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

JUNE 24, 2019 7:00 PM

NORTH HAMPTON TOWN HALL

DRAFT MINUTES

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

ALSO PRESENT: Town Administrator Bryan Kaenrath, Deputy Fire Chief Jason Lajoie

AGENDA

Chairman Maggiore welcomed everyone to the June 24, 2019 Select Board Meeting, and called the meeting to order at 7:04 pm, followed by the Pledge of Allegiance.

Chairman Maggiore stated that they were coming out of 3 non-public sessions with unanimous votes in 2 of them, and said the Town Administrator and Town Counsel would be acting on the intent. He said he believed the intent was to seal all 3 sets of minutes.

Motion: To seal the Minutes of Non-Public Sessions I, II & III of June 24, 2019.

Motioned: Selectwoman Kilgore

Seconded: Selectman Miller

Vote: Motion approved 3-0

11.1 Swearing in of New Firefighter

Deputy Fire Chief Jason Lajoie said he and Chief Tully would like to introduce Mr. Steven Milata, hired as their newest Firefighter. He said Mr. Milata came to North Hampton with experience from Newcastle as a volunteer firefighter and from Pease Fire Department at the International Guard Base. He said he was currently working on an Advanced EMT Certification and would then enroll in a Paramedic Program followed by training.

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.

38 *A recording of the meeting can be found at: 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 Town Administrator Bryan Kaenrath conducted the swearing-in ceremony of Mr. Milata, and Deputy Chief
43 Lajoie said they would now hold the ceremonial pinning of the badge which would be done by Mr. Milata's
44 fiancé Caroline. Mr. Milata thanked his fiancé and his family and friends for their love and support. He
45 thanked the North Hampton Fire Department for the opportunity, and said he was extremely grateful to
46 be of service to the Town.

47
48 **First Public Comment Session**

49
50 Ms. Pat McClean said she had emailed her concerns about the public beach and had come up with an
51 idea. She said she understood the State of New Hampshire was responsible for North Hampton's Beach
52 and its prohibition to remove anything from the beach. She said she had spoken with Meredith Collins,
53 the State person who manages their beach, about her safety concerns and liability. She said it was difficult
54 to navigate to the beach, and said her idea was the possibility of moving some of the stones and creating
55 a path to the beach to help people have access. She said if the State of New Hampshire did not come up
56 with an idea, they could see if residents would be willing to try to move the stones.

57
58 Mr. Scott Baker stated that he wrote an Op-Ed piece for the Seacoast Online Edition about his thoughts
59 for a game plan for Town facilities, and said there were 3 aspects to the plan which involved all Town
60 properties and buildings He said the first would be to move the Town Administration Offices to the
61 Homestead Lot, conjoined with the Library lot, merging the two so there was one building on that
62 property, which he felt was more fiscally responsible. He said the second aspect would involve expanding
63 both Police and Fire on their current footprint, along with refurbishing and remodeling.

64
65 Mr. Baker said the third would be to purchase 216 Atlantic Avenue as to serve as a Railhead for the Rail
66 Trail, with the State purchasing the property in the next few months and construction beginning
67 approximately 12 months later. He said the property could serve as parking for the Rail Trail plus other
68 purposes discussed for the Homestead Property. He said the proposed addition for the Library expansion
69 (bathrooms, kitchen, and conference room) could be shared with the Administration Building.

70
71 Ms. Marge Schrier of 94B Atlantic Avenue said she wanted to speak about the proposal for a park on the
72 Homestead Property made at the last Select Board Meeting, which she recently found had already been
73 approved for funding. She said she was in favor of a park but did not feel this was the right time. She said
74 if the Library Trustees were successful in their efforts to expand and renovate the Library, construction
75 could be underway next spring and parking would be needed for equipment. She asked if the Select Board
76 had discussed the park proposal with the Library Trustees, and if not it was a poorly timed and
77 insufficiently vetted waste of taxpayer money. She said the Select Board should get behind the Library
78 Trustees and support them, and she asked the Board to rescind their vote.

