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TOWN OF NORTH HAMPTON, NEW HAMPSHIRE

SELECT BOARD MINUTES  
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

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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.**

**7. 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.

Rick Stanton, Walnut Avenue asked why the Economic Development Committee's "New Business Guide" was on the agenda for the Select Board's approval when the guide has been posted on the North Hampton Business Associations website, and passed around town.

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

Bryan Mills, Aquarion Water Company discussed the "Environmental Champion Award," with details on how to enter.

**8. Consent Calendar**

- 8.1 Payroll Manifest of 04/26/2018 in the amount of \$64,319.23
- 8.2 Payroll Manifest of 05/03/2018 in the amount of \$203,997.53
- 8.3 Payroll Manifest of 05/10/2018 in the amount of \$64,917.00
- 8.4 Accounts Payable Manifest of 05/03/2018 in the amount of \$52,440.77
- 8.5 Cemetery Deed
- 8.6 Pole License 46/7

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

**9. Correspondence**

- 9.1 Hamptons Post 35

Chair Maggiore read the correspondence into the record.

**10. Committee Updates**

- 10.1 Economic Development Committee
- 10.2 Heritage Commission
- 10.3 Water Commission
- 10.4 Bandstand Committee
- 10.5 Budget Committee
- 10.6 Capital Improvements Committee

Copies of Chair Maggiore and Selectwoman Kilgore's written reports may be found attached to these minutes.

**11. Report of the Town Administrator**

- 11.1 General Report

A copy of the Town Administrator's report can be found on the website here: <https://www.northhampton-nh.gov/town-administrator/pages/current-town-administrator-report>

The Select Board agreed by consensus to allow Chief Tully to move forward with hiring an EMT-A on the condition the candidate will be attending the paramedic program.

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

**12. Items Left on the Table**

12.1 Discussion of Document Management System

**13. New Business**

13.1 IT Upgrades - Dave Hodgdon, Portsmouth Computer Group

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

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

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

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

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

13.2 Recreation Department Updates – Recreation Director Manzi

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

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

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

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

Selectwoman Kilgore asked if Primex had done an inspection of the Homestead playground, and Director Manzi stated they had not.

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

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

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

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

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

#### 13.5 Discussion of Cable Access Revolving Fund

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

Selectwoman Kilgore also wanted to be sure whether or not the 25% for Information Technology was a "use it or lose it" situation.

Finance Director Cornwell confirmed with the Department of Revenue Administration the funds roll forward and they do not expire.

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

#### 13.6 Select Board Goal Session Approval

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

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

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

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

#### 13.7 Economic Development Committee New Business Guide Approval

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

No motions or actions taken.

#### 13.8 Review of Aquarion Hydrant Report

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

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

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

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

**14. Minutes of Prior Meetings**

14.1 Approval of April 23, 2018 Meeting Minutes

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

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

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

14.2 Approval of April 4, 2018 Non Public Minutes

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

14.3 Approval of April 9, 2018 Non Public Minutes

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

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

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

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

**15. 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.

**16. Second Public Comment Session**

See Item 6, above.

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

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

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

**17. Adjournment**

Meeting adjourned at 8:59 PM.

Respectfully,  
Janet Facella

**Janet Facella**

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**To:** Bryan Kaenrath  
**Subject:** RE: Committee Updates

**From:** Bryan Kaenrath  
**Sent:** Friday, May 11, 2018 8:59 AM  
**To:** Janet Facella  
**Subject:** FW: Committee Updates

Written committee updates from Jim. Include in packet.

**From:** Jim Maggiore  
**Sent:** Thursday, May 10, 2018 12:41 PM  
**To:** Bryan Kaenrath <[bkaenrath@northhampton.nh.gov](mailto:bkaenrath@northhampton.nh.gov)>  
**Subject:** Committee Updates

Hello Brian.

Please include the following committee updates in our select board packets:

Heritage Commission - the Heritage commission met on May 10th to consider a preservation easement application. The HIC discussed the application, voted to approve the application as per the Town's preservation easement policy, and has suggested that the assessor follow up on several questions prior to SB review. The application must be considered by the select board prior to June 11th therefore I suggest that the application be placed on agenda for the second regular select board meeting in May.

Water Commission - there has not been a Water Commission meeting since the last select board update.

