



**TOWN OF NORTH HAMPTON, NEW HAMPSHIRE
NORTH HAMPTON SELECT BOARD MEETING**

MAY 11, 2020 7:00 PM

NORTH HAMPTON TOWN HALL

DRAFT MINUTES

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

ALSO PRESENT: Interim Town Administrator Michael Tully, Police Chief Kathryn Mone, Finance Director Ryan Cornwell (via Zoom)

AGENDA

Chairman Jim Maggiore welcomed everyone to the May 11, 2020 North Hampton Select Board Meeting and called the meeting to order at 7:02 pm, followed by the Pledge of Allegiance.

Chairman Maggiore said they were coming from a Non-Public Meeting where one motion was made, vote was unanimous, and the Town Administrator will act on the intent.

Motion: To seal the minutes of the Non-Public Session of May, 11 2020.

Motioned: Vice-Chair Sununu

Seconded: Selectman Miller

Vote: Motion approved by a vote of 3-0

First Period of Public Comment

Call 603-758-1447 for Public Comments or access via Zoom

Email Chairman Maggiore at: jmaggiore@northhampton-nh.gov and email will be read aloud at the meeting.

No public comments.

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.

Consent Calendar

- 5.1 Payroll Manifest of April 23, 2020 in the amount of \$66,642.57
- 5.2 Payroll Manifest of April 30, 2020 in the amount of \$62,572.55
- 5.3 Payroll Manifest of May 7, 2020 in the amount of \$70,716.39
- 5.4 Accounts Payable Manifest of April 30, 2020 in the amount of \$59,594.28
- 5.5 Lien Execution Approvals of 2019 Unpaid Taxes
- 5.6 Approval of Abatement Application
- 5.7 Approval of Abatement Application
- 5.8 Approval of Abatement Application
- 5.9 Approval of Abatement Application
- 5.10 Approval of Abatement Application
- 5.11 Approval of Abatement Application

Motion: To approve the Consent Calendar as presented.

Motioned: Selectman Miller

Seconded: Vice-Chair Sununu

Vote: Motion approved by a vote of 3-0

Correspondence

Copies of all Correspondence will be attached to these minutes.

6.1 Correspondence from State of New Hampshire Department of Transportation

Dated April 28, 2020 from Shelley Winters, Administrator, Bureau of Rail & Transit; correspondence read in full

Enclosed copy of the New Hampshire Seacoast Greenway Rail Trail agreement which will not take effect until completion of construction anticipated to be fall 2023. Currently no agreements exist between DOT and the 5 Hampton branch communities governing use of the corridor and it remains State owned. To utilize the Rail Trail from now until construction (beginning September 2021), all 5 communities must sign and enter into new short-term agreements providing insurance and indemnification of the State. If all 5 do not sign the new agreements, the corridor will remain closed to the general public.

Discussion: Vice-Chair Sununu asked if any of the other communities have expressed interest in entering into one of these short-term agreements. Interim Town Administrator Tully suggested forwarding the letter to Mr. Hillier for the Rail Trail Committee and having them reach out to other communities. Selectman Miller said if they do provide security it will be at the Town's expense, and he convinced the Board not to touch it because it is polluted. Chairman Maggiore said he would follow up with Shelley Winters and ask Interim Town Administrator Tully to include Scott Bogle.

Selectman Miller said on the Lien List page 2 they do not want to put a lien on the the 2 lots in Coakley Landfill as they do not want to own that land or claim the title to it. He asked the Board to reconsider their motion and remove item 5.5 from the Consent Calendar.

Motion: To **reconsider** the motion on the *Consent Calendar* previously approved.

Motion: Vice-Chair Sununu

Seconded: Selectman Miller

Vote: Motion to reconsider approved by a vote of 3-0

Motion: To approve the Consent Calendar as presented with the exception of 5.5 Lien Execution Approvals, page 2, removing approval to put liens on Coakley Landfill lots.

Motioned: Selectman Miller

Seconded: Vice-Chair Sununu

Vote: Motion approved by a vote of 3-0

Committee Updates

Chairman Maggiore said he received a note from the Chairman of the *Heritage Commission* to consider appointments to the North Hampton Heritage Commission, and read the memo in full.

Candidates: Donna Etela, 3-year term expiring 2023; Vicki Jones, 3-year term expiring 2023; Jane Robie, 1-year term as Alternate expiring 2021.

Motion: To approve the slate of candidates as read in memo from Chair dated March 18, 2020.

Motioned: Vice-Chair Sununu

Seconded: Selectman Miller

Vote: Motion approved by a vote of 3-0

Report of the Interim Town Administrator

A copy of the Report of the Interim Town Administrator will be attached to these minutes.

Report April 21 to May 8, 2020: Interim Town Administrator Tully stated that the Town was currently in good financial shape with 9 weeks left in the current fiscal year and approximately 18% of the Budget remaining; the Police Chief submitted a Grant for a mobile messaging board and hired John Monaghan as part-time temporary employee.

