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

4 **OCTOBER 26, 2020 7:00 PM**

5 **NORTH HAMPTON TOWN HALL**

6 ***DRAFT MINUTES***
7

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

10 ALSO PRESENT: Town Administrator Michael Tully, Police Chief Kathryn Mone, Recreation Director Joe
11 Manzi, Planning & Zoning Administrator Rick Milner, Town Moderator Bobbi Burns
12

13 **AGENDA**
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15 Chairman Jim Maggiore welcomed everyone to the October 26, 2020 Regular Select Board Meeting and
16 called the meeting to order at 7:00 pm, followed by the Pledge of Allegiance.
17

18 **First Public Comment Session**

19 *Call 603-758-1447 for Public Comments*
20

21 No one from the Public called in or came forward.
22

23 **8.1 Swearing in of Deputy Police Chief Frank Daly**
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25 Police Chief Kathryn Mone introduced new *Deputy Police Chief Frank Daly*. She said he has 24 years of law
26 enforcement experience, served as a US Marine, and is a graduate of Winnacunnet High School.
27

28 Town Administrator Tully administered the Oath of Office; Officer Daly's wife did the pinning of the badge.
29

30 Deputy Police Chief Daly said he truly appreciated being here and working under Chief Mone's leadership
31 with such a talented pool of Police Officers.
32

33
34 ***Disclaimer –These minutes are prepared by the Recording Secretary within five (5) business days as required by***
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, and a***
38 ***DVD recording is available at the North Hampton Town Administrative Offices, 233 Atlantic Avenue, North***
39 ***Hampton, New Hampshire 03862.***

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8.2 Swearing in of Officer Matthew McCue

Deputy Police Chief Daly introduced *Officer Matt McCue* from Manchester, who will be attending the Police Academy in January, and said we are lucky to have him here with our young staff.

Town Administrator Tully administered the Oath of Office, and Police Chief Mone did the pinning of the badge.

The Select Board took a 5-minute break at 7:09 pm.

Consent Calendar

- 3.1 Payroll Manifest of October 15, 2020 in the amount of \$69,475.34
- 3.2 Payroll Manifest of October 22, 2020 in the amount of \$66,623.29
- 3.3 Accounts Payable Manifest of October 15, 2020 in the amount of \$146,042.32

Motion: To approve the Consent Calendar as presented

Motioned: Vice-Chair Sununu

Seconded: Selectman Miller

Vote: Motion approved by a vote of 3-0

Correspondence – No Items

Copies of all Correspondence will be attached to these minutes.

Correspondence from Marcy McCann – Friends of Centennial Hall

Chairman Maggiore read the letter in full. Ms. McCann expressed concern about the Route 111/Route 151 Intersection reconfiguration and the impact on Centennial Hall and said she would like to be part of the dialogue moving forward. She said safety is our topmost concern and entering and exiting the building is an important consideration. She mentioned one of the plans submitted by the UNH students to add additional parking and green space.

Committee Updates

Selectman Miller said the *EDC Committee* met October 7, 2020; the *Zoning Sub-Committee* met on October 15th and 22nd; the next regularly scheduled meeting is November 4, 2020. He said the Committee asked Ironwood to come back with 2 sketches as his final work. A final report from EDC will go to the Select Board in 4-6 weeks.

Chairman Maggiore said the *Heritage Commission* met last Thursday, and the *Water Commission* has not met.

Selectman Miller said the *Budget Committee* met last on October 5th and next meeting is November 12, 2020; are waiting for Budget Books.

Report of the Town Administrator

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

Town Administrator Tully said the Select Board has finished their Budget Workshops and approved a Default and Proposed Budget for FY2022. Interviews in the Fire Department for the Deputy Chief position

88 have been completed and a candidate will be brought forward. Officer Hochschwender graduated
89 paramedic training and Officer Luke Denio was also accepted into the paramedic program. Town Hall
90 copper roof project has started; Chevalier Building siding completed. Recreation Director Manzi on
91 Agenda with a possible space for winter programs. Researched another Document Management project
92 for GIS mapping on Agenda tonight.

93

94 **Items Left on the Table**

95

96 **NEW BUSINESS**

97

98 **8.3 Discussion of November 3rd Election**

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100 Moderator Bobbi Burns said the Election will be held November 3rd from 8:00 am to 7:00 pm at the School,
101 COVID items are in place. She said about 1/3 of townspeople have already voted by Absentee Ballot and
102 more people have registered than normally. Overall a high turnout is expected; masks are encouraged
103 and will be available but are not required.

