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2 **TOWN OF NORTH HAMPTON, NEW HAMPSHIRE**
3 **SELECT BOARD GOAL-SETTING WORKSHOP**

4 **MAY 27, 2020 12:00 PM**

5 **NORTH HAMPTON TOWN HALL**

6 ***DRAFT MINUTES***

7
8 SELECT BOARD MEMBERS PRESENT: Chairman Jim Maggiore, Vice Chairman James Sununu, Selectman
9 Larry Miller

10
11 ALSO PRESENT: Interim Town Administrator Michael Tully, Finance Director Ryan Cornwell, Police Chief
12 Kathryn Mone, Deputy Fire Chief Jason Lajoie, Administrative Assistant Jan Facella, Recreation Director
13 Joe Manzi (via Zoom)

14
15 **AGENDA**

16
17 Chairman Jim Maggiore welcomed everyone to the May 27, 2020 North Hampton Select Board Workshop
18 Session to discuss Goals for the FY2020/2021 year, and called the meeting to order at 12:22 pm, followed
19 by the Pledge of Allegiance.

20
21 **NEW BUSINESS**

22
23 **2.1 Select Board Goals FY2020/2021**

24
25 **FINANCE – Ryan Cornwell**

26 Channel 22 Employees on Payroll: Put Channel 22 employees on payroll; working on others

27 Review Grant Fund to Identify Funding Sources: Review existing Grant Account and determine source of
28 funds and specifics of where it has to go

29 Excel Training/Reference Guide: Quick-reference guide for employees with Excel formulas

30 Attend Conference & Seminars: Hopefully restore scheduling for next year

31 Establish Library Capital Project Fund: For Library Building Project to separately account for monies coming
32 in or going out of Fund; other funding sources and expenditures going forward will be in this Fund; closes
33 when project completed and any leftover funds re-appropriated

34
35 ***Disclaimer –These minutes are prepared by the Recording Secretary within five (5) business days as required by***
36 ***NH RSA 91-A:2, II. They will not be finalized until approved by majority vote of the Select Board.***

37
38 ***A recording of the meeting can be found at: http://www.townhallstreams.com/towns/north_hampton_nh, and a***
39 ***DVD recording is available at the North Hampton Town Administrative Offices, 233 Atlantic Avenue, North***
40 ***Hampton, New Hampshire 03862.***

41

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42 Working with New Treasurer: New Treasurer Angela Blatus taking over accounts; discuss stipends at next
43 meeting to pay Treasurer

44 Remote Laptop for Finance: Need to replace laptop borrowed from Town Clerk during pandemic

45

46 **INFORMATION TECHNOLOGY (IT)** – Michael Tully

47 Continue User Replacement Program: Through PCG replacing high-end users first (Ryan Cornwell)

48 Explore Phone System Upgrades: Phones at end of lifespan; started with MDCOM but sidetracked; review
49 cost-benefit options

50 Document Management System: Stopped due to pandemic; working with RICOH to set up

51 Looking into Automated Phone: Look into utilizing the technology

52 Cash Receipting Module: Look into module for direct input into Finance system to replace cash receipts

53 Cyber Security Assessment: Do a hybrid with PCG to look at Town system for weaknesses

54 Channel 22 Equipment Upgrades: Goal to move into CIP and Budget process to monitor income and
55 spending; equipment needs replacement

56 Overhaul Town Website: Improve Town Website; make changes for Document Management System

57

58 **TOWN CLERK/TAX COLLECTOR** - Sue Buchanan

59 Update Retained Ballots Downstairs: Destroy files not needed due to limited storage available

60 Professionally Clean Basement: To protect stored documents

61 Reorganize Attic: Move some files to basement to free up space

62 Caller ID on Phone: Town Clerk caller ID not working; restore feature

63 Clean Air Ducts: Need to be cleaned

64 Safe that Works: Current safe difficult to use

65 Binding Town Reports & Town Books

66 Birds on Font Steps: Problems with birds; possible use of hose for spraying; other thoughts/ideas

67

68 **POLICE DEPARTMENT** – Chief Kathryn Mone

69 Training Plan in Place: Continue training goal

70 Update Policy Manual: Continue updating; no Deputy Chief at this time

71 Hire Open Positions: In progress now for new officer

72 Implement Personnel Evaluations: Working on with staff

73 Long-Term Solution for Firing Range: Currently no place to practice for qualification; need a permanent
74 solution

75

76 **FACILITIES** – John Hubbard & Michael Tully

77 Library Building: John Hubbard will be in charge to work with Library Trustees if they need anything from
78 the Town

79 Fund Article of New Town Offices: Depends on what we see financially in summer and fall

80 Siding on Town Office Building: Waiting on third quote; cost higher than expected; possibly fund from
81 Capital Reserve Account; on list for next year

