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3 **TOWN OF NORTH HAMPTON, NEW HAMPSHIRE**  
4 **NORTH HAMPTON SELECT BOARD REGULAR MEETING**

5 **MAY 13, 2019 7:00 PM**

6 **NORTH HAMPTON TOWN HALL**

7 ***DRAFT MINUTES***

8  
9 SELECT BOARD MEMBERS PRESENT: Chairman Jim Maggiore, Vice-Chairman Larry Miller, Member  
10 Kathleen Kilgore

11  
12 ALSO PRESENT: Town Administrator Bryan Kaenrath, Channel 22 Director John Savastano, Emergency  
13 Management Chief Michael J. Tully

14  
15 **AGENDA**

16  
17 Chairman Maggiore welcomed everyone to the May 13, 2019 Select Board Meeting, and called the  
18 meeting to order at 7:05 pm, followed by the Pledge of Allegiance.

19  
20 Chairman Maggiore said they were coming out of 3 non-public and they would have to go back into Non-  
21 Public after this meeting to complete Session III. He said in Non-Public Session II there was a unanimous  
22 vote to have the Town Clerk/Tax Collector act on that motion, and they intended to seal those minutes.

23 **Motion:** To seal the minutes of Non-Public Session II of May 13, 2019

24 **Motioned:** Selectwoman Kilgore

25 **Seconded:** Selectman Miller

26 **Vote:** Motion approved 3-0

27  
28 **First Public Comment Session**

29  
30 Frank Ferraro of Post Road said that individual members of the Select Board had recently been directing  
31 the Town Administrator or Town staff to take certain actions, and in contacting State agencies. He said  
32 the New Hampshire Business Association states that a Board of Selectmen may only take action by a

33  
34  
35 ***NH RSA 91-A:2, II. They will not be finalized until approved by majority vote of the Select Board.***

36  
37 ***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***  
38 ***a DVD recording is available at the North Hampton Town Administrative Offices, 233 Atlantic Avenue, North***  
39 ***Hampton, New Hampshire 03862.***

40 majority vote and a single Selectman has no authority. He said all actions must be voted on by majority of  
41 the Board at a public meeting that complies with the Right-to-Know Law.

42

43 **Consent Calendar**

- 44 8.1 Payroll Manifest of 05/02/2019 in the amount of \$76,908.84
- 45 8.2 Payroll Manifest of 05/10/2019 in the amount of \$198,969.94
- 46 8.3 Accounts Payable Manifest of 05/03/2019 in the amount of \$69,127.90
- 47 8.4 Abatement Recommendation
- 48 8.5 Abatement Recommendation
- 49 8.6 Abatement Recommendation
- 50 8.7 Abatement Recommendation
- 51 8.8 Financial Policies
  - 52 8.8.1 Fraud Policy
  - 53 8.8.2 Credit Card Policy
  - 54 8.8.3 Investment Policy
  - 55 8.8.4 Information Security Policy
  - 56 8.8.5 Internal Control Policies and Procedures
  - 57 8.8.6 Purchasing Policy
  - 58 8.8.7 Fund Balance Policy

59

60 Chairman Maggiore said 4 abatements were listed on the Consent Calendar but there were only 3  
61 abatements.

62 **Motion:** To approve the Consent Calendar as presented minus one abatement.

63 **Motioned:** Selectman Miller

64 **Seconded:** Selectwoman Kilgore, for discussion

65

66 Discussion: Selectman Miller said on *8.8.1 Fraud Policy* a Security Officer was needed to approve the  
67 information security policy. Town Administrator Kaenrath said the policy could be approved pending that  
68 action. Selectwoman Kilgore said *8.8.4 Information Security Policy* should be amended with regard to  
69 using Town emails for Town business, as some committees and boards were still using their personal  
70 emails. Selectman Miller said *8.8.4* should be taken off and amended.

