



TOWN OF NORTH HAMPTON, NEW HAMPSHIRE  
NORTH HAMPTON SELECT BOARD

APPROVED 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](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.*

**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.

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

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

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

#### 4.2 Rye Zoning Board of Adjustment

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

### 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

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

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

### 6. Report of the Town Administrator

#### 6.1 General Report

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

Town Administrator Kaenrath stated Frank Ferraro has volunteered.

### 7. Items Left on the Table

No items

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

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

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

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

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.

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

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

#### 8.6 Town Office Weatherization Proposals

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

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

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

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

#### 8.7 NHMA Legislative Policy Conference Floor Proposals Consideration

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

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

#### 8.8 Advertising of Part-Time Minutes Clerk Position

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

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

Selectman Miller asked what rate of pay would be advertised.

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

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

#### 8.9 FB Environmental Water Testing Authorization

Town Administrator Kaenrath stated the town contracts with FB Environmental every year to do selected water testing around town. He further stated it was the town's desire to contact the Town of Hampton regarding some possible septic contamination between Huckleberry Lane and Appledore Avenue. There has been no response from the Town of Hampton regarding any follow up they have done, however he felt it was 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.

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

Motion by Selectman Miller to accept the proposal from FB Environmental for water testing in the amount of \$9,960. Seconded by Selectwoman Kilgore. Motion carries 3-0.

9. Minutes of Prior Meetings

9.1 Approval of August 13, 2018 Regular Meeting Minutes

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

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

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

10. 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

11. Second Public Comment Session

See Item 2, above

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

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

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

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

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

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

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

12. Adjournment

Meeting adjourned at 9:20 PM.

Respectfully,

Janet L. Facella



Bryan T. Kaenrath  
Town Administrator

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**TOWN OF NORTH HAMPTON, NEW HAMPSHIRE**  
*OFFICE of the TOWN ADMINISTRATOR*

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**TOWN ADMINISTRATOR'S REPORT**  
**SEPTEMBER 10, 2018 SELECT BOARD MEETING**

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**REPORTING PERIOD**

The reporting period is from August 27, 2018 through September 6, 2018

**FINANCE**

The latest expenditure report of the fiscal year can be found here: <https://www.northhampton-nh.gov/sites/northhamptonnh/files/uploads/expense09042018.pdf> . Melanson Heath will be here onsite for our audit the last week of September.

**Personnel**

*The Police Department.* The hiring process for one additional patrol officer position is ongoing and has resulted in a conditional offer being made to a selected candidate. The background process for that candidate has now begun. The Department has been conducting a traffic study on Alden Ave. following numerous citizen complaints of speeding and pass through traffic. That report will be presented this evening. Finally, the process for the hiring of our new police chief is entering its final stages and a public announcement will be made in the very near future.

*The Fire Department.* Inmate trustees from Rockingham County will be back for approximately two weeks this month to continue painting and other identified maintenance projects.

## Facilities

*Town Hall.* Our renovation RFP has been sent out to 10 additional contractors with a response timeline of four weeks.

*The Library.* Nothing new to report.

*Sioux Building.* Exterior painting will begin the week of September 17<sup>th</sup> and may take up to ten days to complete.

*Town Office/Chevalier Building.* We are in the process of scheduling dates with D.F. Richard to begin the weatherization project agreed to at our last meeting. This will require employees to vacate the Administration area for at least a few days while work is being completed.

## Projects

*Town Sign.* Our new town sign for Route 1 at the Hampton town line has been ordered and should be completed very soon, we are still awaiting a final rendering showing the additional NHBA logo added to the sign.

*Telephone System/Communications.* Nothing new to report

*Cell Tower.* Just use a landline.

*Regionalization.* Nothing new to report.

*Perambulation.* Nothing new to report.

*Coakley Landfill Group.* The next meeting is scheduled for 9/20 at 10AM at Portsmouth City Hall.

*Cemeteries.* Nothing new to report.

*Finance Policies:* Agenda item.

*Elections.* Reminder, our September 11<sup>th</sup> primary has been set to be held at North Hampton Town Hall. Please get out and vote.

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

*Recreation Activities.* Our new recreation van has been ordered from Erwin Ford in Laconia, NH. Expected delivery time could be as late as December. We will be holding a North Hampton employee appreciation day on 9/20 with an outdoor barbeque, weather permitting.

*Economic Development.* Committee report.



