

1 North Hampton Select Board
2 Workshop June 19,2019
3 Draft Minutes
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5 Chair Maggiore called the workshop to order at 8:00AM.
6

7 Those in attendance were Chair Maggiore, Selectman Miller, Selectwoman Kilgore, Chief Tully, Director
8 Hubbard, Chief Mone, Finance Director Cornwell and member of the public, Nancy Monaghan.
9

10 Finance Director Cornwell stated goals for finance included:

- 11 • Update A/P vendor file
 - 12 • Draft Agricultural Fund Warrant Article
 - 13 • Treasurer/Finance to maximize return on investments
 - 14 • Establish Cable Fund budget in house
- 15
16

17 Selectwoman Kilgore stated she would like to see where the goals are being funded from and whether
18 money is available.
19

20 Town Administrator Kaenrath reviewed the facilities goals:

- 21
 - 22 • Siding Replacement at Town Offices
 - 23 • Town Hall renovation project
 - 24 • Hire part time building maintenance person
- 25

26 Town Administrator Kaenrath stated the siding replacement will begin after the new fiscal year and it will
27 require funding.
28

29 Discussion ensued regarding the hiring of a part time maintenance person, with Director Hubbard noting
30 it would be hard to find someone willing to commit to so little hours such as the suggested 16 hours per
31 week of Selectman Miller.
32

33 Chief Tully spoke to the Fire Department goals:

- 34 • Replace heating system
 - 35 • Installation of air conditioning
 - 36 • Installation of call box on outside of building
 - 37 • Increase social media presence
 - 38 • Investigate further mutual aid arrangements with Rye Fire Department
 - 39 • Hiring of a part time Administrative Assistant
- 40

41 Chief Tully stated request for proposals had been sent out to vendors regarding the replacement of the
42 heating system and installation of air conditioning. He further stated an encumbrance request would be
43 forthcoming at the next Select Board meeting.
44

45 Chief Tully stated he would like the ability to send a member of the fire department to conferences and
46 will be budgeting for it this year.
47

48 Chief Tully stated members of the department are not coming in for as much call back which leaves the
49 station unmanned. He explained he would like to install a call box on the outside of the building in order
50 to allow someone to place a call for emergency services and that Hampton dispatch would answer the
51 call. Chief Tully stated that would be funded from this year's budget.

52
53 Chief Tully stated Deputy Lajoie came up with idea to increase the social media presence of the fire
54 department and has taken the lead role in this goal.

55
56 Chief Tully discussed mutual aid with Rye, as well as sharing of our old ambulance, if a new is purchased,
57 with Rye and Greenland and housing it in Rye.

58
59 Chief Tully spoke to the hiring of a part time administrative assistant to help with record keeping allowing
60 fire officers more training opportunities instead of being tied down with clerical work.

61
62 Chief Tully stated two goals for Emergency Management were to hold more babysitting and CPR classes.

63
64 Director Hubbard discussed goals of the Public Works Department which included:

- 65
- 66 • Complete complex paving , and replace tank for floor drain in fire department
 - 67 • Facilitate gas connections to town hall, town offices and town clerk/tax collector's office with
 - 68 conversion to gas
 - 69 • Complete year 8 of 15 year road maintenance program
 - 70 • Manage MS4 compliance
 - 71 • Install outdoor storage facility at highway garage
 - 72 • Continue progress on Winnicut River drainage matter

73
74 Director Hubbard noted the road maintenance plan is funded through car registration fees and warrant
75 article.

76
77 He further stated the MS4 storm water permit was completed last year as well as paperwork for the
78 Environmental Protection Agency. He stated they are now in the first year of managing the plan.

79
80 Director Hubbard stated it his intention to install additional storage outside of the highway facility.

81
82 Work will continue with the Winnicut River culvert however the state will not allow material to be cleared
83 and the Department of Environmental Services wetlands bureau have made it clear if the state did allow
84 clearing, all materials must be hauled off site.

85
86 Town Administrator Kaenrath stated the board had held a joint meeting with Little Boar's Head
87 commissioners whereby discussion included the sidewalks damaged by the March 2018 storm as well as
88 Philbrook Pond.

89
90 Town Administrator Kaenrath reviewed the IT Department goals noting that there are a few computers
91 left that need to be updated to Windows 10. He further mentioned the current phone system is reaching
92 the end of its life and he and department heads had met with the towns current vendor, MD
93 Communications regarding an upgrade to the system.

94

95 Town Administrator Kaenrath stated the Town Clerk was unable to attend due to a prior commitment in
96 Concord however her goals include:

97

- 98 • Eradication of the bird problem over the front steps of the office
- 99 • Software upgrades
- 100 • Evaluation of employee salaries

101

102 Chief Mone reviewed the police department goals:

103

- 104 • Rewrite policy manuals
- 105 • Surveillance Cameras for complex
- 106 • Reconfigure floor plan in the station
- 107 • Purchase new firearms
- 108 • Move forward on training plan

109

110 Chief Mone stated she had already updated four or five policies since she arrived.

111

112 She further stated that she is starting from scratch on new job descriptions and a new organizational chart.

113

114 Chief Mone stated the surveillance cameras are in the CIP plan and she was soliciting two more quotes.

115

116 A reconfiguration of the police station floor plan and the plan to encumber funds will be before the Select
117 Board at their June24 meeting.

118

119 Chief Mone stated new firearms were budgeted for in the current years budget by Chief French and she
120 is also looking into storage solutions.

121

122 Town Administrator Kaenrath reviewed to administration goals:

123

- 124 • Intern Program
- 125 • Policy organization
- 126 • Organize storage area
- 127 • Dedicated space for Historical Society
- 128 • Dedicated space for assessing
- 129 • Investigate storage options

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131 Town Administrator Kaenrath stated the storage area needs to be organized and cleaned out and then
132 perhaps there would be room for a shared space for the Historical Society and the assessor.

133 Investigate storage options need to clean outback and find storage

134

135 Selectwoman Kilgore stated she wanted to see the organizational chart on the town website.

136 Organizational chart needs to be up web site

137

138 The Recreation Director was unable to attend the goal session however the Town Administrator reviewed
139 his goals as follows:

140

- 140 • Develop after school club house
- 141 • Continue building relationships with other departments

- 142 • Kick off Old Home Day
- 143 • Develop sponsors for special events and scholarships
- 144 • Fill and expand roles of Recreation commissions
- 145 • Investigate facilities
- 146 • Expand ice rink
- 147 • Continue safety upgrades at Dearborn Park
- 148 • Pursue AED for Dearborn Park

149

150 The board discussed having Channel 22 as part of the goals workshop.

151

152 The board discussed their goals and agreed a comprehensive campus plan should be added as a goal as
153 well as use of the homestead property.

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155 The board adjourned the public session of their meeting at 9:20AM.

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157 Respectfully submitted,

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159 Janet Facella

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