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

5 **APRIL 8, 2019 7:00 PM**

6 **NORTH HAMPTON TOWN HALL**

7 ***DRAFT MINUTES***

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

11
12 ALSO PRESENT: Town Administrator Bryan Kaenrath, Cable Director John Savastano
13

14 **AGENDA**

15
16 Chairman *Pro Tempore* Jim Maggiore welcomed everyone to the April 8, 2019 Select Board Meeting, and
17 called the meeting to order at 7:04 pm, followed by the Pledge of Allegiance. He said they were coming
18 out of Non-Public and there was a motion made with a unanimous vote.

19
20 Selectwoman Kilgore made a **motion to seal the minutes** from *Non-Public Session I Pursuant to RSA 91-*
21 *A:3, II (a, c, e)*, which was seconded by Selectman Miller. The motion was **approved by a vote of 3-0**.
22

23 **First Public Comment Session**

24
25 Mr. Bill Gosselin stated that information given to the Conservation Commission, School Board, and
26 residents of North Hampton on March 11, 2019 proves without a doubt that the Town's conservation
27 easements have been stolen. He said Selectman Miller refused to investigate this issue since being notified
28 by the School Board in May 2016. He said it had come up again as the statute of limitations was set to
29 expire in early May 2019. He read a portion of the opinion from Attorney General Foster on the issue, and
30 asked the Select Board if they had any intentions to investigate this complaint.
31
32

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

35
36 ***A recording of the meeting can be found at: http://www.townhallstreams.com/towns/north_hampton_nh, and***
37 ***a DVD recording is available at the North Hampton Town Administrative Offices, 233 Atlantic Avenue, North***
38 ***Hampton, New Hampshire 03862.***

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Chairman Maggiore closed Public Comment at 7:10 pm.

Consent Calendar

- 10.1 Payroll Manifest of 03/14/2019 in the amount of \$196,957.89
- 10.2 Payroll Manifest of 03/21/2019 in the amount of \$64,550.97
- 10.3 Payroll Manifest of 03/28/2019 in the amount of \$64,720.88
- 10.4 Payroll Manifest of 04/04/2019 in the amount of \$75,127.82
- 10.5 Accounts Payable Manifest of 03/21/2019 in the amount of \$1,099,362.84
- 10.6 Accounts Payable Manifest of 04/04/2019 in the amount of \$56,039.01
- 10.7 Solar Exemption Application
- 10.8 Abatement Application
- 10.9 *Abatement Application*
- 10.10 Elderly Exemption Application
- 10.11 Elderly Exemption Application
- 10.12 Elderly Exemption Application
- 10.13 Elderly Exemption Application
- 10.14 Veteran Tax Credit Application
- 10.15 Veteran Tax Credit Application
- 10.16 Veteran Tax Credit Application
- 10.17 Veteran Tax Credit Application
- 10.18 Delegation of Authority by Treasurer
- 10.19 American Lung Association Approval Permit

Motion: To approve the Consent Calendar as presented.

Motioned: Selectman Miller

Seconded: Selectwoman Kilgore, for discussion

Discussion: Selectwoman Kilgore said she had a question on *10.9 Abatement Application* and asked if they knew whether the applicant contacted Vision to dispute the original appraisal at 19 Kimberly Drive. Town Administrator Kaenrath said he would need to check with the assessor. Chairman Maggiore said if there was a question it could be taken off and put on the table.

Motion Withdrawn: Selectwoman Kilgore withdrew her second of the motion

Motion: To approve the Consent Calendar as presented minus *10.9 Abatement Application*.

Motioned: Selectman Miller

Seconded: Selectwoman Kilgore

Vote: Motion approved 3-0

Correspondence

Chairman Maggiore said one item came in with a request from Mr. Rick Stanton through the Seacoast Rotary Clubs program entitled "Recovery with Hope and Dignity". He said a series of forums would provide awareness and education of the opioid epidemic and substance abuse disorders in the communities, and he thanked Mr. Stanton for bringing it to their attention.

Committee Updates

Selectwoman Kilgore reported on the *Bandstand Committee*, and said the season was set to open on July 19, 2019 with the lineup to be released before the end of April. She stated that the *Capital Improvement Committee* had not met since the last Select Board meeting.

87
88 Selectwoman Kilgore said the *Economic Development Committee* met Wednesday, April 3rd and received
89 the final report from UNH on the Business Engagement and Retention Program which they would discuss
90 at their May meeting. She said EDC met for a Workshop to determine a list of action items and projects,
91 and came up with the EDC Fishbone Diagram which was discussed in detail. She said there was a high-
92 level discussion on a possible need for an Economic Development Consultant for the near future to assist
93 with filling empty storefronts on Route 1, and she requested that conversation be added to the agenda
94 for the April 22nd Select Board Meeting.

