



TOWN OF NORTH HAMPTON, NEW HAMPSHIRE
SELECT BOARD

AGENDA

REGULAR MEETING - WEDNESDAY JANUARY 28, 2009 - 7PM
MARY B. HERBERT CONFERENCE ROOM

1. **Call to Order & Call of the Roll**
2. **Consent Calendar¹**
3. **New Business**
 - 3.1 Deliberative Session Discussion
4. **Items Laid on the Table²**
 - 4.1. Select Board Rules and Procedures
 - 4.2. Fire and Police Radio Communication Issues
 - 4.3. Cable TV Policy
 - 4.4. Personnel Policy Review
 - 4.5. Capital Improvement Plan
5. **Report of the Town Administrator**
6. **Minutes**
 - 6.1. Regular Meeting October 8, 2008
 - 6.2. Regular Meeting October 15, 2008
 - 6.3. Regular Meeting November 19, 2008
 - 6.4. Regular Meeting December 3, 2008
 - 6.5. Regular Meeting January 14, 2009
7. **Adjournment**

THIS LOCATION IS HANDICAPPED ACCESSIBLE. THOSE WISHING TO ATTEND WHO ARE HEARING OR VISION IMPAIRED MAY MAKE THEIR NEEDS KNOWN BY CONTACTING THE AT TOWN HALL 964-8087

¹ These items are routine in nature and are approved without discussion. Should a member of the Board request to have an item removed, it shall be placed on the agenda under new business. The consent format is to expedite the business of the Board when adequate backup material has been provided.

² Items laid on the table shall remain on the table until a member of the Select Board makes a motion to remove such item from the table.

STEPHEN R. FOURNIER
TOWN ADMINISTRATOR

sfournier@northhampton-nh.gov



MUNICIPAL OFFICES
233 ATLANTIC AVENUE
NORTH HAMPTON, NH 03862

TEL: (603) 964-8087
FAX: (603) 964-1514

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

C O N S E N T C A L E N D A R

TO: SELECT BOARD
FROM: STEVE FOURNIER, TOWN ADMINISTRATOR
SUBJECT: CONSENT CALENDAR FOR SELECT BOARD MEETING JANUARY 28, 2009
DATE: 01/23/2009

The following actions are for the approval of the Select Board:

1. Approval of Abatement for Shirley Carter Map 007 Lot 090
2. Approval of Abatement for Marilyn Marsch, Trustee Map 004 Lots 005 and 006

Recommended motion: Move to approve the consent calendar.

ABATEMENT RECOMMENDATION

To: Select Board
Town of North Hampton

From: Scott P. Marsh, CNHA
Municipal Resources
Contracted Assessor's Agents

Date: January 13, 2009

Applicant: Marilyn Marsch Trustee
Marilyn Marsch Living Trust
19 Post Road
No. Hampton, NH 03862

Address: Post Road
Tax Map 4 Lots 5 and 6

Tax Year: 2008

Subject parcels are vacant lots, which were shown on tax maps as .33 and .67-acres respectfully. The reason for the request is that the subject parcels are a portion of another property owned by the applicant (Map 4 Lot 7). Upon review of deeds, plans as well as conversation with the owner this was found that this is the case. As result, the assessment of Lot 5 should be reduced to \$0 while assessment of Lot 6 should be changed to \$16,600 to reflect the increased size and assessment of Tax Map 4 Lot 7. This situation was explained to the applicant and understood. It is recommended that an abatement of \$799 plus interest for Map 4 Lot 5 and an abatement of \$609 plus interest for Map 4 Lot 6 be granted.