104

105 Selectman Miller asked about Poll Watchers; Moderator Burns there are always challengers at Presidential
106 Elections, and they must stay outside the guardrail. She said she did not anticipate having more people
107 come to observe the Election than we have space for, and plenty of Police Officers will be there.

108

109 Chairman Maggiore explained to the public that all Select Board members are required by the State
110 Constitution to be at the Polls, and any member who is also on the ballot as he is will still have
111 responsibilities but will not be allowed to handle Ballots.

112

113 Moderator Burns thanked Town Clerk Sue Buchanan for all her dedication and hard work to make sure
114 everything is up-to-date and prepared.

115

116 **8.4 Recreation Updates and Request** – Recreation Director Joe Manzi

117

118 Recreation Director Joe Manzi said he has been working to find some space for recreational programs in
119 Town with cold weather approaching, and has been working with WS Development at Lafayette Crossing,
120 who are enthusiastic about working with the community at affordable rates through our user fees and
121 Revolving Account Program. They are looking at a 6-month lease and I am asking for permission to pursue
122 this further and work with the Town Administrator on details.

123

124 Town Administrator Tully said Director Manzi has worked out a deal with WS Development to provide this
125 service at a great cost allowing the program to be self-sufficient. Selectman Miller asked how many people
126 involved in a day, and Director Manzi it depends on what we offer and what the feedback is. Part of it will
127 be coordinating bus service from School and depends on our staffing. He said the space is 4,000 sq ft of
128 open, clean space.

129

130 There was consensus of the Board for Town Administrator Tully to move forward on negotiations.

131

132 **8.5 GIS Tax Map Request** – Rick Milner

133

134 Planning & Zoning Administrator Rick Milner said as part of the Town's goal to establish an electronic
135 document management system this program automates business processes such as property history and

136 record retrieval allowing the information to be accessed through the Town website. He said the Planning
137 & Zoning Department is submitting this proposal from Rockingham Planning Commission (RPC) to create
138 a web-based portal that provides a repository for information including tax maps, tax cards, town feature
139 maps, and several National mapping sources which may be accessed remotely by residents and the public
140 in general using Geographic Information System (GIS) technology. This will increase the accuracy of the
141 information presented, allow it to be more readily adaptable, and be integrated with other local, State,
142 and Federal information sources.

143
144 Mr. Milner said this will bring an array of information into one source and save time and money for the
145 Town over the long term. Initial installation costs approximately \$6,500; yearly maintenance \$2,750, plus
146 enhanced cost savings through RPC. Administrator Milner demonstrated some of the features of the
147 program.

148
149 Questions: Vice-Chair Sununu asked the timeframe to get it up and running, and Mr. Milner said 4 to 6
150 months. Vice-Chair Sununu said this is incredibly useful to the public and the cost is well worth it.
151 Selectman Miller agreed and asked where they would get the money. Town Administrator Tully said this
152 can go forward with funds from the Document Management Capital Reserve.

153
154 **Motion:** To approve entering into an agreement with RPC to undertake the tax map and database services
155 as described and authorize the use of Document Management Capital Reserve Fund to cover up-front
156 costs and the first year's annual maintenance if necessary.

157 **Motioned:** Vice-Chair Sununu

158 **Seconded:** Selectman Miller

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

160

161 **8.6 Review Draft Correspondence to Department of Transportation – Philbrick Pond**

162

163 Chairman Maggiore read the draft letter to Commissioner Sheehan of NH DOT regarding the repair to the
164 Cobble Weir which the Town supports without ownership. DOT requires the Town to take on all
165 maintenance of the area and all that implies; the Select Board is willing to act as lead on project in support
166 of the Philbrick Pond Restoration efforts, but not willing to take on issues that are not the Town's
167 responsibility and not under their authority to address, and requests the requirement for permanent
168 maintenance by the Town of North Hampton be eliminated so the project can move forward.

169

170 Town Administrator Tully said NHDOT and NHDES have a quarterly meeting coming up; NHDES is very
171 supportive of this project; sending the letter to the NHDOT Commissioner, copied to NHDES, hoping for
172 NHDES backing to convince DOT to eliminate the maintenance requirement.

173

174 The Board was in consensus to move forward with the letter.

175

176 **8.7 Review of Rail Trail Charge**

177

178 Chairman Maggiore said the Rail Trail Committee was selected and I came up with a draft charge for the
179 asking for input; he reread the draft in full.

180

181 **Motion:** To approve the Draft Charge for the Rail Trail Committee as presented.