Town Hall Clock Tower roof replacement will be either rubber or copper; copper more appropriate for Historic Building; working with A.W. Therrien. Town Office Building siding quotes coming in higher than expected. Selectman Miller asked about the trim boards for the Town Office Building and requested they use only AZEK to avoid rot; Interim Town Administrator Tully said he would update any prior quotes to AZEK only; no objections by the Board. Library Bond Application submitted to Bond Bank; better idea on rates in June. Conference calls with leadership continuing daily on coronavirus.

Town Administrator Tully said stipends have come through for first responders, Fire & Police, and said he the funds can be accepted under RSA 21-P:43 and asked the Board to give the Town Administrator permission to move forward and accept the stipend funds as received.

Motion: To authorize the Town Administrator to accept stipend funds under RSA 21-P:43.

Motioned: Vice-Chair Sununu

Seconded: Selectman Miller

Vote: Motion approved by a vote of 3-0

Questions for Town Administrator: Chairman Maggiore said with regard to A. W. Therrien the Board should consider whether the Clock Tower roof should be sole-sourced or they should comply with the Town's purchasing policy. Interim Town Administrator Tully said not many roofing contractors would qualify for the work but he would try to get more bids; the Board agreed by consensus for the Town Administrator to do more research. Chairman Maggiore asked Chief Mone for more information about the Town Messaging Board.

Police Chief Kathryn Mone said the mobile message boards on Route 1-A are currently rented by the State, and this would be one they could tow to certain areas of the Town and update according to changing emergency orders.

Chairman Maggiore said the next meeting is scheduled for May 25, Memorial Day, and asked if the Board wanted to meet that week. Interim Town Administrator Tully said he would check the Town Calendar for available dates.

Items left on the Table

NEW BUSINESS

10.1 Hampton Area Chamber of Commerce – John Nyhan, President (by Zoom)

Hampton Area Chamber of Commerce President John Nyhan said the chamber represents 5 Seacoast communities from Hampton to Rye, with over 500 businesses, non-profits, and individual members. He said since mid-March the Area Chamber has been working to help communities fight Covid-19. He said they are now operating with a budget of 58% less, including staff; a Facebook group page, HACOC-Helping Each Other, has been set up for questions and sharing information at the local, regional, and State and Federal level; the Chamber is also involved in community projects.

Mr. Nyhan said they have advocated for area businesses applying insurance claims for financial support from their insurance carriers, and they are working with the US Chamber in Congress and the insurance industry on how to help small businesses. He said businesses have also applied to the Paycheck Protection Program (PPP), but the current guidelines require the 75% that be spent on payroll within an 8-week window to have the loan forgiven. Otherwise the loan becomes a loan that needs to be paid back in 2 years, and he said they are working to extend the 8-week period to 16 weeks.

Mr. Nyhan said Unemployment does help a lot of people but does not help the business owner bring back staff because of the \$600 stipend they are now getting from the Federal Government. He said they are making too much money on unemployment to go back to work and the Chamber is trying to work with the Department of Labor & Unemployment to make sure guidelines are in place. He said he is one of 19 on the Governor's Reopening Task Force and a member of several sub-committees, and is working to represent the 5 seacoast communities.

Mr. Nyhan said he is also co-leader of a Task Force to open up Hampton Beach, and they are recommending a very phased approach. He said the report is available online, and his email is: john@hamptonchamber.com. The Hampton Police Chief has also reached out to area Chiefs of Police to talk about traffic patterns and traffic flow, and create a plan that works for all Seacoast communities. He

said the Town of Hampton has asked the Chamber to coordinate with its restaurants with a detailed explanation for outdoor dining and options to expand on their property.

Chairman Maggiore said Interim town Administrator Tully came up with the idea of a permit for outdoor restaurants as relates to the Governor's guidelines, and said he hoped the boards could work together to avoid any problems between towns, and asked that the Board move up the discussion of outdoor dining spaces.

10.3 Discussion of Outdoor Dining Spaces per Stay at Home 2.0 Order

Interim Town Administrator Tully said the Governor's 2.0 Order gives permission to restaurants to open with outside venues with significant rules and procedures in place. He said the Order does not change the Site Plan regulations and many businesses do not have the ability to operate with outside seating and other may want a bigger area than approved for to make this successful.

Interim Town Administrator Tully said he came up with the idea of doing a Temporary Permit which will apply to any business who does not currently have outdoor seating or wishes to expand space. Permits would be set up for every 30 days and require a plan be given to the Health Officer/Building Inspector and reviewed by the Fire Chief to ensure protection of diners. If the Governor's order is taken back, restaurants will have 14 days to revert to their former situations. He said they need a plan that memorializes the Site Plan restrictions in place then relaxing them to work with businesses to get back on track and start rebuilding our community. He said he developed a letter to go out to area businesses with a temporary seating permit authorization and a copy of COVID-19 guidelines.