71

72 Selectwoman Kilgore said she also had concerns about *8.8.5 Internal Control Policies and Procedures*, and  
73 said changes were made to the AP manifest and the payroll manifest after the breach. Chairman Maggiore  
74 felt that this should also take that off the Consent Calendar to be amended

75

76 **Motion Amended:** To approve the Consent Calendar as presented minus one abatement, and to table  
77 *8.8.4 Information Security Policy* and *8.8.5 Internal Control Policies & Procedures* until changes were  
78 completed.

79 **Vote:** Motion approved as amended 3-0

80

81 **Legislative Update – Tom Sherman**

82 Senator Tom Sherman said he represented District 24 which included North Hampton, and would plan on  
83 coming to Board meetings 2-3 times/year. He said he had spoken with the Commissioner of NHDOT about  
84 the sidewalk along Route 1-A at Rye-on-the-Rocks which had seen frequent trauma. He said DOT could  
85 see the need for repair from a safety standpoint, but were concerned that the seawall there needed a  
86 long-term fix.

87

88 Senator Sherman said he had also been working on the issue of drinking water at Coakley, and said Bill  
89 HB494 would be coming up before the Senate to notify NHDES to stop all known outflow from the Coakley  
90 Landfill contamination. He said Little River was the at-risk site for North Hampton and recommended they  
91 look at the practice of withdrawing water for hydro-seeding from one of their water sources. He said there  
92 were reports of a hydro-seeding company tapping Berry's Brook which was known to be contaminated,  
93 and that if there was a well near it could also be contaminated. He said there was discussion at the Rye  
94 Select Board tonight about putting out an emergency order to stop that practice in Berry's Brook.

95  
96 Senator Sherman said he was able to connect with the Hampton Area Chamber of Commerce so they  
97 could all work together to develop a strategic Economic Development Plan for the Seacoast Region. He  
98 said his focus was on the Route 1 Corridor and trying to get the State invested on a strategic basis to make  
99 sure it is a coordinated effort.

100  
101 Discussion: Selectman Miller asked about beginning the Rail Trail, and Senator Sherman said they would  
102 continue work with the owner and continue to work out the details from the Town. Selectman Miller said  
103 with regard to Coakley, the current Coakley Landfill Group existed by a court order. He said Hampton was  
104 willing to pay as well as many private businesses, and said the only entity that was allowed to walk away  
105 from a buyout bargain was the Federal Government. Senator Sherman said there were many different  
106 layers of taxpayers, and only one entity knew how toxic this was – the manufacturers. He said he agreed  
107 that taxpayers should not pay for this and that was his goal.

108  
109 **Correspondence**  
110 *A copy of the Correspondence will be attached to these minutes.*

111  
112 Chairman Maggiore said they received correspondence from Commander Berk Bennett, American Legion  
113 Post 35, on April 29, 2019 inviting the Select Board and the Town Administrator to participate in the  
114 Memorial Day Parade on Monday, May 27, 2019. He said the parade route would start at 10:00 am in  
115 front of the Citizens Bank and end at Town offices with a memorial service immediately following.  
116 Chairman Maggiore said they would make sure the information was on the website and in Friday Folders.

117  
118 **Committee Updates**  
119  
120 Selectwoman Kilgore said she did not do a write-up for the *Economic Development Committee* as there  
121 were several agenda items being addressed tonight. Chairman Maggiore said the *Water Commission* and  
122 the *Heritage Commission* would also be handled under New Business.

123  
124 Director John Savastano gave a brief update of *Channel 22* and stated they were getting ready to go  
125 outdoors and would be starting their Atlantic Avenue series again. He said they were doing their second  
126 podcast on Thursday, and last Thursday they presented the Governor's Opioid Forum at the High School  
127 sponsored by the Hampton Rotary Club. He said they would be breaking in a new sound system at the  
128 Town event.