95
96 Selectwoman Kilgore said the EDC also had an update from the *Inventory Sub-Committee* on listing all the
97 businesses in IBR to use as a communication tool to get them engaged. She said they also discussed
98 vacancies on the EDC and said there had been 2 resignations and Chairman Better would be relocating to
99 CA ad the end of July. She asked that they also have a discussion with the Select Board about the size of
100 the committee and what it was charged with in 2017 at the April 22nd meeting.

101
102 Selectwoman Kilgore said the *Library* had their organizational meeting electing Susan Leonardi as Chair,
103 Jacqueline Brandt as Treasurer, and herself as Secretary, with Margaret Delano as Alternate. She said the
104 report of the Library Director Susan Grant discussed fundraising, revisiting the strategic plan and
105 discussing having a joint meeting between the Friends of the Library and the Foundation and Trustees.
106 She said Ron Lamarre was there looking over the timeline and cost estimates and next steps going
107 forward, and would have a contract draft ready for the Trustees Meeting.

108
109 Selectman Miller said the *Budget Committee* had met earlier this evening, and Jonathan Pinette was
110 elected as Chairman with James Sununu elected Vice-Chair. He said the Budget Committee schedule for
111 the year had not been finalized.

112
113 Chairman Maggiore said the *Water Commission* would be meeting on May 5, 2019. He said the *Heritage*
114 *Commission* met a few weeks ago, and by statute under Section 106 of the NH Division of Historical
115 Resources, has to consider the MOU Memorandum of Understanding between the NH Department of
116 Transportation and the towns involved in the Rail Trail and the historic resources that are impacted by it.
117 He said it was the Bridge Project over the Rail Trail referred to as Drake's Bridge, and a draft would
118 eventually come to the Select Board for review.

119
120 Selectwoman Kilgore asked if NHDOT had given any time for the project to start, and Chairman Maggiore
121 said he was guessing 2021 or 2022. He said NHDOT had responded very well to their requests to help
122 preserve the historic aspects of this small section of the Rail Trail in North Hampton.

123
124 **Report of the Town Administrator** – Bryan Kaenrath
125 *A copy of the Report of the Town Administrator will be attached to these minutes.*

126
127 Town Administrator Bryan Kaenrath provided a quick update on Finance stating that with 14 weeks left in
128 the fiscal year, approximately 26% of the Budget was remaining with a projected surplus of about
129 \$480,000. He stated that officially there was one (1) vacancy in the Fire Department, and said some
130 hardware upgrades were available for the phone system.

131
132 Town Administrator Kaenrath said this was the first meeting since the Elections, and he thanked all the
133 citizens of North Hampton who came out to vote and congratulated all those elected. Selectwoman
134 Kilgore asked for the total turnout and the number of registered voters.

135
136 Town Administrator Kaenrath said he had recently spoken with a landlord who had several new businesses
137 move into his facilities. He said it might be a great idea to hold small ribbon-cutting ceremonies for new
138 businesses to help fill vacant storefronts and encourage businesses to move to North Hampton. He said
139 as far as the Philbrick Pond Study, he still had only two (2) negative responses and they might want to set
140 this as an agenda item to decide where to go from here.

141
142 With regard to the Document Management System, Town Administrator Kaenrath asked if they should
143 hold a special workshop to discuss how they wanted to pursue this. Chairman Maggiore said they would
144 need to identify *if* they wanted to proceed and how to start and decide which company was best. He
145 suggested they get input from the departments involved and discuss at the April 22nd meeting.

146
147 **Items left on the Table** – None

148
149 **NEW BUSINESS**

150 Chairman Maggiore recommended they start with the Discussion of Aggregated Electrical Supply
151 Agreement, and there was no objection from the Board.

152
153 **Discussion of Aggregated Electrical Supply Agreement**

154 Town Administrator Kaenrath stated that Rockingham Planning Commission was looking for the Board to
155 sign a Memorandum of Understanding (MOU) to try to get as many towns in the area as possible to join
156 in the agreement.

157
158 Ms. Jill Longval of the Rockingham Planning Commission said this was a great opportunity for communities
159 and School Districts in their area to aggregate to purchase electricity from a competitive supplier. She said
160 their default distributor, Eversource, would remain the same and just the supplier would be changing. She
161 said every community within the aggregate would have the same supplier, the same fixed price on
162 electricity, and all contract language would be identical.