Discussion: Selectman Miller asked if this would be for any business with seating for any purpose, and Interim Town Administrator Tully said it would. Vice-Chair Sununu said they should be doing all they can to help businesses open up and make sure it is done safely. Chairman Maggiore said this did come up at the last Planning Board Meeting, and he also reached out to NHMA.

Mr. Nyhan added that the New Hampshire Liquor Commission (NHLC) will allow an extension of business liquor licenses to an expanded area as long as it is somewhat attached to the building; applications for extensions can be made on the NHLC website and reply is automatic, and can be used as proof to show an Inspector. Chairman Maggiore said that was included in the permit.

Motion: To approve the letter to area businesses with permit application as presented.

Motioned: Vice-Chair Sununu

Seconded: Selectman Miller

Vote: Motion approved 3-0

10.2 Discussion of FY2022 Budget Forecast

Interim Town Administrator Tully said there were a lot of questions at the beginning of the pandemic about how it would affect the Town's Budget moving forward. He said it was important to look forward to the next Budget and where they see increases and look ahead to tax bills going out in June and what position the Town will be in if they don't collect all the revenues. He said in June he and Finance Director Ryan Cornwell will start tracking when they get money in to be able to follow the percentages going forward. He said Mr. Cornwell is on Zoom now and will go over the numbers, how he arrived at those numbers, and what position he sees the Town in and when it becomes a problem.

Finance Director Cornwell said he was asked to calculate what the effect of reduced property tax collections from the upcoming tax levy would be over the next 6 months. He said in the formula used by Bond Counsel for evaluating whether a Town is in need of a Tax Anticipation Note (TAN), he provided several cash flow sheets with collection ratios of 100% to 50% to illustrate the impact of ratios on cash flow. Under "Actual Estimated Receipts" the collection ratio of property taxes is shown as well as Motor Vehicle, Building Permits, etc., with only property taxes changing from one scenario to the next; other numbers are estimated expenditures and revenues other than tax collection. Conservatively speaking expenditures would likely be elevated some and other revenues reduced a few percentage points.

Finance Director Cornwell said the Tax Amendment won't be done until sometime later this month by the Tax Collector's Office, and they cannot reasonably anticipate what the level of collection will be at this point. Traditionally the Town collects 96% of tax commitment by August 1st, 3%-4% of actual levy in May, and by July 1st 49% of total levy. He said there is no reason to believe tax collection will be lower than in the mid-80s considering North Hampton demographics and it is important to see what happens in June. He said even with 50% of normal returns through June, they would still have cash flow available to consider short-term financing without having an interruption in paying bills and should not have a problem in the short term.

10.4 Discussion of Goal Setting Date

Interim Town Administrator Tully asked if the Board wanted to set a lunch workshop or discuss goals before a regular meeting. Selectman Miller said the room upstairs is too small for social distancing and asked if they could do it here. Interim Town Administrator Tully said they can have Department Heads by Zoom, and said he would sent out dates towards the last week of May. Chairman Maggiore asked that he send out a copy of Select Board Goals from last year.

Approval of the Regular Meeting Minutes of April 20, 2020

Motion: To approve the Regular Meeting Minutes of April 20, 2020 as presented.

Motioned: Vice-Chair Sununu

Seconded: Selectman Miller

Vote: Motion approved by a vote of 3-0

Approval of the Meeting Minutes of the Non-Public Session of April 20, 2020

Motion: To approve Non-Public Session Minutes of April 20, 2020 as presented.

Motioned: Vice-Chair Sununu

Seconded: Selectman Miller

Vote: Motion approved by a vote of 3-0

Any other Item that may Legally Come before the Board

Chairman Maggiore raised the issue of a process for hiring the new Town Administrator, first posting the job and then coming up with a process to go through the interview. He asked for a consensus of the Board to have Interim Town Administrator Tully post that job then discuss how to structure the process and how long to post the position. Interim Town Administrator Tully said posting is generally 2 to 4 weeks, and

Chairman Maggiore asked that a draft of the job description be sent to Board members for response and suggestions. Vice-Chair Sununu felt the job should be posted for 4 weeks given the current circumstances.

Second Public Comment Session

Call 603-758-1447 for Public Comments or via Zoom

Glenn Miller of 83 South Road said at the last Select Board Meeting the Board approved a letter to be sent to Library Trustees concerning the use of Capital Research Funds and asked if it had been sent. Chairman Maggiore said a motion was made but did not know that there was a letter to be sent. Interim Town Administrator Tully said he thought it was a recommendation from the Select Board to Library Trustee. Mr. Miller asked how the Board was conveying that vote to the Trustees, and they were aware of this but are not taking any action until they receive the request.

Chairman Maggiore said the Board would make sure a communication is sent and asked Interim Town Administrator Tully to put together a letter to Library Trustees.

Next Meeting: To be determined.

Adjournment

Chairman Maggiore adjourned the meeting at 8:28 pm.

Respectfully submitted,

Patricia Denmark, Recording Secretary