Respectfully,

Jim Maggiore

*Sent from my Verizon LG Smartphone*

Bryan T. Kaenrath  
Town Administrator

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North Hampton, NH 03862  
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TOWN OF NORTH HAMPTON, NEW HAMPSHIRE  
OFFICE of the TOWN ADMINISTRATOR

**TOWN ADMINISTRATOR'S REPORT  
MAY 14, 2018 SELECT BOARD MEETING**

**REPORTING PERIOD**

The reporting period is from April 23, 2018 through May 11, 2018

**FINANCE**

The current expenditure report can be found here: <https://www.northhampton-nh.gov/sites/northhamptonnh/files/uploads/expense05082018.pdf> FY 18 expenditures are within normal parameters, there are no alarming trends noted. Overall the budget is in a very good position with an approximate surplus of \$420,000 and approximately 8 weeks remaining. I will keep the Board updated with any changes.

**PRIORITIES**

**Personnel**

*The Police Department.* The advertisement for the chief's position has been posted in numerous online and print publications and we are now receiving resumes. The application period will close on June 1<sup>st</sup>. Two officers are currently out with military obligations and we also saw the resignation of one officer effective May 12<sup>th</sup>. We will be continuing to advertise for the open positions. Due to low staffing, overtime expense will be higher than normal. The CRASE active shooter training will be held in town hall on May 31<sup>st</sup> at 6:30pm, all are welcome to attend.

*The Fire Department.* The department will be readvertising for open positions after receiving a limited number of applicants without medic experience. It is likely we will only see candidates without medic experience. We will have one vacancy in the department with a firefighter resignation effective at the end of next week. Due to this, expect increased overtime expenses in the department. Chief Tully has scheduled inmate trustee labor to begin on Dearborn Park the

week of May 28<sup>th</sup> and painting work on the fire and police stations will begin the following week.

*Building Department.* The part-time building inspector position is being readvertised after the withdrawal of our selected candidate for the position. Applications will be due by Friday, May 11<sup>th</sup>. We hope to start interviews as soon as possible. It appears the applicant pool will be very small.

### **Facilities**

*Town Hall.* I met with members of the Heritage Commission this week to discuss Mr. Schnitzler's report on town hall renovations. We discussed the RFP process and timeline and reached some concrete conclusions. I am currently in the process of putting together the RFP which we will get out as soon as possible with proposals due back by August. In the interim we will take care of minor building maintenance needs.

*The Library.* One of the large front windows at the library was broken due to vandalism. The window has already been replaced after soliciting a few quotes. Glass Pro installed the new window for \$675 which was the lowest quote.

*Stone Building.* Repointing work has begun and is currently in progress. The railings on the steps have also been removed for powder coating. This work should wrap up by next week. I will also be getting quotes to touch up the trim paint on the building which is in poor condition.

*Town Office/Chevalier Building.* The energy audit has been scheduled for May 23<sup>rd</sup> at 9am to be performed by Yankee Thermal Imaging. This is the first step in addressing the major water and ice damming issues with the building. The siding on the east side of the building is also in very poor condition and should be repaired/replaced this summer.

### **Projects**

*Town Sign.* I have reached out to NHBA seeking to partner with them in the replacement of the town sign on Route 1 at the Hampton town line. Our sign on the Exeter side of town is also in poor condition.

*Telephone System/Communications.* Nothing new to report

*Cell Tower.* Nothing new to report.

*Banners.* Director Hubbard has begun hanging the banners on the poles where we were able to obtain pole agreements. About half are currently already up and the remainder should be completed over the next week.

*Regionalization.* Nothing new to report.



*Perambulation.* Nothing new to report.

*Coakley Landfill Group.* Our next meeting of the CLG will be held on May 15th. Selectman Miller and I also joined Portsmouth City Attorney Bob Sullivan and two reporters from NH Public Radio for an extensive tour of the Coakley landfill site.

*Cemeteries.* Nothing new to report.

*Finance Policies:* We are in the process of adding page numbers to the existing policies, as I stated at our last meeting many of these policies predate Microsoft Word and we will have to recreate the document to make changes and additions.

*Elections.* Nothing new to report

*Junkyard Closures and/or New Problems:* Nothing new to report.