163
164 Selectman Miller asked how many towns and school districts they hoped to get for the program to be
165 viable. Ms. Longval said they thought 10-12 would sign up based on the interest level, and said some other
166 communities were already locked into contracts and would participate when those contracts expired.
167 Chairman Maggiore asked if by signing the MOU they would be bound by it to enter into the contract, and
168 Ms. Longval said by signing the MOU they would be committed to work with the group. She said
169 Rockingham Planning Commission would handle all the administrative work, and they would get the
170 benefit of being part of a larger group more attractive to suppliers.

171
172 Selectman Miller said they had been discussing making businesses in North Hampton more viable and this
173 would be a great help. He asked if there had been any further benefits in Nashua and if they acquired
174 other suppliers. Ms. Longval said the Public Utilities Commission had a list of about 30 competitive
175 suppliers. She said Eversource would continue to be the distributor but they would be getting a completely
176 different supplier. Selectwoman Kilgore asked the usual length of the contracts signed, and Ms. Longval
177 said they typically asked for 1, 2, or 3-year pricing.

178
179 Town Administrator Kaenrath said the deadline for the MOU was April 26, 2019, and Ms. Longval said as
180 soon the MOU came back, they would start gathering the Town's usage data and account information.
181 She said they would go out to bid in July and have the bids back in September for analysis and review,
182 choose the supplier, and have contracts signed in September and effective in November.

183
184 Chairman Maggiore asked if they should be contacting the School District about this, and Ms. Longval said
185 her experience had been that municipalities and school districts signed their own contracts. Town
186 Administrator Kaenrath said he would contact the School Business Administrator Matt Ferreira and inform
187 him of the Town's intention. Selectwoman Kilgore suggested they have the Town Attorney review this
188 MOU.

189
190 **Motion:** To approve signing the MOU from the Rockingham Planning Commission on Aggregated
191 Electrical Supply, pending Counsel review.

192 **Motioned:** Selectwoman Kilgore

193 **Seconded:** Selectman Miller

194 **Vote:** Approved 3-0

195

196 **Public Oath of Jim Maggiore as Select Board Member**

197 Town Administrator Kaenrath administered the Oath of Office to Jim Maggiore.

198

199 **Election of Select Board Officers**

200 **Motion:** To nominate Jim Maggiore as Chairman of the Select Board

201 **Motioned:** Selectman Miller

202 **Seconded:** Selectwoman Kilgore, for discussion

203

204 **Discussion:** Selectwoman Kilgore said typically in the past the Chairman position rotated so there were
205 fresh ideas and fresh leadership, and asked why they as a Board, did not consider this. Selectman Miller
206 said he would consider it if there were a better candidate. Selectman Maggiore explained that both he
207 and Selectwoman Kilgore were going to have a lot on their plates, and he said he was going to suggest
208 that Selectman Miller serve as Chair but he had suggested being Vice-Chair instead.

209

210 Selectwoman Kilgore said she was the newest member and that she had gained a lot of knowledge. She
211 said she negotiated a Fire Department Contract her first year and a Police Labor Contract her second year,
212 in an effort to improve services for their Town. She said she served on the CIP Committee for 2 years and
213 was a strong proponent of the Document Management System. She said her focus was on EDC and moving
214 that forward, but she felt she was qualified to be Chair and said she would like to be considered.

215

216 Selectman Miller said he had been serving on boards for a long time, and could have been Chair but
217 decided each time that he was not the best candidate for the job. He said he was not suggesting that
218 Selectwoman Kilgore was not qualified, but that he felt Jim Maggiore was the best person for the job.
219 Selectman Maggiore said they were one Board that worked together and he hoped that they would
220 continue that relationship. He said he had always been honored to serve the Select Board and the Town.

221 **Vote:** Motion approved 2-1 to appoint *Jim Maggiore as Chairman of the Select Board*

222

223 **Motion:** To nominate Larry Miller as Vice-Chairman of the Select Board

224 **Motioned:** Chairman Maggiore

225 **Seconded:** Selectman Miller

226 **Vote:** Motion approved 2-1 to appoint *Larry Miller as Vice-Chairman of the Select Board*

227

228 **Reading of the Preamble to the Code of Ethics**

229 Chairman Maggiore read the Preamble to the Code of Ethics, and said it not only outlined the Code of
230 Conduct but actions that can be taken if someone felt aggrieved. Selectwoman Kilgore said it would be

231 helpful to read off the section titles for the record, and Chairman Maggiore read all the section titles listed
232 in the document.