*Document Management System.* Our RFP has been sent out to at least six firms with a 4 week timeline for responses.

*Rails to Trails.* The next meeting with RCP to discuss the project will be held in October with the location TBD. Our draft trail maintenance agreement is currently being reviewed by our town counsel.

*Public Works.* Paving projects are ongoing. We are also in progress getting design work done in preparation for our Town Hall septic project.

*Community Outreach.* As I mentioned at our last meeting, I would like to be holding TA "open office hours" for the public to come and express their thoughts, views and concerns. The first session will be held September 25<sup>th</sup> from 3:30 to 5 PM at Town Hall. All members of the public are welcome and encouraged to attend.

*Little Boar's Head.* I attended the Little Boar's Head annual meeting on September 4<sup>th</sup>. They had a very strong turnout with standing room only at the Union Chapel. After a lively discussion, all of the articles were approved with the exception of five zoning articles. I would also like to schedule a date for a joint meeting between the BOS and LBH Commissioners for sometime this fall. It is a priority of mine to continue to foster a good relationship with LBH and be engaged with their community.

*Meeting Schedule:* Our next regularly scheduled meeting is September 24, 2018.

## Bryan Kaenrath

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**From:** Jim Maggiore <mjmaggiore@comcast.net>  
**Sent:** Thursday, August 23, 2018 7:13 AM  
**To:** Bryan Kaenrath; Janet Facella  
**Subject:** Committee updates  
**Attachments:** 20180822 Cover Letter with Withdrawal.pdf

Good morning Bryan and Jan.

Here are my committee updates for the August 27 regular SB meeting.

Heritage Commission: The Heritage Commission ("HC") met August 16th in the TX/TC building. I gave the HC updates on the Town Hall restoration/repair RFP as well as an update on the contract to paint the TX/TC building. The HC discussed the potential fiscal benefits of creating a Certified Local Government ("CLG") in North Hampton. The Commission agreed that the benefits are such to make CLG a long-term goal. Any proposal from the HC for a CLG will require 9-12 months of research and analysis.

Water Commission: The Water Commission met on August 20 in "non-meeting" with Attorney Stephen Bennett to discuss moving forward with its appeal of the DES decision to grant the Wiggin's Way emergency water connection, cooperating with Hampton on the appeal, and represent itself at the Water Council proceedings. Attached is the letter from Mr. Bennett confirming his withdrawal as counsel. The WC believes the merits of the case are strong enough to proceed with the appeal.

Thanks.

Jim Maggiore

## Bandstand Committee

The Summer is coming to a close, we have (2) concerts remaining in our series

Wednesday, August 29, 2018 - Mainequeeze - New Time: 5:30 - 7:30 pm

A band playing a mix of rhythm & roots. Texas-swing, folk, country and more with 3-part harmonies, hot guitar and pedal steel.

Labor Day, Monday, September 3, 2018 - Blue Note Big Band Playing at: 2:00 - 4:00 pm

Performs authentic re-creations of Swing era classics and contemporary jazz arrangements

Food By: American Legion Post 35

Brick Project - We have roughly 15 available bricks to purchase - If anyone missed purchasing one, this is your last chance. The final brick order will be placed the 1st week of September and the bricks will be installed by mid-October

## CIP - Capital Improvements Committee

Meet on August 17, 2018 to review the beginning narrative for the CIP report which is due to the Select Board by the end of September

John Hubbard was in to discuss further the Winnicut River flooding issues and possible solutions and costs.

## Economic Development Committee

Full committee has not met since our last meeting

Sub-Committee for the Town North Hampton & UNH Business Engagement & Retention Program met for kick-off, organization meeting on August 16, 2018

\* Purpose of this committee, program is to establish a relationship with businesses in our community. To better understand the business needs as it relates to location and our community.

- \* Joseph Bernardo, chosen as chair
- \* Participants pared off in teams of (2)
- \* Participants pared off in teams of (2)
- \* Teams will go out into our business community over the course of the next 4 - 8 weeks interviewing the business community, gathering data from via questions and conversations, this information will be collected, analyzed and reported back by the UNH Cooperative Extension team.

Coming up

- \* On 9-05-2018, the regular monthly meeting of the committee
- \* Currently working with Julie Labranch of Rockingham Planning Commission to moderate a (4) work session to develop a Vision Statement for Economic Development in the town of North Hampton to be presented to the Select Board for approval. Targeting some time in September for this work session.