ABATEMENT GRANTED

ABATEMENT DENIED

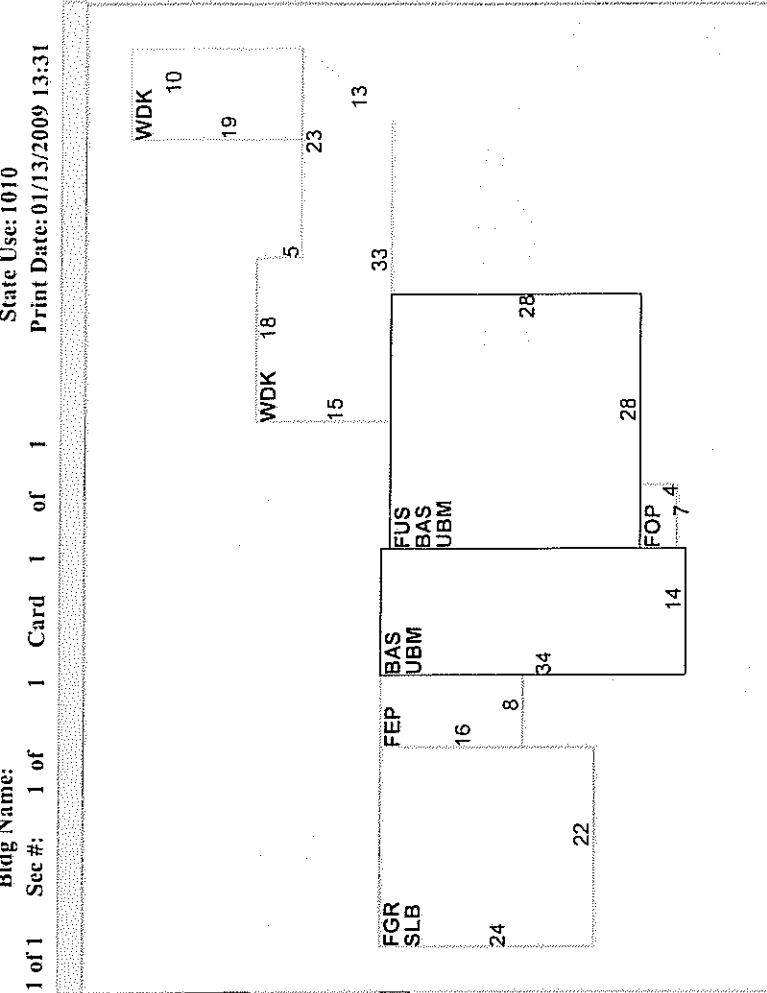
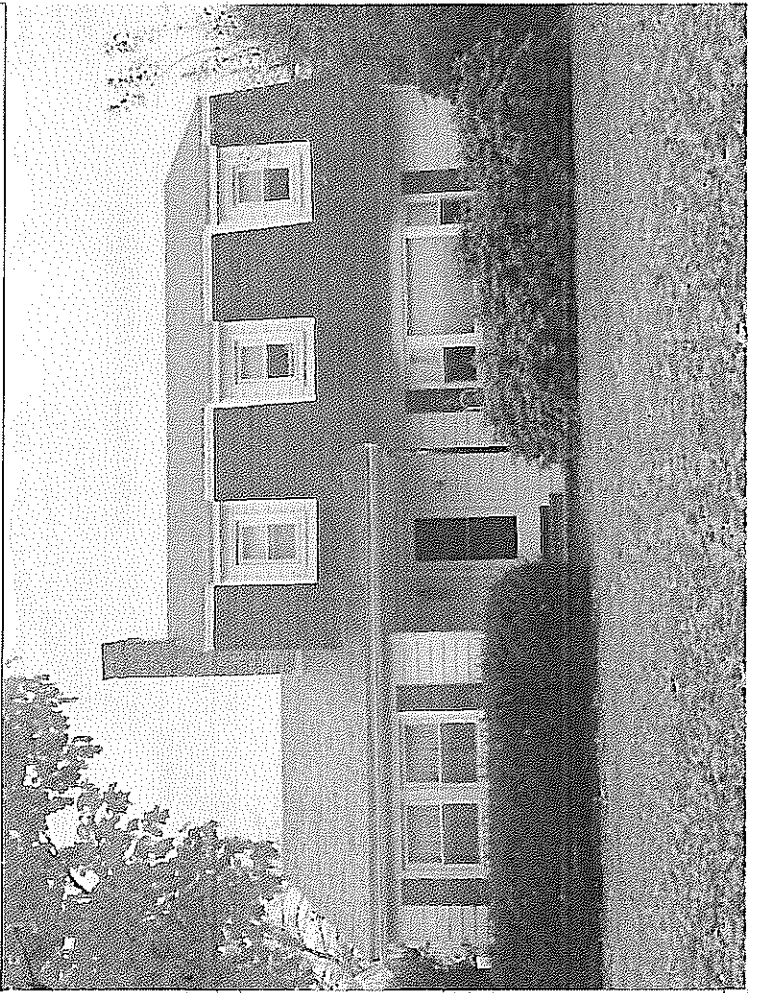
Dated _____