129  
130 **Public Hearing**  
131 To consider the acceptance of unanticipated revenue in the amount of \$19,981.87 for reimbursement  
132 from the Department of Homeland Security/Federal Emergency Management Agency (FEMA).

133  
134 Chief Michael Tully, Emergency Management Director, said there had been several declarations he had  
135 been working on since last spring. He said this was a declaration for a snowstorm in March of 2018 which

136 put them over their threshold and enabled them to apply for Federal assistance, and said this amount  
137 represented a 75% Federal payment. He said the money could not be put back in the budget as that  
138 budget year was closed and it would have to go into the General Fund. He said there was only one project  
139 outstanding and that was the seawall. He said the problem was that North Hampton owned the sidewalk  
140 but not the piles, and said he was hoping to have the sidewalk marked for hazards before the summer.

141

142 Chairman Maggiore opened the Public Hearing at 7:37 pm. As no one from the public came forward, he  
143 closed the Public Hearing at 7:38 pm.

144

145 **Motion:** To accept the unanticipated revenue in the amount of \$19,981.87 for reimbursement from  
146 FEMA.

147 **Motioned:** Selectwoman Kilgore

148 **Seconded:** Selectman Miller

149 **Vote:** Motion approved 3-0

150

151 **Report of the Town Administrator** – Bryan Kaenrath

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

153

154 Town Administrator Bryan Kaenrath stated that there were 8 weeks remaining in the fiscal year with 20%  
155 of the budget remaining and a projected surplus of approximately \$537,000. He said new hire in the Police  
156 Department was now in training and there was also a possible future vacancy. He said the Fire Department  
157 interviewed for a vacancy and may have a candidate for the next Select Board meeting.

158

159 Town Administrator Kaenrath said they had a series of proposals from MDCOM to update their telephone  
160 systems. He said the Philbrick Pond Study needed to be an agenda item again and Selectman Miller  
161 recommended doing that at the next meeting. Town Administrator Kaenrath said Document Management  
162 Systems also needed to be scheduled and he would try to get some dates together. He said the Wage  
163 Range RFP was out for bid and would be back May 31<sup>st</sup>.

164

165 Town Administrator Kaenrath said they needed to reschedule the May 27<sup>th</sup> meeting as that was Memorial  
166 Day. He said Little Boar's Head was also trying to get a meeting together with the Select Board and talk  
167 about sidewalks. It was agreed by the Board to meet on June 3, 2019, and Chairman Maggiore said they  
168 could then see if they needed the meeting on June 10<sup>th</sup>. Town Administrator Kaenrath said he would ask  
169 Brian Goode if Little Boar's Head could meet on Jun 3<sup>rd</sup>. Selectwoman Kilgore suggested they do the  
170 meetings back-to-back, and they agreed on 5:00 pm for Little Boar's Head with the Select Board following.

171

172 **Items left on the Table**

173

174 **NEW BUSINESS**

175

176 **Appointments to the Capital Improvements Committee**

177 Chairman Maggiore said emails were received from Cynthia Swank requesting nomination to be the  
178 Planning Board Citizen Member of the CIP, and from Chuck Gallant as Select Board Citizen Member of the  
179 CIP. Selectwoman Kilgore said for process they should do them individually.

180

181 **Motion:** To appoint Cynthia Swank as the Planning Board Citizen Member to the Capital Improvements  
182 Committee to expire in 2020.

183 **Motioned:** Selectwoman Kilgore

184 **Seconded:** Selectman Miller

185

186 Nancy Monaghan of the Planning Board stated that both appointments were being nominated as Citizen  
187 Representatives, Cynthia Swank from the Planning Board and Chuck Gallant from the Select Board. She  
188 said there were 3 citizen members of the CIP Committee as determined by Warrant Article in 2010 and  
189 the terms for citizen members were 3-year appointments.

190

191 **Motion Amended:** Selectwoman Kilgore amended her motion to the change the term of appointment for  
192 Cynthia Swank to expire in March 2022.

