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

5 **FEBRUARY 11, 2019 7:00 PM**

6 **NORTH HAMPTON TOWN HALL**

7 ***DRAFT MINUTES***

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

11
12 **ALSO PRESENT:** Town Administrator Bryan Kaenrath, Rockingham Planning Commission Director Tim
13 Roache, Aquarion Operations Manager Carl McMorrان and Director of Engineering & Planning Dan
14 Lawrence, Fire Chief Michael J. Tully, Police Chief Kathryn Mone, Cable Director John Savastano

15
16 **AGENDA**

17
18 Chairman Jim Maggiore welcomed everyone to the February 11, 2019 Select Board Meeting, and said they
19 were reconvening after a public presentation of Document Management starting at 6:00 pm. He called
20 the meeting to order at 7:04 pm, followed by the Pledge of Allegiance.

21
22 **First Public Comment Session**

23 A North Hampton resident said there were questions and concerns about Ballot Measure #13, the parcel
24 at 216 Atlantic Avenue recommended to be purchased by the Town for future use. She said there were
25 unanswered questions as to why the Town was looking to buy another land parcel when they already
26 owned the Homestead parcel.

27
28 Chairman Maggiore explained that normally during Public Comment they did not respond to questions.
29 Town Administrator Kaenrath stated that Selectman Miller had presented the information and points for
30 buying the property at the Deliberative Session. Ms. ____ said her question was why not use the parcel
31 of land that the Town already owned.

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.***

39 Chairman Maggiore suggested she contact Select Board members by email to answer her questions
40 privately so it would not appear that the Select Board was advocating for something. He anyone who had
41 a valid question could email one or all of them.

42

43 **NEW BUSINESS**

44 **Tim Roache Introduction – Rockingham Planning Commission**

45 Tim Roache, Executive Director of the Rockingham Planning Commission, said he was there to introduce
46 himself and talk about the Rockingham Planning Commission and how he appropriates retail planning for
47 the organization. He said they were a resource for comments, a forum to help address issues that cross
48 municipal boundaries, and a voice for the community. He said they maintained regional staff for land use
49 planning, transportation planning, GIS mapping, and environmental issues, and said they could also be a
50 voice at the State and federal level.

51
52 Director Roache said the biggest portion of their work was transportation planning which was 70% of their
53 budget, and said they kept federal dollars flowing into New Hampshire and had to ensure that the 10-year
54 plan process was enabled through NHDOT. He said they were looking at electricity aggregation, bringing
55 communities together to purchase electricity as a group and save money, and they also looked for other
56 opportunities to benefit towns and communities. He said they collected dues across 27 communities and
57 used half of it to match grants, working with NHDOT, NHDES, and the Coastal Zone program, and tried to
58 put the remaining dues into programs.

59
60 Chairman Maggiore said he would keep the Rockingham Planning Commission in mind to help effectuate
61 their goals toward regionalization. Selectwoman Kilgore said they also provided assistance to the
62 Economic Development Committee.

63

64 **Aquarion Water Quarterly Update**

65 Chairman Maggiore stated that Operations Manager Carl McMorran and Director of Engineering &
66 Planning Dan Lawrence of *Aquarion* would provide an update on Eversource Settlement Commitments
67 made in 2017, PFAS monitoring and treatment evaluations, and on Well 22.

68

69 Operations Manager Carl McMorran updated Eversource Settlement Commitments and said the last 2018
70 quarterly report on Hydrant maintenance showed routine maintenance was done last year on the 149
71 hydrants in North Hampton. He said the Exeter Road Tank Project was looked at and alternate sites were
72 evaluated, PFAS investigations continued with possible treatment options, and an update on Well 22
73 would be provided.

74

75 Mr. McMorran said under PFAS Management they were looking to minimize tap water PFAS levels by
76 minimizing the use of Well 6 through source selection, and continue tap water and well monitoring. He
77 said sentinel wells were put in along Mill Road to try to determine how PFAS was moving from known
78 contamination sources on Lafayette Road. He said NHDES was also in the process of establishing some
79 regulatory standards for some PFAS components.

80

81 Director of Engineering & Planning Dan Lawrence said he had done an analysis project in 2016-2017 which
82 showed the media concentration and water quality in ground water needed to work together to select
83 the best solution. He said they talked about granular activated carbon and ion exchange, and said a Bench
84 Scale Test was done to determine the most appropriate media. He said they were working on a pilot at
85 Well 6 alternating ion exchange and granular activated carbon in series, which would continue through
86 March to try to estimate annual operating costs.