79
80 Mr. George Chauncey of Hobbs Road said he was there to discuss the Homestead Property. He said 2
81 Board Members had voted to spend taxpayer money for an irrigation system for the property and he felt
82 the decision should not be made by just 2 people for the whole Town. He said no Public Meeting was held
83 to discuss this with residents and why it was a good idea. He said he had been a supporter for a long time
84 of putting an Administration Office on that property, and it made no sense to install an irrigation system

85 then build. He said the property was too valuable for a park, and it was time for the Select Board to come
86 up with some sort of plan for the Administrative Offices.

87
88 Chairman Maggiore said these comments are heard by the Board, and they would be addressing many of
89 them when they got to Encumbrances and Select Board Goals.

90
91 **Consent Calendar**

- 92 6.1 Payroll Manifest of June 13, 2019 in the amount of \$80,067.60
- 93 6.2 Payroll Manifest of June 20, 2019 in the amount of \$78,174.04
- 94 6.3 Accounts Payable Manifest of June 12, 2019 in the amount of \$103,832.50
- 95 6.4 Abatement Application
- 96 6.5 Abatement Application
- 97 6.6 Abatement Application
- 98 6.7 Abatement Application
- 99 6.8 Abatement Application
- 100 6.9 Abatement Application
- 101 6.10 Abatement Application

102
103 Chairman Maggiore said he had questions about one of the abatements at the last meeting which were
104 addressed in writing by the Assessor. Selectwoman Kilgore said she would like to have a discussion with
105 the Assessor with regard to her concerns with one of the abatements, and Town Administrator Kaenrath
106 asked if her questions could be answered in writing as the Assessor was only available on Tuesday. She
107 said she would address it in writing and reserve the fact they may need to have it as an agenda item.

108
109 Chairman Maggiore said they could leave off Abatement Application 6.10. Selectwoman Kilgore said she
110 was speaking of the abatement reported as Tax Map 21, lot 1-31, which was incorrect.

111
112 **Motion:** To approve the Consent Calendar, numbers 6.1 through 6.9, as reported.

113 **Motioned:** Selectman Miller

114 **Seconded:** Selectwoman Kilgore

115 **Vote:** Motion approved 3-0

116
117 Selectwoman Kilgore said the Abatement Application for the one addressed by Chairman Maggiore was
118 not listed on this agenda, and Chairman Maggiore said they would hold that for the next Consent Calendar
119 as well.

120
121 **Correspondence** – None

122
123 **Committee Updates**

124
125 Selectwoman Kilgore said the *Economic Development Committee* had not met since the last Select Board
126 Meeting and were scheduled to meet on July 3, 2019.

127
128 Chairman Maggiore said the *Heritage Commission* had met and there was an essential update on the Joint
129 Land Use Board Summit and on Certified Local Government, and said he would continue to put
130 information together before it comes to the Select Board. He said he was also hoping to get an answer on
131 an RFP for file upload of Heritage Commission archival information to the Town website. He said the Senior
132 Transportation Planner of the Rockingham Planning Commission was at the meeting to talk about updates

133 on the Rail Trail, and said the Heritage Commission was interested in the idea of a Pocket Park to
134 memorialize the significance of the area at Drake's Bridge at Route 1 over the Rail Trail, per Section 106
135 of the Natural Historical Preservation Act.

136
137 Chairman Maggiore said the *Water Commission* had just met upstairs as part of non-public, and said the
138 Town Administrator and Town Counsel were acting on the intent of the Select Board from that meeting.

139
140 Selectman Miller said the *Budget Committee* had not met since the last Select Board Meeting, and said
141 their next meeting would be a Joint Meeting with the Select Board on July 22, 2019.

142
143 Selectman Miller said the *CIP Committee* had not met since the last Select Board meeting, but the dates
144 for July were: July 12th, July 19th, and July 26th.

145
146 **Report of the Town Administrator**

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

148
149 Town Administrator Bryan Kaenrath said under Finance, with 2 weeks remaining in the Fiscal Year, the
150 Town had approximately 3% of the Budget remaining with a projected surplus of approximately \$519,000.

