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125 Town Administrator Kaenrath stated Frank Ferraro has volunteered.

126
127 **7. Items Left on the Table**

128 No items

129
130 **Motion by Selectwoman Kilgore to move the cable equipment/North Hampton School item that is**
131 **under Items Left on the Table to New Business. Seconded by Selectman Miller. Motion carries 3-0.**

132
133 Chair Maggiore stated that would make this item 8.10, however the board agreed unanimously to move the
134 item up on the agenda.

135
136 Mr. Savastano discussed the proposal for production equipment he had given to the School Board and sat
137 down with James Sununu to discuss. A copy of Mr. Savastano's proposal is attached to these minutes.

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139 **Motion by Selectwoman Kilgore to put this item back on Items Left on the Table. Seconded by**
140 **Selectman Miller. Motion carries 3-0.**

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8. New Business

8.1 Public Oath of Office and Badge Pinning for Officer Tim Scott
(This item was taken up earlier in the agenda.)

8.2 Discussion of Philbrick Pond Marsh Study Recommendations

The board discussed the recommendations and a suggestion was made to get started on the project by sending a letter to the Department of Transportation.

Selectwoman Kilgore stated if the DOT tell the board no, then there is a need to get Senator Innis and the House Representatives involved to push it.

Chair Maggiore asked Town Administrator Kaenrath to draft a letter to the Department of Transportation and circulate via email to the board members based on the recommendations of Mr. Musselman.

Selectman Miller stated the report should also be included with the letter.

Town Administrator Kaenrath also suggested copying Senator Innis, and State Representatives Henry Marsh and Tamara Le as well as Executive Counselor Prescott.

8.3 Discussion of Town Hall RFP Process

Selectwoman Kilgore asked when it was decided to only send an RFP to those listed on the Department of Historical Resources site, when at the April 23, 2018 Select Board meeting the motion was to have the Town Administrator and the Heritage Commission draft an RFP and bring back to the next Select Board meeting for their review. She further stated she does not see in any minutes that it was done that way and does not recall a conversation to only send the RFP to people on the DHR.

Chair Maggiore recalled that the RFP was going to be the “Schnitzler Report.”

Selectman Miller suggested looking at the one RFP that was received and then send out to others that are not listed on the DHR website and contractors that don’t necessarily have preservation experience.

Town Administrator Kaenrath wanted to be sure the board wanted to send the RFP to any contractor and not just those listed on the DHR list. The board agreed and asked the Town Administrator to send out with a four-week period to respond.

8.4 Document Management RFP Process

Town Administrator Kaenrath presented the Select Board with the draft RFP and state he had consulted with Town Manager Shaun Mullholland, who had met with the board several months ago to give guidance on how to approach this project.

The board agreed to send out the RFP with a four-week period to respond.

Selectwoman Kilgore stated a goal should be added whereby what ever system that is used, it should be integrated with the town website so that there is an ability to give better customer service to the residents.

Selectwoman Kilgore stated she would write up and send to the Town Administrator to add to the RFP.

Chair Maggiore stated he would also like to see in the goals something that states it meets the archivist requirements.

8.5 Recreation Van Quotes and Selection

Chair Maggiore stated the town had received two quotes; one from McFarland Ford and one from Irwin Ford.

197 Town Administrator Kaenrath stated his and the Recreation Director's recommendation is to go with Irwin
198 Ford. The only difference between the two quotes is that the McFarland quote is for a 2018 and the Irwin is
199 for a 2019.
200

201 **Motion by Selectman Miller to purchase the van to not use greater than the bid price of \$37,868 and**
202 **to include the price of the trade in value and the contributions and the purchase should be from Irwin**
203 **Automotive Group. Seconded by Selectwoman Kilgore. Motion carries 3-0.**
204

205 8.6 Town Office Weatherization Proposals

206 Town Administrator Kaenrath stated he had received an additional energy audit from D.F. Richard. He
207 further stated the price difference between this and Yankee Thermal Energy was quite substantial.
208

209 Selectman Miller stated when trying to understand the differences in price, which is almost half, he noted
210 that one states the outside of the walls would be insulated and one doesn't.
211

212 Selectman Miller noted for the record that he purchases gas from D.F. Richard.
213

214 **Motion by Selectwoman Kilgore to accept and contract with Dr. Energy Saver/D.F. Richards for the**
215 **purpose of reducing the ice dams and heat loss for the roof of the Town Administration building, and**
216 **further move that the funds be withdrawn from the Building Maintenance Capital Reserve Fund**
217 **according to the quote not to exceed \$16,279. Seconded by Selectman Miller. Motion carries 3-0.**
218

