



1  
2 **TOWN OF NORTH HAMPTON, NEW HAMPSHIRE**  
3 **NORTH HAMPTON SELECT BOARD MEETING**

4 **DECEMBER 23, 2019 7:00 PM**

5 **NORTH HAMPTON TOWN HALL**

6 ***DRAFT MINUTES***  
7

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

10 ALSO PRESENT: Town Administrator Bryan Kaenrath

11  
12  
13 ***Editorial Note: The videotape for the December 23, 2019 Select Board Meeting was incomplete and***  
14 ***started part-way into the Town Administrator Report which is where these minutes begin.***  
15

16 **AGENDA**  
17

18 Chairman Maggiore welcomed everyone to the December 23, 2019 North Hampton Select Board Meeting  
19 and called the meeting to order at 7:03 pm, followed by the Pledge of Allegiance.  
20

21 **First Period of Public Comment**

22  
23 **Consent Calendar**

- 24 6.1 Payroll Manifest of December 12, 2019 in the amount of \$220,727.35  
25 6.2 Payroll Manifest of December 18, 2019 in the amount of \$68,769.03  
26 6.3 Approval of Accounts Payable Manifest of December 12, 2019 in the amount of \$87,830.20  
27 6.4 Approval of Veterans Tax Credit Applications  
28 6.5 Signatures on Cemetery Deed  
29

30 **Correspondence** – No items  
31

32 **Committee Updates**  
33  
34

35 ***Disclaimer –These minutes are prepared by the Recording Secretary within five (5) business days as required by***  
36 ***NH RSA 91-A:2, II. They will not be finalized until approved by majority vote of the Select Board.***  
37

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

41  
42  
43  
44  
45  
46  
47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70  
71  
72  
73  
74  
75  
76  
77  
78  
79  
80  
81  
82  
83  
84  
85  
86  
87

**Report of the Town Administrator**

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

***Start of the videotape:***

Town Administrator Bryan Kaenrath said the Town is advertising for call firefighters to assist while Fulltime Staff are out on calls. He said he wanted to thank everyone who attended his Open Office Hours today and in the past and said he felt it was useful for an ongoing dialogue with the people to hear their concerns. He said Chief Michael Tully will be continuing as Interim Town Administrator in his stead.

Town Administrator Kaenrath said Nature Conservancy is identifying funds for design work and scope of the Philbrick Pond Project, which could result in a Warrant for next year. Selectwoman Kilgore asked that the Select Board commit to that now.

**Items left on the Table** – No items

**NEW BUSINESS**

**11.1 Discussion and Approval of Proposed Library Construction Request for Proposal (RFP)**

Selectwoman Kilgore recused herself from the discussion and moved to the Public Sector.

Selectman Miller said he picked up the packet for the Proposed Library Construction Project today which is a culmination of working with engineers, architects, and septic experts. He said they have the RFP which will be sent out with approval this evening. He said the building fits within the lot with all the setbacks, a parking lot, and meets MS4 Stormwater requirements. He said the inside layout of the building was dictated by the choices for the expanded Library. He said the front, side, and rear elevations show a clapboard structure with new interior walls.

Selectman Miller said the next large document is a ledge study purchased and paid for by the Select Board some years ago. After that is the back of the lot showing the septic inside setbacks, and said the parking lot had not yet been designed at that time. He said the engineers decided that because they owned the lot next door, the best use of the land would be to use the curb-cut on the existing lot they now have. He said the next page C-2 shows how Ambent Energy placed the parking lot and building in relation to each other and allows for 32 parking spaces using the curb-cut on the lot next door.

Selectman Miller said the building is 10,500 square feet and meets all setbacks. In order to meet MS4 Stormwater runoff requirements Ambent Energy had to put the chambers underneath the parking lot, and said they would have runoff control but it would not be visible. He said C-1 shows the topography of the lot and C-3 shows the chambers that will control the runoff below the parking lot, which will require ledge removal and insulation.

Selectman Miller said Exhibit 5 shows project specifications for what the Town expects and what must be included in in the response to the bid as a minimum. He said the last part includes soft costs of \$12,700 for general engineering the owner of the lot will do in preparation, minimal legal fees may be involved, permitting fees, and window treatments and computer equipment suggested by Library Trustees. He said they will also probably need a transformer from the electric pole to the building, the water main fee is not

88 known, and the owner contingency is based on the estimate of the construction bid. He said all the  
89 engineering is in the bid price, where the other property has a huge amount of engineering in soft costs.

90  
91 Selectman Miller said if you agree this is the packet that will be sent to three (3) bidding companies, they  
92 will have 2 weeks to respond, then they will know if they have a proposal they like. Town Administrator  
93 Kaenrath asked if these documents could be posted on the website and Selectman Miller said they would  
94 be posted.

95  
96 Chairman Maggiore said he was wondering about the driveway and the curb cuts as the slope is a 5-feet,  
97 but said the water mitigation is in there and the MS4 Stormwater issue is addressed as they cannot have  
98 Stormwater runoff from one property to another. Selectman Miller said they have a grassy setback all the  
99 way around, and 30 feet from the side of the lot in the pervious area they will catch the water off the  
100 building. He said it is not cheap to do that because this building is being built brand new to purpose.