151
152 Town Administrator Kaenrath said he met with John Schnitzler who planned to begin work on Town Hall
153 Facilities in July with the east façade of the building and would work all year into fall, completing the rest
154 of the work in 2020. Selectwoman Kilgore asked the cost and Town Administrator Kaenrath said it was
155 listed in his report and half would be owed for this year.

156
157 Town Administrator Kaenrath said the Hampton Area Chamber of Commerce Public Policy Committee
158 met last week, with guest Taylor Caswell of the New Hampshire Commission of Business and Economic
159 Development Affairs, and talked about a possible shared Economic Development person. He said he
160 recently attended the NHBA Spring Social where a ceremony was held for outgoing EDC Chairman Jim
161 Better, who was presented for an award for his service to the Town.

162
163 Town Administrator Kaenrath said Philbrick Pond was on the agenda for this evening and he had met with
164 Craig Mussleman and NH DES to discuss possible grant opportunities. He said the Select Board met with
165 Little Boar's Head to discuss the damaged sidewalk, and Public Works Director John Hubbard would be
166 repairing the sidewalk on Thursday with repaving on Friday.

167
168 Town Administrator Kaenrath said for Document Management they had 2 firms and they would be
169 presenting demos using their actual documents, scheduled for 6:00 pm on July 8, 2019 and 6:00 pm on
170 August 12, 2019. Selectwoman Kilgore asked if 6:00 pm was enough time and Town Administrator
171 Kaenrath said he would speak with both firms. He said he had a conference with Ricoh USA last week and
172 they were interested in submitting a proposal after the fact.

173
174 Town Administrator Kaenrath said the Wage Analysis Contract was signed and returned, as well as the
175 Ironwood Contract with the two points added in.

176
177 **Discussion:** Chairman Maggiore asked Town Administrator Kaenrath if he had informed Little Boar's Head
178 about the sidewalk repairs. Town Administrator Kaenrath said he had and said he felt completing the
179 repairs before July 4th was a major accomplishment.

180

181 Chairman Maggiore said last week on June 19th the Select Board met for 3 different meetings, one of
182 which was non-public. He said at that meeting there was a unanimous motion to have the Town
183 Administrator act upon the intent, and asked for a motion to seal the minutes of that meeting.

184 **Motion:** To seal the minutes of the Non-Public Session of June 19, 2019,

185 **Motioned:** Selectwoman Kilgore

186 **Seconded:** Selectman Miller

187 **Vote:** Motion approved 3-0

188

189 **Items Left on the Table** – None

190

191 **NEW BUSINESS**

192

193 **11.2 North Hampton Dog Park Committee** – Pat McClean, Phil Thayer

194

195 Ms. Pat McClean said they were planning to update the Board on their activities and distribute their idea
196 for a Dog Park. She said the North Hampton Newsletter gave coverage all of their activities, and they had
197 been very active trying to find donated land and had created a 501-C for fund raising. She said their
198 mission was to raise awareness of the public need for a Dog Park in North Hampton. She said with recent
199 conversations they had been discussing a piece of land owned by Pan Am which includes the Rail Trail as
200 a possible site for the Dog Park.

201

202 Ms. McClean said they had distributed a map of the area showing the spot they felt would be ideal for the
203 Dog Park and asked that the 1.3 acres be considered as a possible location. She said their goal was to
204 obtain land, and the committee would raise the money to build a fence and signage and build the park,
205 but the Town would own it and maintain it.

206

207 Mr. Phil Thayer said he trains and competes dogs and judges events and he has a close connection with
208 Pan Am and had been talking with them about the Rail Trail, and said the State had first refusal on the
209 land. He said if the State purchases the property for the Rail Trail, North Hampton would be negotiating
210 for the width of the trail and he felt there was sufficient land available for a Dog Park.

211

212 Selectwoman Kilgore said Pan Am owns the land and when the Rail Trail goes through the State would
213 own it. Mr. Thayer said it would be part of the Town and people were already negotiating with the Rail
214 Trail Committee. He said there was plenty of land on the other side of the Rail Trail and they were trying
215 to find some way for the State to allow them to utilize that piece of land and get the idea in the works.
216 Selectwoman Kilgore said the State might require the land be purchased, and asked where on the map
217 people would have access to the Dog Park and where would they park. Mr. Thayer said they would also
218 need public access to the Rail Trail, and already had issues in Town with parking.