193 **Vote:** Motion approved as amended 3-0

194

195 **Motion:** To appoint Chuck Gallant as the Select Board Citizen Member to the Capital Improvements  
196 Committee, term to expire in March 2022.

197 **Motioned:** Selectman Miller

198 **Seconded:** Selectwoman Kilgore

199 **Vote:** Motion approved 3-0

200

201 **Appointment to the Heritage Commission**

202

203 **Motion:** To appoint Nancy Monaghan to the Heritage Commission as an Alternate Member, term to  
204 expire March 2020.

205 **Motioned:** Selectman Miller

206 **Seconded:** Selectwoman Kilgore

207 **Vote:** Motion approved 3-0

208

209 **Cost Sharing for the Study of Well 22**

210 Chairman Maggiore state that the *Water Commission* had a meeting on Friday to discuss a potential cost  
211 sharing study of Well 22, a large-draw well in Hampton. He read an email from the Co-Chair of the Water  
212 Commission which stated that Aquarion was in the process of developing a new well and submitted a  
213 report on permitting and well testing for Hampton and North Hampton. He said Hampton received a quote  
214 from UNH Civil Engineering Professor Thomas Ballestero, a recognized expert in the area, who would  
215 charge \$3,500 for a full review and written comments.

216

217 Chairman Maggiore said Hampton had asked North Hampton to participate in a 40%/60% cost sharing  
218 plan, with North Hampton at 40% (\$1,400) and Hampton at 60% (\$2,100). He said on May 19, 2019 the  
219 Water Commission approved the recommendation to the North Hampton Select Board for approval to  
220 commit \$1,400. Selectwoman Kilgore said the agenda was not posted on the website, and they had agreed  
221 to have meetings posted.

222

223 **Motion:** To approve the expenditure of \$1,400 for Dr. Ballestero to do his review of the Geosphere  
224 Environmental Report on Well 22, which represents 40% of the total cost of the analysis.

225 **Motioned:** Chairman Maggiore

226 **Seconded:** Selectman Miller

227 **Vote:** Motion approved 3-0

228

229 **Aquarion Water Quarterly Update**

230 Carl McMorrان of Aquarion said they would present an update of their ongoing work to provide safe  
231 reliable drinking water to the community. He said they were wrapping up routine work on pumping and

232 treatment systems to prepare for summer demand and were 80% through the installation of seasonal  
233 metrics, and were 1/3 through their hydro-maintenance program.

234  
235 Mr. McMorran said they were collecting a lot of data on PFAS on their website and were available for  
236 questions. He said the chart compares the observed distribution of levels of PFAS to proposed MCLs by  
237 NHDES, which were in the process of being formalized. He said a Public Hearing was held for input on  
238 what the numbers to be approved by the legislature should be. He said the chart shows the maximum and  
239 average levels they see in their system, and said the proposed MCLs only covered 4 of the compounds  
240 they detected.

241  
242 Mr. McMorran said they had their own PFAS management plan to try to minimize the levels in the  
243 distribution system by minimizing the use of Well 6 which has the highest PFAS levels. He said they were  
244 continuing PFAS quarterly testing, initiating PFAS testing in sentinel wells and continuing PFAS treatments.  
245 He said they were seeking approval from DES for Well 22 and would continue to watch the regulatory  
246 process and provide communication.

247  
248 Dan Lawrence, Director of Engineering at Aquarion, said they were in the middle of evaluating a number  
249 of things. He said the Mill Pond Treatment Analysis update found Well 6 currently had the highest  
250 concentrations of PFAS and they were looking at how to treat it and the cost of treatment. He said they  
251 had done a bench scale, and said the pilot scale was ongoing to look at adjacent monitor wells to  
252 determine the length of time it takes to exhaust the medium. He said better defining what media to use  
253 and how long it will last would help refine yearly costs. He said Well 6 would stay off most of the year, and  
254 water treatment upgrades at Mill Road WTP would consolidate treatment for 6 wells.

