



TOWN OF NORTH HAMPTON, NEW HAMPSHIRE
NORTH HAMPTON SELECT BOARD

DRAFT MINUTES
MONDAY, SEPTEMBER 10, 2018

NORTH HAMPTON PUBLIC LIBRARY
237A ATLANTIC AVENUE
7:00 O'CLOCK PM

1. **Call to Order by the Chair**

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

Chair Maggiore led the Pledge of Allegiance.

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.

Donna Etela, Exeter Road and Chair of the Heritage Commission, asked the Select Board to have the shrubs removed from the south and west sides of the Town Hall to prevent further damage to the building and as suggested by the "Schnitzler Report." Mrs. Etela further added the pitch or the grade of the building should be changed so the water drains into the road not into the building.

Henry Brandt, Post Road asked the Select Board to support his endeavors to open a Farmer's Market at the Governor Dale property he purchased. He further stated the Southeast Land Trust which monitors the

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.

easements on his property, have refused to allow him to host such an event on his property stating it is not permissible under the terms of the easement.

Mr. Brandt stated they are now seeking mediation on October 17, 2018 with the Southeast Land Trust and asked the Select Board for their support in the mediation.

Selectman Miller asked Mr. Brandt to supply each member of the Select Board with a copy of the easement.

The Select Board will review the documents for the easement and schedule Mr. Brandt on the agenda for the September 24 meeting.

3. Consent Calendar

3.1 Payroll Manifest of 08/30/2018 in the amount of \$65,319.97

3.2 Payroll Manifest of 09/06/2018 in the amount of \$211,690.88

3.3 Accounts Payable Manifest of 09/06/2018 in the amount of \$92,521.27

3.4 Approval of Veteran Tax Credit Application

3.5 Approval of Timber Tax Cut – Yield Tax

3.6 Re-Signing of Friends of Centennial Hall Letter Per Request of Marcy McCann

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

Chair Maggiore noted two items on the accounts payable for the New Hampshire Retirement System and HealthTrust.

4. Correspondence

No items

5. Committee Updates

5.1 Economic Development Committee

5.2 Heritage Commission

5.3 Water Commission

5.4 Bandstand Committee

5.5 Budget Committee

5.6 Capital Improvements Committee

Chair Maggiore stated committee update reports were submitted from himself and Selectwoman Kilgore. Selectman Miller had nothing to report as there had not been a budget committee meeting yet.

Selectwoman Kilgore asked what was going on with the water commission and the hydrant reports.

Chair Maggiore stated contact was made with one of the commissioner's and they are working on a date to meet with the board.

Selectman Miller reminded the board members of the joint meeting with the budget committee on Monday September 17, 2018 at 7PM.

6. Report of the Town Administrator

6.1 General Report

A copy of the Town Administrator's report will be attached to these minutes.

Town Administrator Kaenrath stated Rick Stanton and Craig Salomon had volunteered for election duties and Mr. Stanton would take the first "shift" and Mr. Salomon the second.

Town Administrator Kaenrath stated the draft of the Rail Trail agreement was received on this date from Attorney Bennett and was forwarded to the board.

Chair Maggiore stated because this is part of ongoing negotiations with Pan AM and the State of New Hampshire and opens the board up to infringing on RSA 91-A it was suggested to only speak in non public session or with counsel regarding it.

Town Administrator Kaenrath reported Aquarion Water will be starting routine water main cleaning from now until the end of November. Residents may experience discoloration of their water during this period and Aquarion is encouraging residents to visit their website for more information at <http://www.aquarion.com/>

7. Items Left on the Table

7.1 Cable Equipment for North Hampton School

8. New Business

8.1 Discussion of Glendale Road/Alden Avenue/Kimberly Drive Traffic Study

Chief French presented his findings of the police department's 27-day traffic study from the period of August 15 through September 10. The study was conducted at various times throughout the day and evening and a few patrols on the weekend.

The Chief stated the goal was to observe the area, count vehicles, and note speeds that were recorded in that area, spending between 30 to 40 minutes each time.