87

88 Mr. Lawrence said for the Exeter Road Tank they were looking at alternate sites and at putting an adjacent
89 tank on the current site. He said they hoped decide this year and begin design and permitting, and begin
90 construction in 2020. He said other projects included Water Treatment Upgrades and they were working
91 on underground piping at the Mill Road WWTP and water treatment at Little River Road (Wells 7 and 22).
92 He said Well 22 required a large groundwater withdrawal permit and was important for sustainability of
93 supply to increase the rate base and stabilize water rates. Mr. McMorran provided a chart showing the
94 relative capacity of Well 22 compared to other existing wells.

95

96 Discussion: Chairman Maggiore asked the meaning of “gallons used” on the chart and Mr. McMorran that
97 was their way of accounting for water going in and out of their systems, with the larger numbers
98 represented the well flushing in spring as part of hydro-maintenance.

99

100 Selectwoman Kilgore asked when they would reconvene a prior meeting with Aquarion to finish the
101 Hydrant Report review. Town Administrator Kaenrath said it was a Water Commission meeting and he
102 was unaware of any action by the Water Commission to review those documents. Chairman Maggiore
103 said the letter of agreement did not specify the need for signing off or approving and he would get back
104 with the Water Commission.

105

106 Consent Calendar

107 Payroll Manifest of 01/28/19 in the amount of \$70,237.65

108 Payroll Manifest of 02/04/2019 in the amount of \$197,437.72

109 Accounts Payable Manifest of 02/05/2019 in the amount of \$93,269.914

110 **Motion:** Selectman Miller made a motion to approve the Consent Calendar as presented, which was
111 seconded by Selectwoman Kilgore. The Consent Calendar was approved by a vote of 3-0.

112

113 Correspondence – None

114

115 Committee Updates

116 Selectwoman Kilgore said the Economic Development Committee met February 6th and she was not in
117 attendance. Mark Laliberte of the NH Department of Resources & Economic Development briefed the
118 committee on departmental resources and how they could provide assistance moving forward. The
119 committee voted unanimously to approve the report presented at the last Select Board meeting.

120

121 Chairman Maggiore said the Heritage Commission meeting would be held next week, and at the Water
122 Commission meeting an update was provided with regard to a legal pending issue.

123

124 Selectman Miller said the Budget Committee met at both Town and School Deliberative Sessions and the
125 Warrants were finalized, and said that would be the last Budget Committee meeting.

126

127 Cable Director John Savastano provided an update on Channel 22. He said they took apart the audio
128 component of the broadcasting system and added a small amplifier. He said the sound was now louder
129 than it needed to be and they would work to bring it down gradually.

130

131 Report of the Town Administrator – Bryan Kaenrath

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

133

134 Elections: Municipal elections scheduled for March 12, 2019 8:00 am to 7:00 pm at the North Hampton
135 School.

136 Document Management System: Second presentation by NE Document System scheduled for February
137 25, 2019 at 5:45 pm.

138 Next Regular Select Board Meeting: February 25, 2019 at 7:00 pm in the Town Hall.
139

140 Selectwoman Kilgore brought up the March meeting calendar and said she would be unavailable March
141 25th and asked if the meeting could be moved to March 27, 2019. The Board was in agreement.
142

143 Chairman Maggiore said he would be working on Election Day, but per RSA he would not be handling
144 ballots. Selectwoman Kilgore said she would be working as well under the same parameters.
145

146 Items left on the Table - None
147

148 **NEW BUSINESS**

149 Hampton Rod & Gun Club Remediation

150 Town Administrator Kaenrath said he met with Muriel Robinette from GZA who gave a brief overview of
151 deficiencies found. He said he would take their comments and those of GZA and submit them to NHDES.
152 Ms. Robinette did say there needed to be more of a timeline on remediation process.
153

154 Chairman Maggiore said he had spoken with Chairman of the Water Commission Tim Harned about the
155 process and he would follow up with him. Town Administrator Kaenrath said he would remind the
156 Conservation Commission again.
157