*Trolley Bridge/Philbrick Pond Grant.* Craig Mussleman will be appearing at a BOS meeting in June to present his report.

*Hampton Rod and Gun Club:* Nothing new to report.

*Storm-Water Regulations.* Nothing new to report.

*Hazard Mitigation Plan.* Nothing new to report

*Recreation Activities.* Agenda item. Report on current activities from Director Manzi.

*Conservation Easement Deeds.* Nothing new to report

*Mutual Aid.* Nothing new to report.

*Economic Development.* EDC survey results are now available and have been posted on our website.

*Document Management System.* A reminder, Shaun Mullholland, Lebanon City Manager, will be here on May 22<sup>nd</sup> at 4pm to discuss his efforts in implementing a document management system and how he has assisted other communities.

*IT Issues.* Agenda item. Dave from PCG will provide a report on annual initiatives.

*Deed Waiver/Modular Home Tax Abatement Policy.* Town Clerk Sue Buchanan will present the deeds list at this evening's meeting.

*Rails to Trails.* Nothing new to report

*Storm Damage:* Work on the state beach parking lot is now nearing completion and is open for use. North Hampton resident spaces have been placed in the middle and south end of the lot

which is a slight variation from the previous layout. I have gotten some resident concerns on this configuration and have passed those on to NH Parks to voice our displeasure. Unfortunately, the sign posts have already been cemented into the ground and are not able to be moved. We will have to closely monitor this situation to ensure resident spaces are not being taken by people parking short term to visit the Beach Plum or the bath house. I will continue to be in touch with NH Parks to voice our concerns, we obviously pay to lease these spaces and should get the very best service for our residents.

I met with the Little Boar's Head Commissioners last week to discuss plans for repairing the sidewalk damaged in the last Nor'easter. Of particular concern is the area along the guard rail going up "Studebaker Hill." Despite numerous efforts through various channels in Concord, DOT is firm in their position that they will not perform the repair work. Our last attempt has been in contacting Governor Sununu and we are waiting to see if any progress can be made here. This is a growing public safety hazard and will need to be repaired as soon as possible. I have asked Director Hubbard to put together some estimates for repair should the town have to take on this project.

*Audit:* Our audit RFP has been sent out to ten firms. We have received three responses and will have those responses for presentation at our next BOS meeting.

*Meeting Schedule:* The next regularly scheduled meeting falls on May 28<sup>th</sup> which is Memorial Day. We should select an alternative day that week for our next meeting.

## Janet Facella

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**From:** Bryan Kaenrath  
**Sent:** Thursday, May 31, 2018 8:51 AM  
**To:** Janet Facella  
**Subject:** FW: SB Meeting - Monday 5-14-2018 Committee Updates

**From:** Kathleen Kilgore  
**Sent:** Friday, May 11, 2018 4:03 PM  
**To:** Bryan Kaenrath <[bkaenrath@northhampton-nh.gov](mailto:bkaenrath@northhampton-nh.gov)>  
**Subject:** SB Meeting - Monday 5-14-2018 Committee Updates

Hi Bryan,

Here are my committee updates for Monday's Select Board meeting:

### **Economic Development Committee**

The town Economic Survey is complete. UNH has compiled the findings and have issued draft reports. Draft copies of the summary report can be found on the town website on the EDC's page.

During the EDC meeting on May 2, 2018, representatives from the UNH Survey Center presented survey results to the committee and answered questions from the committee.

This was a quick overview of the survey. Before the next meeting, each committee member has agreed to thoroughly review the reports and will come prepared to discuss the findings in detail at next regularly scheduled meeting of the committee which is scheduled for June 6, 2018, at 5pm.

Anyone interested in watching this presentation can find it under Town Hall Stream on the town's website in the EDC meeting of May 2nd.

### **Bandstand Committee**

Jumbo Circus Peanuts will open our concert season on Wednesday, June 20, 2018 from 6 - 8 pm.

The brick project continues to move forward and we anticipate the new bricks will be installed in time for the start of the summer concert series.

### **CIP Committee**

The first meeting of the newly constituted CIP Committee will be held Friday, June 8 at 8 am.

This will be an organizational of the committee, tending to housekeeping items, such as the reading of the Code of Ethics and setting up the upcoming meeting schedule for the year.

Thanks !

**Kathleen M Kilgore**

Select Woman  
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