82 Yearly Town Hall Assessment/Town Clerk Building: John Schnitzler completed Phase 2 of plan,
83 recommended catwalk and insulation upstairs; steeple roof and Clock Tower still to be done; idea to have
84 Mr. Schnitzler assess Town Hall yearly;

85 Buildings/Generators to Natural Gas: Have line into Fire Department; need to work with contractors to
86 change each system to natural gas

87 Expand Heating at Recycling Center: Only small office space heated; Mr. Hubbard looking at heating
88 system to reduce chill in building

89 Assess New Town Office Space: Look at space needed in old Library building for Town Offices; look at
90 providing some storage space
91 Determine Fire Department 2nd Floor Feasibility: Fire Department will need an elevator and determine if
92 a second floor can be added
93

94 **FIRE DEPARTMENT** – Michael Tully

95 Fire/EMS PSAs to Educate Public: John Savastano and staff providing more Public Service Announcements
96 Reestablish Regional Training Post Pandemic: Deputy Lajoie working with Rye and Greenland Fire Chiefs
97 to set up regional shift training town-to-town; restart program

98 Assess Dispatch Upgrades: Fire Department Dispatch needs updating; Capital Reserve Fund started this
99 year; need to assess costs to change outright or transfer dispatch somewhere else

100 Investigate Emergency Software Packages: Use software to keep and pull data; look at other packages
101 that work better for department

102 Expand Mutual Aid Agreement with Rye: Work closely with Rye Fire Chief sharing equipment; Rye
103 purchasing new Ladder Truck; continue discussing mutual aid agreement for cost savings and better
104 service

105 Remote Laptop for Deputy Fire Chief: Important for everybody to have the ability to work out of office
106

107 **DEPARTMENT OF PUBLIC WORKS** – John Hubbard

108 Complete Several Drainage Projects: Projects already planned, some dealing with MS4 Stormwater

109 Implement Year 9 of DPW Road Maintenance Plan: Warrant Article yearly for road improvements

110 Continue Implementation of MS4 Stormwater Requirements (Year 5): Requirements get harder yearly;
111 waiting on some Year 4 requirements; need Public Hearing for July; Mr. Hubbard to look at funding

112 Continue with Winnicut Road Drainage Issues: Dredging is a difficult project; looking at other ways to solve
113 problems; possible use of culverts as workaround
114

115 **LBH** – Michael Tully

116 Clarify Town Building Inspector Role: North Hampton Building Inspector assists with things in LBH;
117 possibility of lawsuit as LBH has separate zoning rules; need to clarify role of North Hampton Building
118 Inspector in LBH; look into tax revenues

119 Annual Meeting with Select Board: Set up annual meeting
120

121 **TOWN ADMINISTRATION** – Michael Tully

122 Cell Tower Working Group: Restart working group

123 Document Management System: Work with Ricoh

124 Street/Trash Clean-up: Have trustees pick up trash on streets for \$30/day; Public Works will pick up bags

125 Channel 22 to CIP/Budget: Work on moving Channel 22 Budget to CIP this fall

126 Facilities Guide: Put together a book listing each building and all its systems and maintenance information
127

128 **COMMUNICATIONS** – Michael Tully

129 Monitor Minutes Clerk Salary: Follow through to end of year to know spending in that area

130 Town-Wide PSAs
131

132 **RECREATION** – Joe Manzi

133 New Location for Ice Rink: Need to locate a new space for Ice rink; cannot use tennis courts

134 New Location for Playground: Donated equipment on Homestead Property needs to be moved; best
135 location Dearborn Park; working with Primex on location

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136 Irrigation for Dearborn Park: Explore irrigation system for park for maintenance moving forward;
137 investigate moving funds approved for irrigation system on Homestead Property to Recreation
138 Develop Programs at Centennial Hall: Working with Marcy McCann and Friends of Centennial Hall on
139 agreement for Town utilization of space; continue into next year
140 Restart Before/After School Programs: Programs cancelled; waiting for guidance on summer camps
141 reopening; possible plan for Summer Camp hybrid; programming up and running by fall
142 Expand Scholarship/Fundraising through Rec Commission
143 Continue Department Collaborations: Continue to work with other departments increase Town
144 programming
145 Update Policy Manual: Update policies for employees and people using services

146
147 **Motion:** To accept the Select Board Goals as presented.

148 **Motioned:** Vice-Chair Sununu

149 **Seconded:** Selectman Miller

150 **Vote:** Motion approved by a vote of 3-0

151

152 Chairman Maggiore thanked everyone who collaborated on this and said it gives Department Heads the
153 ability to move forward with these goals.

154

155 **Any Other Item that may legally come before the Board**

156

157 **Adjournment**

158

159 Chairman Maggiore adjourned the meeting at 1:14 pm.

160

161 Respectfully submitted,

162

163 Patricia Denmark, Recording Secretary

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