158 Lighting Assessment and Energy Efficiency Grant Proposal

159 Fire Chief Michael Tully said as part of a grant incentive program on Energy Management he had toured
160 all Town buildings with a representative from AECOM to see where they could make changes and be more
161 energy efficient with LED lighting. He said the total cost, including labor, to do all the buildings would be
162 \$29,344.66, of which Eversource would pay half with an estimated annual savings of \$5,700. He suggested
163 paying for the project out of this year's budget.
164

165 Selectman Miller suggested the approval of the project be added to the agenda for the next meeting so
166 they could make a decision.
167

168 Selectwoman Kilgore said they should have 3 quotes, and Chief Tully said there was only one electric
169 company and they would take the subcontractors.
170

171 91-A Orientation Program Discussion

172 Selectwoman Kilgore said about a month ago they had discussed their challenges with RSA 91-A and
173 agreed they would set up an orientation of 91-A requirements. Town Administrator Kaenrath said NHMA
174 was the logical entity to do that.
175

176 Chairman Maggiore said that NHMA had a new Executive Director Margaret Burns, who was one of 2
177 lawyers on staff and also provided webinars and presentations for 91-A. He said he asked about scheduling
178 a few Right-to-Know meetings, with the option to have one themselves or work with other communities
179 to do a larger one, and said they talked about doing them after the election.
180

181 Review of Select Board Annual Goals

Select Board Regular Meeting
February 11, 2019

182 Town Administrator Kaenrath went through the goals and updated the status.
183
184 **Finance:** Early Audit completed and time sheets revised.
185 **Facilities:**
186 *Town Hall* - Septic completed and renovations underway; upstairs storage area only option for dedicated
187 Assessors space.
188 *Chevalier Building* - Reconfiguration of front desk area not worth the disruption
189 *Police/Fire/Security* - Project complete, water issues repaired and damage corrected, window cleaning
190 ongoing.
191 *Stone Building* – Exterior painted, recommendation to repair two fan windows over the next 2 years,
192 working with John Hubbard on moving basement drainage.
193 *Homestead Property* – Debris removed from property, paving stones cleaned.
194 *Town Signs* – New signs are in, Exeter Road post temporarily repaired.
195 **Fire Department:** Painting done, Dispatch relocated.
196 Chief Tully said that Dispatch was moved to the front of the station and a professional environment was
197 set up. He said Will Taber led the renovation and designed the construction with everyone pitching in to
198 help.
199 **Emergency Management:** Chief Tully said Combined Police Department/Fire Department drills would
200 continue, with money in the budget to cover one drill. Joe Manzi offered to teach Babysitting Classes at
201 the School, with more being scheduled for spring.
202 **Eversource Information Request** – Chief Tully discussed Town power outages with Eversource due to
203 problems with the last big outage. The percentage of the Town out of power could be determined but not
204 where the outages were located, and conversations were ongoing.
205 **Public Works:** Recycling Center roof scheduled for spring, street lights complete, working on master
206 building list. Town maintenance projects to be done this year.
207 **Little Boars Head:** No update on sidewalk lighting.
208 **Philbrick Pond Study:** Study completed, will discuss access road at Annual Board of Selectmen Meeting
209 in spring. Sewer line not looked at yet, sidewalk rebuilt after storm damage, waiting on FEMA money.
210 **Police Department:** Interior painting completed, part-time Administrative Assistant hired, CBA completed
211 and pending voter approval.
212 Police Chief Kathryn Mone said the administrative position was in the next budget and she would start
213 advertising after its passage. She said the chief search was complete and the department was fully staffed.
214 She said the issue of body cameras was in CIP and was still in the research phase.
215
216 IT Tablets: High-end user replacement plan with units rotated off every year continuing.
217 Office 365: Cloud conversion occurred last year.
218 Phone System: No issues, research lifespan.
219 Finance Printer: Replaced and records management at the Police Department.
220
221 **Personnel:** Review all policies and organize personnel policy with possible updates.
222 Selectwoman Kilgore recommended sending this out to RFP as they did not have the expertise and there
223 were benefits to having a total review. Chairman Maggiore said this was last done in 2012 by Phil Wilson,
224 who has an extensive Human Resources background, working with the Town Administrator and the
225 department heads.
226
227 Selectwoman Kilgore asked Police Chief Mone what she thought about have someone professional come
228 in and review their personnel policies to make sure they meet State Laws. Police Chief Mone said she

229 would start with Primex to review some of the higher liability positions and give some advice. She said
230 their lawyers could come in and look at what policies needed updating.