The results showed they observed 60 cars, the low speed observed was 10 miles per hour and the highest speed observed was 30 miles per hour. The Chief stated it was important to note the 30 mile per hour speed was observed by just one vehicle. The average speed observed through the traffic study was 18 miles per hour.

Chief French this directed patrol was in addition to the regular patrols that go through that area.

It was noted during discussions between the Select Board and the Chief that there is no posted speed limit and that it defaults by State Statute to 30 miles per hour.

The board discussed installing 30 mile per hour speed limit signs as well as the possibility of lowering the speed to 20 miles per hour.

Chief French recommended the board establish a speed limit for that area and post it with signs. Once that is done, the police department can proceed with directed patrols, make stops based on the posted speed limit, take enforcement action in a firm yet fair manner, and encourage residents to report problem vehicles to them so they can follow up.

Chair Maggiore stated the was a consensus of the board to move forward with the installation of the speed limit signs.

8.2 Financial Policies Review

Town Administrator Kaenrath stated the board had seven financial policies in front of them for approval.

Selectman Miller stated he would like consistency in the policies whereby there are page numbers and a town seal as well as a bigger font size.

Selectwoman Kilgore suggested on page 25 of the Internal Controls Policy to change "Administrative Assistant" to "HR Administrator."

Motion by Chair Maggiore to approve the Internal Control Policy with changes to font size, page numbers, Town Seal and HR Administrator. Seconded by Selectwoman Maggiore. Motion carries 3-0.

Motion by Selectwoman Kilgore to accept the Fraud Policy as presented in the Select Board packet. Seconded by Selectman Miller. Motion carries 3-0.

Motion by Selectman to approve the Delegation of Deposit Authority as presented. Seconded by Selectwoman Kilgore. Motion carries 3-0.

The Select Board asked to have the Town Seal above "Information Security Policy," add page 1 to that page, and renumber the rest of the document as well as changing the font.

Motion by Selectman Miller to approve the Information Security Policy with the emendations agreed to. Seconded by Selectwoman Kilgore. Motion carries 3-0.

8.3 NHMA Legislative Policy Proposals

Chair Maggiore stated on Friday, September 14, 2018 will be the Legislative Policy Conference at the New Hampshire Municipal Association offices. He further stated this is the time where delegates will vote on policies that will be enacted upon by staff at NHMA.

Chair Maggiore stated there are three different committees: General Administration and Governance; Finance; and Land Use issues. He further stated there are three different sub categories: Action Policies; Infrastructure; and Land Use.

Chair Maggiore stated the board needed to give the town's delegate – Town Administrator Kaenrath direction on what to vote for.

The Select Board had a lengthy discussion regarding proposed changes to SB2.

Chair Maggiore asked the Town Administrator to post a Notice of Quorum for the conference as he and Selectwoman Kilgore will be in attendance.

8.4 Hampton Rod and Gun Club Remedial Action Letter

Town Administrator Kaenrath stated the town received the remedial action plan for the gun club, and the next step in the process is to have the Department of Environmental Services schedule a public hearing on that plan.

Muriel Robinette from GZA Environmental provided the Town Administrator with a form letter for the Select Board's approval so that it can be sent to DES to get a public hearing scheduled.

The board agreed by consensus to sign the proposed letter and to have it sent to the DES.

Chair Maggiore asked Town Administrator Kaenrath if he had any updates on the West Nile Virus detected in North Hampton.

Town Administrator Kaenrath stated there were a couple of mosquitoes in North Hampton and Rye that have tested positive for West Nile. As a result, the Department of Health and Human Services have increased the risk level to "Moderate Risk."

Selectwoman Kilgore suggested providing information to the residents via the website, email blasts, and Facebook pages of the fire, police and recreation departments.

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203 **9. Minutes of Prior Meetings**

204 9.1 Approval of August 27, 2018 Regular Meeting Minutes

205 Selectwoman Kilgore stated she didn't have an issue with the minutes, she would like to see the Town
206 Administrator's Report and committee updates attached.