182 **Motioned:** Vice-Chair Sununu

183 **Seconded:** Selectman Miller

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

185

186 **8.8 Review Draft Correspondence to the Library Trustees**

187

188 Chairman Maggiore said at the last Select Board Meeting the Library Trustees were her to discuss a letter
189 the Town received about a driveway revision for the new Library. With this letter we are thanking the
190 Trustees for coming in, memorializing some of the questions and concerns that have come up as a series
191 of questions that can be posed to DOT, and making sure *everyone* is copied on this letter.

192

193 There was a consensus of the Board to send the letter.

194

195 **8.9 Update of Routes 151 & 111 Intersection Meeting**

196

197 Town Administrator Tully said the intersection of Routes 111 and 151 is a State intersection with State
198 roads and the Town does not have authority to fix it. Senator Sherman put together a stake-holders
199 meeting with DOT and was able to get us to a point where Highway Safety money, normally reserved for
200 towns going through the Safety Audit, which they were refused, said if we send a letter they will look
201 favorably upon a Road Safety Audit, and I put a letter together for the Board to review.

202

203 Vice-Chair Sununu said they are encouraging us to go through the Highway Safety Improvement Program
204 as opposed to asking for another audit.

205

206 There was a consensus of the Board to send the letter.

207

208 **8.10 Appointment to Seacoast Safe Water Commission**

209

210 Chairman Maggiore said the Seacoast Safe Water Commission was created by Statute and is seeking a
211 member from the Town North Hampton, which we advertised, and one member stepped forward.

212

213 David Ciccalone is a hydrologist with 14 years of experience working on contaminated cleanup sites, is a
214 licensed geologist, a licensed environmental professional with an MS in hydrology, and has volunteered.

215

216 **Motion:** To approve David Ciccalone as the North Hampton Representative to the Seacoast Safe Water
217 Commission.

218 **Motioned:** Vice-Chair Sununu

219 **Seconded:** Selectman Miller

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

221

222 **8.11 FY 2022 Budget Discussion**

223

224 Chairman Maggiore said the Select Board meets after Department Heads have met with the Town
225 Administrator to come up with a Draft Budget. The Select Board has now gone through this at 3 different
226 meetings and voted on a budget at the last one.

227

228 Town Administrator Tully said they voted on a Default and a Proposed Budget and are discussing it tonight
229 as Mr. Miller was not able to be there when the vote was taken. The Default Budget is 4.682% based on
230 what we spent last year less contractual obligations; the Proposed FY2022 Budget is 3.136%. There is an
231 increase of \$232,000 for the Fiscal 2022 Budget.

232
233 Vice-Chair Sununu said at the last Work Session we all attended we voted to approve a number and had
234 voted to pull a significant amount from the Health Care Trust Fund as a cushion. After further thought it
235 was decided to absorb that cost into the Budget this year.

236
237 Selectman Miller agreed that it has to come from someplace and has to come in that year.

238
239 **Motion:** To approve the FY2022 Budget as proposed here in the amount of \$7,659,328.

240 **Motioned:** Vice-Chair Sununu

241 **Seconded:** Selectman Miller

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

243

244 **Motion:** To put forward the FY2022 Default in the amount of \$7,774,158.

245 **Motioned:** Vice-Chair Sununu

246 **Seconded:** Selectman Miller

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

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249 **MINUTES OF PRIOR MEETINGS**

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251 **Approval of the Workshop Minutes Meeting of October 14, 2020**

252 **Motion:** To approve the Workshop Meeting Minutes of October 14, 2020 as presented.

253 **Motioned:** Vice-Chair Sununu

254 **Seconded:** Selectman Miller

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

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257 **Approval of the Regular Meeting Minutes of October 15, 2020**

258 **Motion:** To approve the Regular Meeting Minutes of October 15, 2020 as presented.

259 **Motioned:** Vice-Chair Sununu

260 **Seconded:** Selectman Miller

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

262

263 **Approval of the Workshop Minutes Meeting of October 19, 2020**

264 **Motion:** To approve the Workshop Meeting Minutes of October 19, 2020 as presented.

265 **Motioned:** Vice-Chair Sununu

266 **Seconded:** Selectman Miller

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

268

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

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271 Chairman Maggiore asked Town Administrator Tully to add another cc to the letter to NHDOT regarding
272 the Route 111/Route 151 Intersection to Marcy McCann.

273

274 **Second Public Comment Session**

275 *Call 603-758-1447 for Public Comments*

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277 No one from the Public called in or came forward.

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279 **Next Regular Meeting:** November 9, 2020

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Adjournment

Vice-Chair Sununu made a motion to adjourn, and Chairman Maggiore adjourned the meeting at 8:19 pm.

Respectfully submitted,

Patricia Denmark, Recording Secretary

DRAFT