255  
256 Mr. Lawrence said the Little River WTP would treat wells 7 and 22 which would be consolidated into one  
257 common facility once Well 22 was permitted for treatment. He said a large groundwater withdrawal  
258 permit application was submitted to serve the communities in the long term to make sure there is  
259 adequate water supply. He said other projects included the Route 101 Water Main Replacement. As far  
260 as the "Exeter Tank", he said they looked at solutions for additional storage and decided they needed  
261 another tank which would be located adjacent to the current tank.

262  
263 **Village Center Proposal – Ironwood Design Group**  
264 Jeff Hyland, principal of Ironwood Design Group, said they responded to an RFP put out by the Town to  
265 develop a conceptual Village District from Hobbs Road to Cedar Road along the Lafayette Road corridor.  
266 He said he was a Landscape Architect, Planner and Urban Designer with 25 years of experience, and  
267 Ironwood had done public and private projects and worked with 100 local, State, and Federal agencies.  
268 He said their focus would be on place-making to create a vibrant, healthy community.

269  
270 Mr. Hyland said he had met with the Economic Development Committee to review the scope of the work.  
271 He said a question had come up about their experience with NHDOT and said he was currently working  
272 with DOT on the Route 101 reconstruction project. He said they did a lot of public outreach projects and  
273 had a lot of experience in the Seacoast area. He said the goal of the project was to create a consensus  
274 Master Plan as a guiding document with some vision to lay out a roadmap for the next 20-30 years related  
275 to development and redevelopment in that area.

276  
277 Mr. Hyland said Task 1 was to develop a true scope of work with community outreach and information  
278 gathering. He said they would start with a kick-off meeting, project research and reconnaissance, with  
279 aerial photography to be used as an existing-conditions plan. He said following the plan they would hold

280 a key stakeholders meeting for their feedback and determine any issues moving forward. He said they  
281 would then do a regulatory assessment and look at current zoning regulations to see if anything was at  
282 odds with their long-term vision.

283  
284 Mr. Hyland said Task 2 would involve more community outreach meetings and holding a Stakeholders  
285 Workshop to brainstorm a potential vision for the area. He said based on all feedback they would refine  
286 the Master Plan and develop illustrative graphic representations of what the Village Center might look  
287 like in build-out condition. He said the scope of work would be fine-tuned based on what worked best for  
288 North Hampton, and he reviewed some examples.

289  
290 Mr. Hyland said they did a project in Stratham last year for a portion of the Gateway District along Route  
291 108, which looked at potential infill and redevelopment in that area. He said there was a large Waterfront  
292 Development Project in Dover and said they were working with the city to develop a mixed-use  
293 redevelopment area. He said in a Bridgton, ME they had reimagined Main Street with streetscape  
294 enhancements, potential infill development areas, and traffic calming and pedestrian circulation. He also  
295 showed a variety of photo-simulations for various projects.

296  
297 Discussion: Chairman Maggiore asked if 2 weeks was a typical timeframe, and Mr. Hyland said the  
298 schedule in the proposal was compressed as they thought the proposal needed to be completed by July  
299 1, 2019. Chairman Maggiore said there was a possibility of encumbering funds from this year, but they  
300 would need to have a signed contract by June 30, 2019 and would vote when they knew the amount of  
301 money left in the budget.

302  
303 Jim Better, Chairman of the EDC Committee, said Mr. Hyland presented his proposal at their last meeting  
304 which was widely accepted as a project the Town should move forward on. Selectman Miller said the  
305 Planning Board was also a stakeholder, and Mr. Better said the Planning Board and the EDC has a  
306 mechanism in place to be able to work through zoning issues.

307  
308 Selectman Miller said he felt this seemed like a reasonable amount of money to be spent to try to pull  
309 that corridor together. Selectwoman Kilgore said the point was to have all stakeholders play an active part  
310 at an equal level and bring their concerns as an open forum. She said another issue from the EDC meeting  
311 was Route 1, and said the town of Bedford had worked with NHDOT to try to compromise on what would  
312 work for their community.