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208 **Motion by Selectman Miller to approve the minutes with the suggested emendations. Seconded by**
209 **Selectwoman Kilgore. Motion carries 3-0.**

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211 9.2 Approval of August 27, 2018 Non-Public Meeting Minutes

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213 **Motion by Selectwoman Kilgore to approve the August 27, 2018 non-public meeting minutes as**
214 **reported. Seconded by Selectman Miller. The board agreed the minutes should remained sealed.**
215 **Motion carries 3-0.**

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217 9.3 Approval of January 24, 2018 Non-Public Meeting Minutes

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219 **Motion by Selectwoman Kilgore to accept and approve the January 24, 2018 non-public minutes, and**
220 **further to unseal the minutes. Chair Maggiore asked to table the unsealing of the minutes until he had**
221 **a chance to review them once more.**

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223 **Motion by Selectwoman Kilgore to table the minutes until the next meeting. Seconded by Selectman**
224 **Miller. Motion carries 3-0.**

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226 9.4 Approval of January 30, 2018 Non-Public Meeting Minutes

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228 **Motion by Selectwoman Kilgore to accept the non-public meeting minutes of January 30 and further**
229 **to unseal the minutes. Seconded by Selectman Miller. Motion carries 3-0.**

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

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

234
235 Chair Maggiore stated he had inadvertently passed over Items Left on the Table regarding equipment for
236 North Hampton School.

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238 Chair Maggiore further stated a few weeks ago a letter was received from the School Board requesting the
239 town purchase the necessary equipment for the North Hampton School so that they could do broadcasting
240 from the school.

241
242 Chair Maggiore stated during the meeting they had heard suggestions from Cable Channel 22 Director John
243 Savastano whereby he stated he would reach out to the school and have further discussion and report back to
244 the Select Board. Mr. Savastano reported back to the Select Board with a change in the scope of the
245 equipment.

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247 Chair Maggiore stated correspondence was received on this date from the School Board about wanting this
248 issue to be of further discussion.

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250 Select Board members Miller and Kilgore did not receive the email, but they would allow James Sununu to
251 speak regarding this.

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253 **Motion by Selectwoman Kilgore to move the Item of the Table and move to New Business item 8.5.**
254 **Seconded by Selectman Miller. Motion carries 3-0.**
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James Sununu, School Board Chair stated over the summer he had met with John Savastano regarding the proposed cable equipment purchase of \$22,000 for the school. In discussing this matter with the other School Board members, it was noted the town has a Cable Equipment Capital Reserve Fund which is funded out of cable tv franchise fees with a current balance of \$275,000. He further stated the proposed equipment was then modified by John Savastano and does not allow for live broadcast at the school and he indicated he expected the School Board to have their meetings at the Town Hall if they wished to have them live. Mr. Sununu stated it is not workable for the School Board to meet in the Town Hall as often they need access to records, and there are often non-public meetings whereby the recess to a separate room.

Mr. Sununu asked the Select Board to consider talking with John Savastano to discuss what has changed from the first proposal to the second and why it was revised.

Selectwoman Kilgore asked if both boards would entertain having a joint meeting with Mr. Savastano to discuss and resolve.

Chair Maggiore stated the board would meet in a few weeks to discuss this matter with John Savastano and James Sununu participating.

11. Second Public Comment Session

See Item 2, above

Rick Stanton, Walnut Avenue stated his displeasure of having a town employee making decisions in lieu of the Select Board.

Mr. Stanton also stated in the police patrols through Alden and Glendale Roads, he has never seen anyone that will speed up when they see a police cruiser, and those patrols should have been done with an unmarked car to get more valid results.

John Savastano, Woodland Road stated Mr. Sununu was informed that he had found a way to reduce the cost of the cable equipment. He further stated he reduced the school's portion of the bill down to \$1,800 for cabling and the adjustment of the equipment they have in the room.

Mr. Savastano further stated he did offer the Town Hall for the School Board meetings and would be glad to have them. He further stated he does not make public policy.

12. Recess to Non-Public Session Pursuant to RSA 91-A:3 II, (a,c)

Chair Maggiore recessed the public portion of the meeting at 9:20 PM.

Respectfully submitted,

Janet L. Facella

13. Adjournment