231
232 Chairman Maggiore said he would ask NHMA for professional recommendations. Town Administrator
233 Kaenrath said there would also be a cost to that and they were planning to do it in-house. He said work
234 on job descriptions was currently in progress as well as the creation of an administrative book on positions
235 with job procedures and processes.

236
237 Ordinance Book: Needs to be organized.

238 Organizational Chart: Selectwoman Kilgore said one was started but never finalized. She said the goal is
239 to flow-chart the organizational structure of Town personnel and how they report in.

240 Update Employee Evaluation of TA: Chairman Maggiore said of the 25-member NHMA Board, 18 were
241 town administrators and he would ask them for best practices.

242 Administrative Part-time Receptionist: Town Administrator Kaenrath said there was a need for a part-time
243 receptionist who could also be the minutes clerk. Chairman Maggiore recommended waiting until the end
244 of the fiscal year.

245 Document Management System: Presentations in progress with two more coming up.

246 Wage Range Analysis: Potential RFP item.

247 Gym Memberships/Stipends for Town Employees: Selectwoman Kilgore suggested this be combined with
248 Town policy reviews.

249 Master List of Inventories-Assets: Selectwoman Kilgore said a fixed list of all Town assets needed to be
250 logged and tracked.

251 Town Flag: On the ballot

252 Cell Tower: Town Administrator Kaenrath said Centennial Hall was talking with Verizon about getting a
253 co-locater in the Cupola which would improve cell service vastly in the Town.

254 Recreation Department: Revolving account financial status has improved.

255 Portable Ice Rink: Installed on Homestead Property.

256 Communications/Minutes Clerk: Continue to evaluate along with part-time receptionist.

257 Joint Meeting with School Board: Not completed.

258 Video Friday Folders: Cable Director Savastano said he was thinking about podcasts and radio Friday
259 folders, also a village cam with time, temperature, and weather.

260 Joint Meeting with Budget Committee: Done

261 Town Clerk: Need list and updates on tax agreements and on policies and procedures on taxpayer
262 agreements.

263

264 **Acceptance of the Minutes of Prior Meetings**

265

266 **Approval of the Minutes of the Regular Meeting of January 14, 2019**

267 **Motion**: To approve the minutes of the Regular Meeting of January 14, 2019, as amended below:

268 1) Insert copy of Town Administrator Report

269 2) Add copies of letters of correspondence

270 3) Insert disclaimers

271 **Motioned**: Selectwoman Kilgore

272 **Seconded**: Selectman Miller

273 **Vote**: Approved as amended by a vote of 3-0

274

275 **Approval of the Minutes of the Regular Meeting of January 28, 2019**

276 Postponed due to video malfunction at the beginning of the meeting. Also need to add Town
277 Administrator Report and disclaimers. **Non-Public Session of January 28, 2019** tabled.
278

279 **Approval of June 15, 2017 Non-Public Session Minutes**

280 **Motion** by Selectwoman Kilgore to *approve* the *June 15, 2017 Non-Public Session Minutes*; seconded by
281 Selectman Miller; approved 3-0.

282 **Motion** by Selectwoman Kilgore to *unseal* the minutes of *June 15, 2017 Non-Public Session*; seconded by
283 Selectman Miller; approved 3-0.
284

285 **Approval of June 12, 2017 Non-Public Session-I Minutes**

286 **Motion** by Selectwoman Kilgore to *approve* the *June 12, 2017 Non-Public-I Session Minutes*; seconded
287 by Selectman Miller; approved 3-0.
288

289 **Approval of June 12, 2017 Non-Public Session-II Minutes**

290 **Motion** by Selectwoman Kilgore to *approve* the *June 12, 2017 Non-Public Session-II Minutes*; seconded
291 by Selectman Miller; approved 3-0.
292

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

294 Chairman Maggiore asked that reducing the speed limit on Route 1B, Ocean Boulevard, from the Hampton
295 town line to Rye, down to 25 for summer season be added to the agenda for the next meeting, as approval
296 by the Board was required.
297

298 **Second Public Comment Session**

299 Ms. _____ said she thought the purpose of 91-A training was for newly elected officials. Selectwoman
300 Kilgore said she thought it needed to be for everyone, and any board or committee members needed to
301 attend. She said there have been challenges meeting the requirements of 91-A which is a State Law
302 enforceable by fines to the Town and individuals.
303

