



**TOWN OF NORTH HAMPTON, NEW HAMPSHIRE**

**SELECT BOARD GOAL-SETTING WORKSHOP**

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

**NORTH HAMPTON TOWN HALL**

***Approve June 8, 2020***

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

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

**AGENDA**

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

**NEW BUSINESS**

**2.1 Select Board Goals FY2020/2021**

**FINANCE – Ryan Cornwell**

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

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

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

Attend Conference & Seminars: Hopefully restore scheduling for next year

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

***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.***

## Select Board Goals Workshop

May 27, 2020

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

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

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

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

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

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

Looking into Automated Phone: Look into utilizing the technology

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

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

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

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

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

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

Professionally Clean Basement: To protect stored documents

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

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

Clean Air Ducts: Need to be cleaned

Safe that Works: Current safe difficult to use

Binding Town Reports & Town Books

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

### **POLICE DEPARTMENT – Chief Kathryn Mone**

Training Plan in Place: Continue training goal

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

Hire Open Positions: In progress now for new officer

Implement Personnel Evaluations: Working on with staff

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

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

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

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

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

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

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

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

Select Board Goals Workshop  
May 27, 2020

Assess New Town Office Space: Look at space needed in old Library building for Town Offices; look at providing some storage space

Determine Fire Department 2<sup>nd</sup> Floor Feasibility: Fire Department will need an elevator and determine if a second floor can be added

**FIRE DEPARTMENT** – Michael Tully

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

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

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

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

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

**DEPARTMENT OF PUBLIC WORKS** – John Hubbard

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

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

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

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

**LBH** – Michael Tully

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

Annual Meeting with Select Board: Set up annual meeting

**TOWN ADMINISTRATION** – Michael Tully

Cell Tower Working Group: Restart working group

Document Management System: Work with Ricoh

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

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

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

**COMMUNICATIONS** – Michael Tully

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

Town-Wide PSAs

**RECREATION** – Joe Manzi

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

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

Select Board Goals Workshop

May 27, 2020

Irrigation for Dearborn Park: Explore irrigation system for park for maintenance moving forward; investigate moving funds approved for irrigation system on Homestead Property to Recreation

Develop Programs at Centennial Hall: Working with Marcy McCann and Friends of Centennial Hall on agreement for Town utilization of space; continue into next year

Restart Before/After School Programs: Programs cancelled; waiting for guidance on summer camps reopening; possible plan for Summer Camp hybrid; programming up and running by fall

Expand Scholarship/Fundraising through Rec Commission

Continue Department Collaborations: Continue to work with other departments increase Town programming

Update Policy Manual: Update policies for employees and people using services

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

**Motioned:** Vice-Chair Sununu

**Seconded:** Selectman Miller

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

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

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

**Adjournment**

Chairman Maggiore adjourned the meeting at 1:14 pm.

Respectfully submitted,

Patricia Denmark, Recording Secretary