101  
102 Chairman Maggiore said there will need to be a lighting plan, as they can't have light spillage off the  
103 property. He said for the public, what will happen now is that this RPC will be sent out tonight in order for  
104 them to have a Guaranteed Maximum Price to come back with, and said this is the last piece.

105  
106 **Motion:** That the Select Board approve the sending of the Request for Proposal (RFP) for the North  
107 Hampton Public Library dated December 20, 2019 to be sent out today, for return as required by January  
108 2, 2020.

109 **Motioned:** Selectman Miller

110 **Seconded:** Chairman Maggiore

111  
112 Discussion: Chairman Maggiore said on the TW Design elevations there is a little note in the right-hand  
113 corner that says "Bond Hearing set 12/18/2019". Selectman Miller said we are asking them to come to  
114 the Bond Hearing with us to provide technical answers, and they are ready to do that.

115  
116 **Vote:** Motion approved by a vote of 2-0.

117  
118 Chairman Maggiore said for the record, Mrs. Kilgore has recused herself so the motion passes 2-0.

119  
120 **Minutes of Prior Meetings**

121 Mrs. Kilgore returned to her seat at the table.

122  
123 **Approval of the Regular Meeting Minutes of December 9, 2019**

124  
125 **Motion:** To accept the Regular Meeting Minutes of December 9, 2019 as presented.

126 **Motioned:** Selectwoman Kilgore

127 **Seconded:** Chairman Maggiore, for discussion

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

129  
130 **Approval of the Non-Public Meeting Minutes of December 9, 2019**

131  
132 **Motion:** To table the minutes of the Non-Public Session of December 9, 2019 until the January 13, 2020  
133 meeting.

134 **Motioned:** Chairman Maggiore

135 **Seconded:** Selectwoman Kilgore

136 **Vote:** Motion approved by a vote of 3-0  
137

138 **Any Other Item that may legally come before the Board**  
139

140 Selectwoman Kilgore asked Town Administrator Kaenrath when the Select Board could expect his exit  
141 memo on the status of all open items. Town Administrator Kaenrath said he will have the report finished  
142 by Monday.  
143

144 Chairman Maggiore said this meeting is then Bryan's last regular Select Board Meeting, and said he  
145 wanted to thank Bryan for all he has done for North Hampton in the last 2 years. He said when they hired  
146 him they saw a rising star in this business and hoped they could have had him for a longer time, but knew  
147 he would be moving on to bigger and better things. He said he spoke with Saco, ME and told them they  
148 are getting a great guy who will do great things for the community and the public there. He thanked Bryan  
149 again for all he has done for North Hampton and wished him the best. Town Administrator Kaenrath said  
150 he appreciated that very much.  
151

152 Selectman Miller said he would like to thank Bryan, and said he would rather have 2 years of a rising star  
153 than not at all. He said Bryan was an exemplary employee and was held in good stead by his employees  
154 and will be missed. He said it has been a pleasure serving with you, and thank you very much for your  
155 service to the community.  
156

157 Selectwoman Kilgore said she wished Bryan luck and said it has been great working with him. She said she  
158 really appreciated all the support he provided to the Economic Development Committee and his being  
159 their liaison with the Town. She said he had a passion for economic development and had an amazing  
160 track record for what he set in motion in Goldsboro, ME, and she wished she could have seen that here.  
161 She said she understands that he is young and moving on and wishes him the best.  
162

163 Town Administrator Kaenrath said thank you very much to this Board for extending the appointment to  
164 be here, and said one of the highest honors you can get in life is to be entrusted with any position,  
165 especially in a public position on behalf of people and the people you represent. He said he also wished  
166 he could continue to serve the Town longer, but was presented with an opportunity at not the most  
167 opportune time. He said this is a great Town and a beautiful Town and they have a lot of things going for  
168 them here. He said North Hampton has a good group of people, with many applying to serve on boards  
169 and committees, and said civic engagement is something they should be proud of.  
170

171 Town Administrator Kaenrath said again he wished it could have been longer, and said enjoyed 99.9% of  
172 it. He said he met a lot of great people, and had become close to many Town employees he would miss.  
173 He said a big piece of his being able to be successful in his job are the people he is surrounded with on a  
174 daily basis, and he thanked all of them for what they do, what they do for this Town, and for helping him  
175 over the last couple of years that will always be remembered. Thank you all very much.  
176

177 **Second Period of Public Comment** – No comments  
178

179 Chairman Maggiore wished everyone a healthy and Happy Hanukkah, Merry Christmas, and a Happy New  
180 Year. He said he appreciated everyone who came out today.  
181

182 **ADJOURNMENT**  
183

Select Board Regular Meeting  
December 23, 2019

184 Chairman Maggiore adjourned the meeting at approximately 8:31 pm.  
185

186 Respectfully submitted,

187 Patricia Denmark, Recording Secretary

DRAFT