219

220 Ms. McClean said the committee thought the location of the land would be ideal for a Dog Park, and they
221 just wanted to bring it to the attention of the Select Board so they would be aware of their intent. She
222 said obviously at some point the Town would either need to purchase or negotiate for the land. Mr. Thayer
223 said the Dog Park could not be located in Town because of easements and they were looking for other
224 potential land that might be available.

225

226 Selectman Miller asked if there was parking on the previous property, and Ms. McClean said there was
227 existing parking, and they would obviously need some sort of easement or arrangement. She said access
228 to the Rail Trail would also allow access to the Dog Park, and these issues needed to be addressed. She

229 said they wanted to let the Select Board know and ask for their support. Chairman Maggiore said they
230 would need to speak with abutters and consider the easements. He said they might be able to work
231 something out together with the Heritage Commission, by sitting down with Scott Bogle of Rockingham
232 Planning Commission or Patrick Herllihy at NHDOT to help figure out if this would work.

233
234 Mr. Thayer said at some point someone would be contacting the Town about where they stand with the
235 Rail Trail and hopefully reporting back to the Select Board. He said if they could find out who they could
236 talk to at the State level and see if it was possible to utilize a little of that property to have a Dog Park.
237 Chairman Maggiore said perhaps they should invite Scott Bogle to their next meeting, and said he would
238 also be happy to attend.

239
240 Mr. Scott Baker said he had been pretty active with the Rail Trail folks and talked to Scott Bogle often, as
241 well as Mike Dugas, a project engineer from NHDOT who was looking forward to starting the project. He
242 said he would be happy to reach out to both of them informally about what the distribution of that land
243 might be. He said he thought the State would encourage parking near the trail and possibly establishing a
244 park there for the Town's use as well as the public.

245

246 **11.3 Philbrick Pond Discussion**

247
248 Town Administrator Kaenrath said there would be a meeting on July 2nd to investigate one of the potential
249 recommendations for Philbrick Pond and other possible sources of funding. He said they investigated the
250 access road and that option was dead at this point. He said there were other recommendations in the
251 study by Craig Mussleman including raising the old log road, and they needed to discuss where to go next
252 and how they would tackle this project.

253
254 Selectman Miller read parts of an email from Frank Arcidiacono, the Conservation Commission's point
255 person on Philbrick Pond. It said that the Conservation Commission recommended addressing both the
256 flooding issues and the health issues of the pond in trying to determine the feasibility of a proposal. The
257 email went on to say that Mr. Arcidiacono had spoken with the Maintenance Engineer and Design
258 Engineer at NHDOT for that section of Route 1-A with the culvert, and solicited a rough estimate of \$1
259 Million. He said funds would be DOT funds and across the road would be Town funds.

260
261 Mr. Arcidiacono went on to say the estimate of an Emergency road was about \$250,000 without land
262 purchase and the estimate could easily double and still not resolve the flooding issue. He said the Design
263 Engineer suggested that while no funds had been set aside for the project, DOT does set aside
264 discretionary funds for special request, and suggested directly appealing to the DOT Commissioner.
265 Selectman Miller said it was quite possible that grant money was available for this project and said he had
266 asked Mr. Arcidiacono to come to the Select Board Meeting.

267
268 Mr. Frank A. Arcidiacono said the Conservation Commission had submitted a reply, at the request of the
269 Select Board, to how they felt they should proceed and they had made that recommendation. He said
270 basically there were 2 main issues, the first being the health of the pond which could be addressed in the
271 short term with the slab proposal. He said the tidal variation had drastically affected the health of the
272 pond over the years, and though the slab would add another 11 inches for a total of 16 inches, long term
273 they would be in the same situation and it did not solve the flooding at all.

