



TOWN OF NORTH HAMPTON, NEW HAMPSHIRE
NORTH HAMPTON SELECT BOARD

APPROVED MINUTES

WEDNESDAY, OCTOBER 10, 2018

NORTH HAMPTON TOWN HALL
231 ATLANTIC AVENUE
5:30 O'CLOCK PM

NON-PUBLIC SESSION I: 5:31 O'CLOCK P.M.
EXECUTIVE CONFERENCE ROOM
TOWN ADMINISTRATIVE OFFICE
233 ATLANTIC AVENUE

NON-PUBLIC SESSION II: 5:45 O'CLOCK P.M.
EXECUTIVE CONFERENCE ROOM
TOWN ADMINISTRATIVE OFFICE
233 ATLANTIC AVENUE

NON-PUBLIC SESSION III: 6:00 O'CLOCK P.M.
EXECUTIVE CONFERENCE ROOM
233 ATLANTIC AVENUE

1. 5:30 p.m. Call to Order by the Chair
2. 5:31 p.m. Non-Public Session I Pursuant to RSA 91-A:3, II (a,c)
3. 5:45 p.m. Non-Public Session II Pursuant to RSA 91-A:3, II (e)
4. 6:00 p.m. Non-Public Session III Pursuant to RSA 91-A:3, II (d)
5. 6:55 p.m. Return to Regular Session and Recess to Town Hall, 231 Atlantic Avenue
6. 7:00 p.m. Reconvening of Public Session at Town Hall and Pledge of Allegiance

Chair Maggiore called the meeting to order at 7:05 PM. Those in attendance were Selectman Miller, Selectwoman Kilgore and Town Administrator Kaenrath.

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.

Chair Maggiore led the Pledge of Allegiance.

Chair Maggiore stated the board had come from non-public sessions I and III and will reconvene into non-public session II once the public meeting is completed.

Chair Maggiore stated in the first session, no votes or actions were taken.

Motion by Selectman Miller to seal the minutes from non-public Session I. Seconded by Selectwoman Kilgore. Motion carries 3-0.

Chair Maggiore stated in non-public session III there was a motion and by majority vote we have asked the parties involved in the motion to act upon the intent.

Motion by Selectwoman Kilgore to seal the minutes from non-public Session III. Seconded by Selectman Miller. Motion carries 3-0.

7. First Public Comment Session

Public Comment is an opportunity for residents to ask questions, request information and make comments on issues facing the Town. Individuals will be given not more than three (3) minutes to speak, and people who have already spoken will be asked to wait until everyone has had the chance to speak once. The total time devoted to this agenda item is fifteen (15) minutes. Individuals who are not able to speak during the First Public Comment Session will be given first opportunity to speak during the Second Public Comment Session at the end of the Meeting.

Frank Ferraro, Post Road asked if the Select Board would be publishing their packets on the calendar in the future, as there was not one posted for this meeting.

Town Administrator Kaenrath stated he would check into the matter.

8. Consent Calendar

- 8.1 Payroll Manifest of 09/27/2018 in the amount of \$61,823.78
- 8.2 Payroll Manifest of 10/04/2018 in the amount of \$69,737.30
- 8.3 Accounts Payable Manifest of 10/04/2018 in the amount of \$37,898.12
- 8.4 Cemetery Deed

Motion by Selectwoman Kilgore to accept the Consent Calendar as presented in the Select Board packet. Seconded by Selectman Miller. Motion carries 3-0.

9. Correspondence

9.1 Correspondence from Rockingham Planning Commission

Chair Maggiore read the letter from the Rockingham Planning Commission stating the dues for North Hampton in the upcoming year will be \$4,540.

10. Committee Updates

- 10.1 Economic Development Committee
- 10.2 Heritage Commission
- 10.3 Water Commission
- 10.4 Bandstand Committee
- 10.5 Budget Committee
- 10.6 Capital Improvements Committee

Chair Maggiore stated he had no updates on Heritage or Water.

Selectwoman Kilgore summarized her report as it will be part of the minutes.

Selectman Miller stated the Budget Committee met on September 20 and primarily engaged in James Sununu's presentation of the economic situation. He further stated the next Budget Committee is scheduled for October 15 in which town and school budgets will be reviewed.

11. Report of the Town Administrator

11.1 General Report

Town Administrator Kaenrath stated the town had a breach in an email account that resulted in financial information going into hands that it should not have gone into. He further stated he will be limited in his remarks as this is an active police investigation.

It was further noted that the town's IT provider, Portsmouth Computer Group is also investigating how this breach occurred, but it does appear financial information from a town email account was forwarded into a non-town email account such as a Gmail account that was then compromised. Because of this compromise a check scheme has occurred.

Immediate steps were taken by Portsmouth Computer Group to shut everything down and all passwords have been reset. Town Administrator Kaenrath stated the use of any non-town email account, particularly those with financial information will now be stopped. Posting of manifests on the town website will now cease as well.

Selectman Miller asked if any town funds have been lost, and Town Administrator Kaenrath stated yes, however the town will be reimbursed for any fraudulent transactions and funds the town has lost in the process.