233

234 **Discussion of Appointments to Boards and Committees**

235 Chairman Maggiore said one of the first responsibilities this Board would have was to honor their statutory
236 obligations to various boards, including land-use boards and the Budget Committee. He said other boards
237 in Town had memberships appointed or elected. He said Administrative Assistant Jan Facella suggested
238 they go through when each board and committee was created, what their charge was, and what their
239 membership was and put this all together to be accessible by anyone. He said to adopt that would take a
240 couple of weeks to go through all their committee assignments. Town Administrator Kaenrath said that
241 they would do the Select Board committee assignments tonight.

242

243 Selectwoman Kilgore said she thought this should be in their procedure for every Select Board meeting
244 going forward, and said they would need it for Document Management. Town Administrator Kaenrath
245 said some committees were scheduled to meet before the next Select Board meeting and asked if they
246 should hold a special meeting to get this done. Selectman Miller said until a member was replaced they
247 would continue to serve. Chairman Maggiore said Donna Etela had raised valid concerns about
248 discretionary easements that may come in that they were policy-obligated to honor.

249

250 Donna Etela, current Chairman of the Heritage Commission, said under this new format they could not
251 have their organizational meeting until May, and she had been informed by NHDOT that she would get
252 the Memorandum of Agreement (MOA) on discretionary easements and would need permission to sign
253 as her name was on the document. Town Administrator Kaenrath said she was still currently the Chair.

254

255 Ms. Etela said they were suddenly changing and had not given any notice, and felt it was courtesy to
256 inform all the boards they were going to appoint that there would be changes. Selectman Miller said they
257 did not know that there would be changes and were trying to figure that out. Town Administrator
258 Kaenrath said they wanted to have a better organized Master List to clean up the process.

259

260 Chairman Maggiore said if the Board or the Town Administrator thought they should have a special
261 meeting, they could meet for 20 minutes between now and their next meeting. Selectwoman Kilgore
262 suggested meeting the next Monday night (April 15th), and Chairman Maggiore said he would follow up
263 with Jan then make that decision. Selectwoman Kilgore moved this item to the table for the next meeting.

264

265 **Discussion of Committee Assignments**

266

267 Budget Committee: *Selectman Miller* volunteered and was approved by a vote of 3-0

268 Planning Board: *Chairman Maggiore* said he would continue to serve and a motion was made by
269 Selectman Miller, seconded by Selectwoman Kilgore, and approved by a vote of 3-0

270 Heritage Commission: Motion by Selectman Miller to nominate *Chairman Maggiore* to the *Heritage*
271 *Commission*, which was seconded by Selectwoman Kilgore, and approved by a vote of 3-0

272 Water Commission: By statute, *Chairman Maggiore*

273 Capital Improvements Committee: *Selectman Miller* volunteered, which was seconded by Chairman
274 Maggiore and approved by a vote of 3-0

275 Economic Development Committee: Selectwoman Kilgore said she would like to continue to serve, which
276 was seconded by Selectman Miller and approved by a vote of 3-0

277 Standing Ethics Committee – Selectwoman Kilgore said she would like to serve, which was seconded by
278 Chairman Maggiore and approved by a vote of 3-0

279

280 **United Church of Christ Request for Community Collaboration**

281 Chairman Maggiore said several weeks ago they received a letter from Reverend Mike Gelsamini about
282 cooperating with the Town, using Friday Folders and/or Channel 22 to advertise non-religious community
283 events. He said they had never done that because they were an Educational Government and not a Public
284 Education Government, because if you allow one you should allow all. Selectman Miller asked for an
285 example and Town Administrator Kaenrath said a Blood Drive or other non-religious community event.

286

287 Selectwoman Kilgore suggested putting a link on the website as there was a link to the NH Business
288 Association. Chairman Maggiore suggested adding it to their goals and deferring this until they could
289 determine how to decide the matter. Selectwoman Kilgore said she agreed it needed more research. Town
290 Administrator Kaenrath said they had already deferred it for over a month and they needed to decide if
291 there was specific information they needed. Selectman Miller said he did not feel he could say yes as that
292 would open the door to all comers.

293

294 Cable Director John Savastano said they did not advertise anything on Channel 22, and said it was a
295 community forum in regards to the Town. He said they had already moved Comment Notes to the North
296 Hampton Community Website and they had no room in their programming.

297

298 Selectwoman Kilgore asked if they could post in the Community Newsletter. Town Administrator Kaenrath
299 said they were already part of it per Nancy Monaghan.