274
275 Mr. Arcidiacono said none of the proposals outlined in the drainage evaluation really address the flooding
276 issue, but do address emergency access and raising roads that have access. He said if the culvert below

277 Route 1-A is not addressed properly, the flooding issue would not be addressed, and said the report
278 recommended the culvert be lowered and widened and a tidal gate added which would solve the problem
279 and also address the hundred-year flood issue. He said the Conservation Commission agreed that proposal
280 made the most sense. He said they could either work with Rockingham Planning Commission to see what
281 their proposal is, and said there should be a significant amount of grant money available for a project like
282 this. He said he was more than willing to work to further this proposal with the Select Board and contact
283 Rockingham Planning Commission.

284
285 Selectwoman Kilgore asked who owned the culvert, and Mr. Arcidiacono said the Pond was privately
286 owned and the culvert was State land. Selectman Miller said the State would have to do the work. Mr.
287 Arcidiacono said they would have to enlarge the opening of the culvert and lower it, which at some point
288 will have to be done anyway as well as a lot more, and this would be a down-payment on that future work.
289 Selectwoman Kilgore said the Pond itself was on private land, and Mr. Arcidiacono it was his
290 understanding that the two parties would have to agree to eliminate the trolley berm there now to allow
291 for an open channel.

292
293 Chairman Maggiore said they would learn a lot more at the July 2nd meeting to discuss possible grant
294 options with NHDES Craig Mussleman, and said the Select Board has an obligation to the Town to do their
295 best for their residents. He said abutters would have their input, but the State has the obligation since it
296 is their land. Selectman Miller said Rockingham Planning Commission could be very important, and Mr.
297 Arcidiacono said Senior Planner Julie LaBranche would be a good person to start with there. Selectman
298 Miller said this should be put back on the Select Board agenda for the July 8th meeting and they should
299 invite Mr. Arcidiacono to return.

300
301 **11.4 Committee Appointment Policy Review and Approval**

302
303 Chairman Maggiore said Committee Appointments happened largely by RSA or by Town policy or warrant
304 article. He said in this second draft he stated the purpose and then went into how each committee and
305 board is appointed so that was understood. He said he then came up with possibilities for filling vacancies
306 and notification which were less ambiguous. He said he offered this as Draft #2 to the Board which was
307 much simpler and shorter, and said it had not yet been sent for review by Town Counsel. He asked that
308 the Board look at this Draft and come up with ideas, and said the priority was not until March of 2020.

309
310 **Motion:** To move *Committee Appointment Policy Review and Approval* to “Items Left on the Table” for
311 the second meeting in July.

312 **Motioned:** Selectwoman Kilgore

313 **Seconded:** Selectman Miller

314 **Vote:** Motion approved 3-0

315
316 **11.5 Discusson of Facilities**

317
318 Selectman Miller said he put this on the agenda as he wanted to give Scott Baker a chance to publish his
319 article and said the Select Board has been talking about having a plan for facilities. Chairman Maggiore
320 said the Select Board had their Goal-Setting Session and talked about having a municipal building goal and
321 a comprehensive goal for facilities. He said if they are going to put a building on the Homestead Property
322 they needed to consider what building would fit there. He said a Town administration building would
323 certainly work there and would give them the opportunity to renovate the Police and Fire Station in place.
324 He said if that plan did not work the property could possibly be used as a park.

325
326 Selectwoman Kilgore said she brought this up during the Select Board Goals meeting, and they met with
327 department heads and the Town Administrator and went through their suggested goals. She felt the Select
328 Board should show some direction, said it should be an agenda item to have a discussion and have an
329 open session with the public about their thoughts. She said they did make some decisions in
330 Encumbrances, not just the irrigation system for the Homestead Property, but also funds to replace the
331 boiler in the Fire Department and approve plans for renovation of the floor plan for the Police
332 Department.

333
334 Selectman Miller said they did have a Needs Assessment if they needed one, and Chairman Maggiore said
335 it could be updated. Chairman Maggiore said he was thinking they should have a workshop about this to
336 bring it to the point where they could introduce it to the public, and asked that Town Administrator
337 Kaenrath circulate some dates.