219 8.7 NHMA Legislative Policy Conference Floor Proposals Consideration

220 Chair Maggiore asked the board to review the policies and noted the board does not have to act on them
221 however on September 10 he will ask the board to give the Town Administrator, who is the board's delegate,
222 clear direction on how to vote on the policies. He further stated he would be sure to send out all of the policies
223 from the different sub committees.
224

225 Chair Maggiore asked to have this as an agenda item on the September 10 meeting.
226

227 8.8 Advertising of Part-Time Minutes Clerk Position

228 Selectwoman Kilgore stated one of the Select Board goals this year is to get better at 91-A. She further stated
229 the minutes are getting worse as far as timely postings. She further stated she understands committees having
230 limited resources and the board needs to support them and support state law in trying to get another part time
231 minute clerk.
232

233 Selectwoman Kilgore suggested posting on job boards at UNH or perhaps a technical high school that might
234 have a student looking for odd jobs.
235

236 Selectman Miller asked what rate of pay would be advertised.
237

238 Town Administrator Kaenrath stated the town pays Patricia Denmark, the recording secretary for the Budget
239 Committee, \$25 per hour.
240

241 **Motion by Selectwoman Kilgore to uniform this position to what is offered to the current minutes clerk**
242 **for the budget committee. Seconded by Selectman Miller. Motion carries 3-0.**
243

244 8.9 FB Environmental Water Testing Authorization

245 Town Administrator Kaenrath stated the town contracts with FB Environmental every year to do selected
246 water testing around town. He further stated it was the town's desire to contact the Town of Hampton
247 regarding some possible septic contamination between Huckleberry Lane and Appledore Avenue. There has
248 been no response from the Town of Hampton regarding any follow up they have done, however he felt it was
249 a good idea to test in that area again due to an issue last year and doesn't see any reason to wait any longer.
250

251 Town Administrator Kaenrath suggested contacting Conservation Commission Chair Lisa Wilson for an
252 additional thoughts or additions to the testing.

253 **Motion by Selectman Miller to accept the proposal from FB Environmental for water testing in the**
254 **amount of \$9,960. Seconded by Selectwoman Kilgore. Motion carries 3-0.**
255
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257 **9. Minutes of Prior Meetings**

258 9.1 Approval of August 13, 2018 Regular Meeting Minutes

259 **Motion by Selectwoman Kilgore to approve the meeting minutes of the Select Board meeting on**
260 **Monday, August 13. Seconded by Selectman Miller. Motion carries 3-0.**
261

262 9.2 Approval of August 13, 2018 Non-Public Meeting Minutes

263 Chair Maggiore stated he had not read the minutes of the nonpublic session and the board agreed to move
264 these minutes to the next Select Board meeting.
265

266 **10. Any Other Item that may legally come before the Board**

267 The Board reserves the right to take action on any item relative to the prudential administration of the Town's
268 affairs, which circumstances may require
269

270 **11. Second Public Comment Session**

271 See Item 2, above
272

273 Rick Stanton, 108 Walnut Avenue asked if the draft Philbrook Pond Study has been accepted as final.
274

275 The board stated they had requested a cost for the roads from Craig Musselman and have not received that
276 information back yet.
277

278 Mr. Stanton asked about funds to repair the Philbrook culvert suggesting the town could do it and that a
279 cost would be needed for the Capital Improvements Committee. He also discussed the culvert on Lovering
280 Road and the Winnicut River culvert which may or may not be able to be done by the town.
281

282 Town Administrator Kaenrath stated Public Works Director Hubbard would like to come to a Select Board
283 meeting to discuss these projects as there will be some major costs and he would like to discuss his
284 thoughts on the project with the board.
285

286 Selectwoman Kilgore stated she has received numerous phone calls from residents regarding the
287 revaluation of the town and the regard to the process. She asked whether those residents that were not
288 available to meet with Vision Appraisal have another step they can take.
289

290 Selectwoman Kilgore stated when she went to her appointment with Vision Appraisal, they really couldn't
291 provide answers to her questions.
292

293 The board asked Town Administrator Kaenrath to contact Vision Appraisal to see if they could provide
294 more time to town residents.
295

296 **12. Adjournment**

297 Meeting adjourned at 9:20 PM.
298

299 Respectfully,

300 Janet L. Facella

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302