CONSTRUCTION DETAIL		Element	Ch. Description	Cd.	Ch. Description
Style	03	Colonial			
Model	01	Residential			
Grade	03	Average			
Stories	2	2 Stories			
Occupancy	1	Vinyl Siding			
Exterior Wall 1	25	Gambrel			
Exterior Wall 2	07	Asph/F GlS/Cmp			
Roof Structure	03	Drywall/Sheet			
Roof Cover	05	Carpet			
Interior Wall 1	14	Oil			
Interior Wall 2	02	Hot Water			
Interior Flr 1	05	None			
Interior Flr 2	01	4 Bedrooms			
Heat Fuel	04	Remodel Rating			
Heat Type	2	Year Remodeled			
AC Type	0	Dep %			
Total Bedrooms	8	Functional Obslnc			
Total Bthrms	02	External Obslnc			
Total Half Baths	02	Cost Trend Factor			
Total Xtra Fixtrs	02	Condition			
Total Rooms	02	% Complete			
Bath Style	02	Overall % Cond			
Kitchen Style	02	Apprais Val			
MH Park		Dep % Ovr			
		Dep Ovr Comment			
		Misc Imp Ovr			
		Misc Imp Ovr Comment			
		Cost to Cure Ovr			
		Cost to Cure Ovr Comment			

CONSTRUCTION DETAIL (CONTINUED)		Element	Ch. Description	Cd.	Ch. Description
MIXED USE					
Code	Description	Percentage			
1010	SINGLE FAM MDL-01	100			
COST/MARKET VALUATION					
Adj. Base Rate:	72.34				
Section: RCN:	191,122				
Net Other Adj:	10,000.00				
Replace Cost	201,122				
AYB	1966				
EYB	1983				
Dep Code	A				
Remodel Rating	25				
Year Remodeled	0				
Dep %	0				
Functional Obslnc	0				
External Obslnc	0				
Cost Trend Factor	1				
Condition	75				
% Complete	150,800				
Overall % Cond	0				
Apprais Val	0				
Dep % Ovr	0				
Dep Ovr Comment	0				
Misc Imp Ovr	0				
Misc Imp Ovr Comment	0				
Cost to Cure Ovr	0				
Cost to Cure Ovr Comment					

OB-OUTBUILDING & YARD ITEMS(L) / XF-BUILDING EXTRA FEATURES(B)														
Code	Description	Sub	Sub Description	L/B	Units	Unit Price	Lr	Gate	Dp	Rt	Cnt	%Cnd	Apr	Value
SHD1	SHED FRAME	L		384	9.00	1966	0	0	0	0	30	30	1,000	
BRN3	1 STORY W/L	L		911	25.00	1966	0	0	0	0	30	30	6,800	
SPL4	ABOVE GR	L		18	170.00	2000	0	0	0	0	90	90	2,800	
SHD1	SHED FRAME	L		132	9.00	2000	0	0	0	0	30	30	400	
FFL3	2 STORY CHI	B		1	3,800.00	1983	1	1	1	1	100	100	2,900	

BUILDING SUB-AREA SUMMARY SECTION						
Code	Description	Living Area	Gross Area	Eff. Area	Unit Cost	Undeprcc. Value
BAS	First Floor	1,260	1,260	1,260		91,148
FEP	Porch, Enclosed, Finished	0	128	90		6,511
FGR	Garage, Framed	0	528	185		13,383
FOP	Porch, Open	0	28	6		434
FUS	Upper Story, Finished	784	784	784		56,715
SLB	Slab	0	528	0		0
UBM	Basement, Unfinished	0	1,260	252		18,230
WDK	Deck, Wood	0	650	65		4,702
Ttl. Gross Liv/Lease Area:		2,044	5,166	2,642		201,122



ABATEMENT RECOMMENDATION

To: Select Board
Town of North Hampton

From: Scott P. Marsh, CNHA
Municipal Resources
Contracted Assessor's Agents

Date: January 13, 2009

Applicant: Shirley Carter
PO Box 741
No. Hampton, NH 03862

Address: Atlantic Ave – Rear
Tax Map 7 Lot 90

Tax Year: 2008

Owner was in office today. Upon review it was found that above referenced parcel is not a separate lot and is actually portion of Map 7 Lot 77. As Tax Map 7 Lot 77 was properly assessed for the correct total acreage, an abatement of the subject is appropriate. As such it is recommended that the parcel be deleted from the assessing system and that an abatement in the amount of \$825.00 plus interest be granted.