313  
314 Mr. Hyland said there were a lot of communities struggling with the same issues and there had been  
315 incremental steps. He said if a town does not step up their vision and tell NHDOT what they want, they  
316 would just do the standard roadway reconstruction project. He said there were plenty of examples of  
317 context-sensitive solutions for communities who had taken the time to develop and publish their vision.  
318 Chairman Maggiore said he supported the idea and if the money was available they will go ahead.

319  
320 Town Administrator Kaenrath said they could not act on this tonight without a signed contract. Chairman  
321 Maggiore asked Mr. Hyland if he could provide a contract in a few weeks, and said at that time they would  
322 be getting closer to when they could encumber funds. Mr. Hyland agreed to provide the contract by the  
323 June 3<sup>rd</sup> or June 10<sup>th</sup> meeting.

324  
325 **Discussion of Economic Development Committee Coordinator**  
326 Mr. Better, Chairman of the Economic Development Committee, said for the last 2 years they had been  
327 working on creating a Village Center with services and opportunities for residents which was a long-term

328 project. He said they also had an urgent need to focus on filling vacant storefronts in Town along Lafayette  
329 Road and contiguous industrial districts. He stated that he wanted to act now on the idea of putting a job  
330 opening out for a professional Economic Development Coordinator.

331  
332 Mr. Better said the position would be for a 1-year contract to fill empty storefronts along Lafayette Road,  
333 with continuation of the contract dependent on results and funding, requiring a plan for filling the  
334 storefronts be completed. He said they would need to become familiar with EDC findings and recognize  
335 and prioritize the types of businesses and services of interest to residents, use the Inventory Sub-  
336 Committee's contact list for outreach, prepare marketing material, and develop a business recruitment  
337 program consistent with the Town's Village Center Master Plan. He said this would be a contract with an  
338 independent professional to be sent out by the Town Administrator and not an RFP.

339  
340 Discussion: Selectman Miller said they did not know what the cost would be, and Mr. Better said to recruit  
341 a good quality person would take about \$50,000. Selectwoman Kilgore said she was not sure they could  
342 encumber funds that way, and Town Administrator Kaenrath said they would need a signed contract with  
343 an individual for a specific dollar amount. Selectman Miller said that also assumed there would not be  
344 other expenses for materials and advertising and asked what the incentive would be. Mr. Better said the  
345 incentive would be to show sufficient progress with the opportunity for continued employment on a  
346 contractual basis. Selectwoman Kilgore said she looked at this a contracting with a consultant, not hiring  
347 employee at this time.

348  
349 Chairman Maggiore said this would have to be done before the June 30<sup>th</sup> deadline in order to encumber  
350 funds this year. He asked if this job proposal had been vetted by the EDC, and Selectwoman Kilgore said  
351 it had not. Mr. Better said what came out of the EDC was the idea to move forward with a consultant.  
352 Selectwoman Kilgore said they had been talking about this conceptually, and she had discussed with the  
353 Town Administrator that he begin the process in-house.

354  
355 Selectman Miller said they did not hire the Town Administrator to be in the business of filling storefronts.  
356 He said it was up to the Select Board if they wanted to be responsible for sending out this job description,  
357 and Selectwoman Kilgore said they also needed to determine whether or not funds could be encumbered  
358 for this. Chairman Maggiore said they did not have full input from EDC and had not confirmed a target  
359 dollar amount. Town Administrator Kaenrath said the dollar amount would be dependent on the  
360 qualifications of the individual, and said there was not enough time to advertise, interview, and come to  
361 a decision about hiring.