338
339 Selectwoman Kilgore said she had taken July 8th, 9th, and 10th off and asked if any of those dates might
340 work. She said she preferred July 8th because they already had a Select Board meeting that night. Town
341 Administrator Kaenrath suggested they have the workshop on July 8, 2019, before the Document
342 Management demonstration. Chairman Maggiore said he would check his schedule.

343
344 **11.6 End-of-Year Encumbrances**

345
346 Chairman Maggiore said last week the Select Board met to discuss encumbrances, funds unspent from
347 this year's budget that are available and could be encumbered as long as the Town has in place a specific
348 contract, a specific purpose, and a specific vendor. He said there were 5 items the Select Board acted on
349 to: (1) replace HVAC in the Fire Department; (2) upgrade bathrooms, break rooms and lockers in the
350 Police Department; (3) Ironwood North Hampton Village District Conceptual plan; (4) updates to Natural
351 Resources Inventory of Town Master Plan; (5) installation of lawn sprinklers on the Homestead Property.

352
353 Chairman Maggiore said the total amount appropriated would be \$125,540 and they were all approved
354 by majority. He said it would be on this year's funds so no appropriation would be required for next year.

355
356 Discussion: Selectman Miller said it was noted that 2 things were changed, and Town Administrator
357 Kaenrath said those were the recommendation added to the Ironwood Contract. Selectwoman Kilgore
358 said the Town Administrator signed the MRI agreement and sent it back with a modification. Town
359 Administrator Kaenrath said he removed the reval and it was basically a 1-year extension of what they
360 already had. He said these contracts only required his signature.

361
362 **11.7 Select Board Goals**

363
364 Chairman Maggiore said they held the meeting upstairs with the department heads and the Town
365 Administrator and the goals were put on the whiteboard. He said they would stay on the whiteboard for
366 the whole year so they can gauge their progress. Selectwoman Kilgore said she had again started a
367 spreadsheet of the goals, which could be edited and things added. She said the spreadsheet listed who
368 was assigned to the responsibility, whether it is funded and the funding source, and if not funded finding
369 another source. She said there was space for the time period for completion and a column to check off
370 the project as completed, and said it was just a draft.

371

372 Town Administrator Kaenrath said he signed contracts for Underwood and the Wage-Range Analysis with
373 MRI, but he needed all signatures for the 1-year Assessor extension with MRI, and reiterated that the
374 revaluation had been taken out.

375

376 **Acceptance of the Minutes of Prior Meetings**

377

378 **Approval of the Non-Public Meeting Minutes Sessions I & II of May 13, 2019**

379

380 Selectwoman Kilgore made a motion to approve the minutes of Non-Public Sessions I & II of May 13, 2019.
381 Chairman Maggiore said the vote was listed her as “absent”, and Town Administrator Kaenrath suggested
382 they go back and talk about in in Non-Public before voting.

383

384 **Approval of the Non-Public Meeting Minutes of June 3, 2019**

385

386 **Motion:** To approve the Non-Public Meeting Minutes of June 3, 2019.

387 **Motioned:** Selectman Miller

388 **Seconded:** Selectwoman Kilgore

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

390

391 **Motion:** To unseal the Non-Public Meeting Minutes of June 3, 2019.

392 **Motioned:** Selectwoman Kilgore

393 **Seconded:** Selectman Miller

394 **Vote:** Motion approved 3-0

395

396 **Approval of the Regular Meeting Minutes of June 10, 2019**

397

398 **Motion:** To approve the Regular Meeting Minutes of June 10, 2019 as presented.

399 **Motioned:** Selectman Miller

400 **Seconded:** Selectwoman Kilgore

401 **Vote:** Motion approved 3-0

402

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

404

405 **Second Public Comment Session**

406 No one from the public came forward.

407

408 **Next Meeting:** The next Regular Select Board Meeting will be held on July 8, 2019 at 7:00 pm in the
409 North Hampton Town Hall.

410

411 **Adjournment**

412

413 Chairman Maggiore adjourned the meeting at 8:49 pm.

414

415 Respectfully submitted,

416 Patricia Denmark, Recording Secretary