304 Ms. _____ also asked if the Town was responsible for paying the difference in the wages of persons on
305 reserve between their reserve pay and there salary here. Chief Tully said the contract between the North
306 Hampton Professional Firefighters and the Town of North Hampton gave them 10 days where they make
307 up the difference in pay.
308

309 **Next Meeting:** The regular Select Board Meeting is scheduled for February 25, 2019.
310

311 **Adjournment**

312 Chairman Maggiore adjourned the meeting at 9:14 pm.
313

314 Respectfully submitted,

315 Patricia Denmark, Recording Secretary

Bryan T. Kaenrath
Town Administrator

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TOWN OF NORTH HAMPTON, NEW HAMPSHIRE
OFFICE of the TOWN ADMINISTRATOR

TOWN ADMINISTRATOR'S REPORT
FEBRUARY 11, 2019 SELECT BOARD MEETING

REPORTING PERIOD

The reporting period is from January 28, 2019 through February 8, 2019

FINANCE

Current expense report can be found at the following link: <https://www.northhampton-nh.gov/sites/northhamptonnh/files/uploads/expense01142019.pdf> . With 21 weeks left in the fiscal year we have an estimated 40.3% of budget remaining and a projected surplus of \$441,572.

Personnel

The Police Department. Our newest hire, Megan McBride, is currently at the Police Academy. On March 16th at 5pm at the SNHU arena Officer Manlow will be participating in the CHAD hockey game. The annual Police-Fire Basketball game is scheduled for March 21st.

The Fire Department. FF Tom Pidgeon will be out on military duty for one year beginning this summer. We will put plans together on how to handle the vacancy, potentially filling it with a temporary position.

Facilities

Town Hall. John Schnitzler anticipates being able to begin work in spring or summer of this year with the most pressing issues and continue into 2020 with the items of lesser priority. I will again

confirm cost estimates with him once he has had a chance to review the report he did for us last year.

The Library. Nothing new to report.

Stone Building. Nothing new to report.

Town Office/Chevalier Building. We will begin exterior siding work by the spring and are in the process of gathering quotes. Rockingham County inmate trustees have started work with interior painting in the administration area and stairways. They will be returning over the next several weeks to continue painting work projects.

Projects

Town Sign. Completed.

Telephone System/Communications. Nothing new to report

Regionalization. Nothing new to report.

Perambulation. Nothing new to report.

Coakley Landfill Group. The next meeting of the CLG will be February 14th at Portsmouth City Hall.

Cemeteries. Nothing new to report.

Finance Policies: Revisions have been completed.

Elections. Our municipal elections will be held March 12th at North Hampton School.

Junkyard Closures and/or New Problems: Nothing new to report.

Recreation Activities. Winterfest will be on February 16th with the kickoff dinner to be held the night before at Centennial Hall. Another Boston Red Sox trip is also being planned for June 9th. Our new recreation van has arrived and will be a big improvement over our last vehicle. The old van was traded in at Erwin Ford at the same time we picked up our new vehicle. Please see the Recreation page on our website or visit their Facebook page for more information on all of our available programs and how to register.

Economic Development. Committee report.

Rails to Trails. Our signed trail agreement has been returned to DOT pursuant to the motion for its approval at our last BOS meeting.

Public Works. Director Hubbard and his crew have been busy with winter road maintenance and planning spring projects.

Community Outreach. The next Town Administrator's open office hours will be held Monday, February 25th from 3:30 to 5 PM at the Town Clerk's Office. All residents and local business owners are welcome and encouraged to attend. I was also glad to attend and speak at NHBA's annual meeting on Tuesday of last week, they had a great turnout and continue to do excellent work in representing many local businesses in town.

Philbrick Study Report. After further study of the recommendation for an access road between Bradley Ln. and Woodland Rd. which included walking the site, we are moving forward with getting resident's feedback. Letters have now been sent out to potentially impacted property owners to gauge their interest in the project and hear their comments. I have received two responses so far but expect more to be incoming in the near future.

Document Management System. This evening we had our first presentation from Inception Technologies. Our next presentation from New England Document Systems is scheduled for February 25th at 5:45pm.

Meeting Schedule: Our next regularly scheduled meeting is on February 25, 2019.