362  
363 Chairman Maggiore pointed out that this individual and Ironwood Design would be working at the same  
364 time and asked if they would be working in tandem. Mr. Better said one was a short-term plan and the  
365 other was a long-term plan and said the question would be if they could get a quorum of the EDC together  
366 and get a consensus of EDC members. Chairman Maggiore said he was uncomfortable sending this out  
367 without EDC approval, and Town Administrator Kaenrath said the timeline did not work.

368  
369 **Motion:** To move forward pending EDC approval of this job description so the Select Board can direct the  
370 Town Administrator to move forward placing the advertisement for a part-time Economic Development  
371 Coordinator.

372 **Motioned:** Selectwoman Kilgore

373 **Seconded:** Chairman Maggiore

374



375 Mr. Phil Wilson of 1 Runnymede Drive said he was a member of the EDC and the Planning Board, and  
376 spent 25 years in human resource management, and said this was a ludicrous discussion. He said his advice  
377 as a professional was to be very clear they were hiring a consultant/consulting firm to provide professional  
378 services, not an individual. He said they could hire a consulting firm and sign an agreement with an  
379 organized body. He said this job description was never presented to the EDC and they had not reached a  
380 consensus. He said the description was a broad and poorly defined scope of work, and said a lot of it  
381 duplicated the proposal for the Village Center, and said acting in any way on this proposal right now was  
382 outrageous.

383  
384 Selectwoman Kilgore said she agreed and **withdrew her motion**. Selectman Miller recommended they  
385 wait until the next fiscal year as they did not even know what they were doing. Selectwoman Kilgore said  
386 when they are putting the budget together if EDC could move forward they could to this properly.

387  
388 **Acceptance of the Minutes of Prior Meetings**

389  
390 **Approval of the Minutes of the Regular Meeting of April 22, 2019**

391  
392 **Motion:** To approve the Regular Meeting Minutes of April 22, 2019 as presented in the packet.

393 **Motioned:** Chairman Maggiore

394 **Seconded:** Selectwoman Kilgore, for discussion

395  
396 Selectwoman Kilgore stated that she could not approve the Minutes of April 22, 2019 as they stood now.  
397 She said lines 146-154 were being used in a separate forum from the Select Board in deliberations this  
398 coming week and asked that they be removed and replaced with an exact transcript of the exchange  
399 between herself and Selectman Miller. She said the written minutes were the permanent record of the  
400 meeting, and this document would be the permanent record going forward.

401  
402 Chairman Maggiore said she was asking that section of the minutes be included as a transcript rather than  
403 a summary, and said the motion would need to be amended to reflect that. He asked that she mark where  
404 it begins and ends on the DVD and copy it to the Town Administrator. He asked if she wanted to approve  
405 the minutes now or wait to see them. Selectwoman Kilgore said she preferred to wait, and Chairman  
406 Maggiore said they would table the minutes of April 22, 2019 until that piece was included.

407  
408 **Any Other Item that may legally come before the Board**

409  
410 Chairman Maggiore said Mr. Better's email included the proposal to fill the vacancy due to the retirement  
411 of Joe Bernardo from the EDC. Town Administrator Kaenrath said he had a list of 4 individuals available  
412 for appointment: Laurel Pohl, Donna Etela, Richard Luff, and Frank Ferraro.

413  
414 **Motion:** To appoint Richard Luff as a member of the Economic Development Committee.

415 **Motioned:** Selectman Miller

416 **Seconded:** Selectwoman Kilgore

417 **Vote:** Motion approved 3-0

418  
419 **Second Public Comment Session**

420  
421 Chairman Maggiore opened the second period of Public Comment. As no one from the public came  
422 forward he closed the Public Comment Session.

423

424 **Next Meeting:** The next regular Select Board Meeting is scheduled for Monday, June 3, 2019.

425

426 **Adjournment**

427

428 Chairman Maggiore recessed the meeting at approximately 9:31 pm to move into Non-Public Session.

429

430 Respectfully submitted,

431 Patricia Denmark, Recording Secretary

DRAFT