



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**

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 ó 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.

Inserted per motion of the June 11, 2018 Select Board meeting:

Per Selectwoman Kilgore the following should be added and revised:

"In regards to the suggested Warrant Article for March 2019 to clarify in writing the March 2016 modification of the Cable Fund, Paul Apple, then Town Administrator clearly stated when asked: 25% of the Cable Fund would only be available for Town IT purposes after Channel 22 is fully funded. We need to add this to insure Channel 22 is adequately funded each year."

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 heads 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.