300

301 Jane Boesch of Atlantic Avenue asked that it be considered carefully because of all the events held at the
302 church like AA Meetings, Boy Scouts, and Blood Drives. She said on the Town Website some link should
303 be considered as they provided a lot of Town services.

304

305 **Motion:** To table discussion of United Church of Christ Request for Community Collaboration until the
306 Select Board meeting of April 22, 2019

307 **Motioned:** Selectwoman Kilgore

308 **Seconded:** Selectman Miller

309 **Vote:** Approved by a vote of 3-0

310

311 **Discussion of Wage Range Plan**

312 Town Administrator Kaenrath stated that the current Wage Range for the Town was fairly outdated, and
313 said they did participate in one with the Town of Raymond. He said they discussed possibly doing an RFP
314 with a Human Resources Firm to do the Wage Range and possibly update their Personnel Policy, or waiting
315 for NHMA to do one. Chairman Maggiore said NHMA was committed to doing it by with no timeline.

316

317 Selectwoman Kilgore said there were 2 different things here, the Wage Range and updating the Personnel
318 Policy, and said they could not be done together. Town Administrator Kaenrath said if they were going to
319 go out for RFP to a Human Resources Consulting Firm, it was possible to have them both done under the
320 same RFP. Selectman Miller said the longer they go without adjusting salaries to an appropriate level, the
321 more likely they would be to lose people.

322

323 Selectwoman Kilgore agreed and suggested having a draft RFP for review and approval for April 22nd. She
324 asked what the timeline was for the RFP, and Town Administrator Kaenrath said if they approved the RFP
325 it would go out to bid for 30 days. Selectman Miller recommended tackling the Wage Range first then

326 doing the Personnel Policy updates. Selectwoman Kilgore said they should see if Primex would review
327 their policies, as they were in critical need of update.

328
329 **Motion:** To empower Town Administrator Kaenrath to draft an RFP for Select Board review and approval
330 April 22, 2019, to be sent out for a Wage Range analysis.

331 **Motioned:** Selectwoman Kilgore

332 **Seconded:** Selectman Miller

333 **Vote:** Approved by a vote of 3-0

334

335 **Discussion of New Town Flag**

336 Selectwoman Kilgore said she asked for this to be put on the agenda, and asked if they were going to fly
337 the new official Town Flag, open up production to resident orders, and possibly having a ceremony on
338 Flag Day. Chairman Maggiore said he had been in touch with Max Reich who designed the flag and they
339 had talked about having some kind of flag-raising ceremony in June, but first they had to buy the flag. He
340 said Max had worked out the colors with one company, and he thought they should go with that company.

341

342 Town Administrator Kaenrath recommended getting a quote from that company, and if they had money
343 available at the end of the year they would have a contract and could encumber the funds. He said
344 unfortunately that would be after Flag Day, and said if the Select Board was in agreement they could just
345 purchase the flag now. He asked Chairman Maggiore to forward any information to him from Max.

346

347 **Acceptance of the Minutes of Prior Meetings**

348 **Approval of the Minutes of the Regular Meeting of March 11, 2019**

349 **Motion:** To approve the Regular Meeting Minutes of March 11, 2019 as presented in the packet.

350 **Motioned:** Selectwoman Kilgore

351 **Seconded:** Selectman Miller

352 **Vote:** Minutes approved 3-0

353

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

355 Chairman Maggiore said on Thursday the legislature would be voting on the State Budget, and any
356 comments could be send to him.

357

358 **Second Public Comment Session**

359 Chairman Maggiore opened the Second Public Comment Session at 8:51 pm.

360

361 Mr. Rick Stanton of 108 Walnut Avenue said he would publicly like to thank the North Hampton Fire
362 Department and Emergency Services. He said his wife had broken her ankle and they came and took her
363 to Exeter Hospital. He said the care they provided was tremendous.

364

365 Cable Director John Savastano said they were building a podcast station across the hall which in essence
366 could replace the channel to notice events, which could possibly be used by the church. He said it would
367 be a biweekly show with a phone-in guest and a few community notes. Selectwoman Kilgore said it was
368 not that simple as funding was coming from the Channel 22 Revolving Fund and they were constrained
369 on how those funds could be used.

370

371 **Next Meeting:** The next regular Select Board Meeting is scheduled for Monday, April 22, 2019.

372

373 **Adjournment**

Select Board Regular Meeting
April 8, 2019

374 Chairman Maggiore recessed the meeting at 8:54 pm to move into Non-Public Session.

375

376 Respectfully submitted,

377 Patricia Denmark, Recording Secretary

DRAFT