Chair Maggiore asked if the manifest is considered a public document the moment it is created, or does it need to be approved by a majority of the Select Board before it is a public record.

Town Administrator Kaenrath stated he believes the opinion of NHMA is that it is a public document from its creation.

Selectwoman Kilgore stated she had spoken to the Finance Department about updating the accounting software and asked if there was a report that could be done that would redact private information.

12. Items Left on the Table

No items

13. New Business

13.1 Proposed FY20 Budget and Default Budget

Town Administrator Kaenrath gave a recap on the budget workshop that the Select Board had with department heads. He stated the Finance Director came in with a proposed budget that is a .277% increase

Town Administrator Kaenrath stated at the Select Board workshop the board agreed several items needed to be adjusted as follows:

- Public Works Department increased Care of Trees by \$2,500;
- Street Lights were increased by \$6,000;
- Mosquito Control was increased by \$4,000;
- Social Services added back in monies for Crossroads House, Area Homemakers and Families First;
- A new line item was created for the Economic Development Committee for \$7,000

Town Administrator Kaenrath stated with those items added it brings the proposed budget in with a .614%.

Town Administrator Kaenrath pointed out increases and decreases in the following line items:

- Account 4150 ó Data Processing increase by 26%
- Account 4153 - Legal decrease due to cases settled
- Account 4155 ó Personnel Administration decrease due to Health Insurance changes
- Account 4316 ó Street Light decrease by 12% due to change to LED lighting
- Account 4520 ó Parks & Recreation increase by 20% due to salaries and maintenance at Dearborn
- Account 4651 - New Line Item for Economic Development Committee for \$7,000

Town Administrator Kaenrath stated the bottom line overall increase over the current fiscal year is .614%.

Town Administrator Kaenrath stated the default budget is \$27,000 less than the proposed operating budget coming in at \$7,141,520.

Chair Maggiore stated the Select Board must now vote on the proposed and the default budgets and forward to the Budget Committee.

Motion by Selectwoman Kilgore to approve the proposed FY20 budget for \$7,168,477. Seconded by Selectman Miller. Motion carries 3-0.

Motion by Selectman Miller to approve the proposed FY20 default budget in the amount of \$7,141,520. Seconded by Selectwoman Kilgore. Motion carries 3-0.

Selectwoman Kilgore asked to have the budgets sent to the budget committee in both PDF and Excel format.

13.2 RSA Chapter 91-A Compliance Discussion

Selectwoman Kilgore stated the discussion started last fall when there were questions surrounding a meeting and whether it was posted properly. She stated Chief Tully, then Interim Town Administrator, arranged to have the New Hampshire Municipal Association come in and do a seminar to go over the highlights of RSA 91-A.

Selectwoman Kilgore stated she would like to see another workshop that is at least a half of a day and to strongly encourage members of boards and committees to attend. She further stated there are several committees and boards, including the Select Board that are currently out of compliance, and RSA 91-A is a state law that must be adhered to. Selectwoman Kilgore suggested perhaps putting together a rules and procedures for each board and committee.

Town Administrator Kaenrath suggested having an annual orientation for new board and committee members.

Chair Maggiore stated the NHMA offers a multitude of training sessions and for \$550 the town could have a two-hour class on 91-A.

Selectwoman Kilgore stated the board should give direction to the Town Administrator to act on putting an orientation program together. The board agreed by consensus the orientation should take place in April of each year after the annual elections.

14. Minutes of Prior Meetings

14.1 Approval of September 24, 2018 Regular Meeting Minutes

Motion by Selectwoman Kilgore to approve the minutes of September 24, 2018 with the Town Administrator's Report and written committee reports added. Seconded by Selectman Miller. Motion carries 3-0.

14.2 Approval of September 24, 2018 Non-Public Minutes

Tabled until the next Select Board meeting.

14.3 Approval of December 6, 2017 Non-Public Minutes

Motion by Selectwoman Kilgore to approve the December 6, 2017 non-public minutes. Seconded by Selectman Miller. Motion carries 3-0.

Motion by Selectwoman Kilgore to unseal the December 6, 2017 non-public minutes. Seconded by Selectman Miller. Motion carries 3-0.

14.4 Approval of December 13, 2017 Non-Public Minutes

Motion by Selectwoman Kilgore to approve the December 13, 2017 non-public minutes. Seconded by Selectman Miller. Motion carries 3-0.

Motion by Selectwoman Kilgore to unseal the December 13, 2017 non-public minutes. Seconded by Selectman Miller. Motion carries 3-0.

14.5 Approval of December 21, 2017 Non-Public Minutes

Tabled until the next Select Board meeting.

15. Any Other Item that may legally come before the Board

The Board reserves the right to take action on any item relative to the prudential administration of the Town's affairs, which circumstances may require

16. Second Public Comment Session

See Item 7, above

Frank Ferraro, Post Road stated the Select Board should make the orientation program for appointed members of boards and commissions mandatory, especially for the chairs. He further suggested the Select Board strongly suggest elected boards have their chair in attendance as well.

17. Adjournment

Chair Maggiore recessed the meeting at 9:00PM.

Respectfully,
Janet L. Facella