ABATEMENT GRANTED

ABATEMENT DENIED

Dated _____

CURRENT OWNER
 CARTER SHIRLEY B
 PO BOX 741
 NORTH HAMPTON, NH 03862
 Additional Owners:

TOPO
 0: Rolling
UTILITIES
 6: Septic
 7: Electric
 5: Well
STRT./ROAD
 1: Paved
 2: Suburban
LOCATION
 2: Suburban

SUPPLEMENTAL DATA
 Other ID: 007-077-000
 Color: Natural
 Foundation: Concrete
 District: Average
 Layout: Average
 Total Fixtur: 0
ASSOC PID#
 (GIS ID: 007-077-000)

RECORD OF OWNERSHIP

Year	Type	Description	Amount	Code	Description	Number	Comm. Int.
0	VE	VETERAN - CREDIT	500				
0	E8	ELDERLY 80+	200,000				
Total:			200,500				

EXEMPTIONS
 0001/A
ASSESSING NEIGHBORHOOD
 STREET INDEX NAME: TRACING
 BATCH

NOTES
 6/07 REVISE SITE - 2 AC NICU PER ORIG. APPL.
 2008 INT FLR #2 = 05; RM IN UBM N/V
 SITE HAS DRAINAGE FROM ATLANTIC & RTE 1
 6/08 DELETE PCL M7 L90; DESCRIBED AS ONE IN DEED; MET W/OWNER
 01/09 MEET WITH OWNER CORRECT SITE ISSUE

OTHER ASSESSMENTS

Year	Code	Assessed Value	Yr. Code	Assessed Value	Yr. Code	Assessed Value
2008	1010	105,100	2008	1010	105,100	2007
2008	1010	195,500	2008	1010	195,500	2007
2008	1010	13,800	2008	1010	13,800	2007
2008	7200	100,200	2008	7200	100,200	2007
2008	8173	1,400	2008	8173	1,400	2007
Total:			Total:			315,900

PREVIOUS ASSESSMENTS (HISTORY)

Yr.	Code	Assessed Value	Yr.	Code	Assessed Value
2007	1010	105,100	2007	1010	105,100
2007	1010	195,500	2007	1010	195,500
2007	1010	13,800	2007	1010	13,800
2007	7200	100,200	2007	7200	100,200
2007	8173	1,400	2007	8173	1,400
Total:		315,900	Total:		315,900

NET TOTAL APPRAISED PARCEL VALUE
 367,000

Property Location: ATLANTIC AVE REAR
 Vision ID: 2411
 Account # 002981
 MAP ID: 0071 090/ 000/ /
 Bldg #: 1 of 1
 Bldg Name:
 State Use: 1320
 Print Date: 01/13/2009 12:05
 NO HAMPTON, NH 03862
 Additional Owners:
 NO HAMPTON, NH
 2225
 NO HAMPTON, NH

CURRENT ASSESSMENT
 Description: RES LAND
 Code: 1320
 Appraised Value: 54,400
 Assessed Value: 54,400
PREVIOUS ASSESSMENTS (HISTORY)
 Yr. Code Assessed Value Yr. Code Assessed Value
 2008 1320 54,400 2007 1300 54,400
TOTAL: 54,400

RECORD OF OWNERSHIP
 BK-VOL/PAGE SALE DATE (M/D) w/ SALE PRICE V.C.
 DC 2286/1533 05/29/2001 U I 0
 U V 05/10/1977 U V 0

EXEMPTIONS
 Year Type Description Amount Code Description Number
TOTAL: 54,400

OTHER ASSESSMENTS
 Amount Comm. Int.
TOTAL: 54,400

ASSESSING NEIGHBORHOOD
 NBHD/ SUB NBHD NAME STREET INDEX NAME TRACING BATCH
 0001/A

NOTES
 2000-NEW ACCOUNT, ASSESSED WITH 007-077-000.
 ABUTS R/R TRACKS.
 L90 = 11.70 ACRES
 6/08 DELETE PCL; STATED AS ONE IN DEED;
 SPLIT IN ERROR 2000

BUILDING PERMIT RECORD
 Permit ID Issue Date Type Description Insp. Date % Comp. Date Comp. Comments
APPRaised VALUE SUMMARY
 Appraised Bldg. Value (Card) 0
 Appraised XF (B) Value (Bldg) 0
 Appraised OB (L) Value (Bldg) 0
 Appraised Land Value (Bldg) 54,400
 Special Land Value 0
 Total Appraised Parcel Value 54,400
 Valuation Method: C
 Adjustment: 0
 Net Total Appraised Parcel Value 54,400

LAND LINE VALUATION SECTION
 I S A Disc Factor A Disc 1.00 0 0.9300 1.00
 Units 11.70 AC
 Frontage Depth
 Zone RI
 Unit Price 5,000.00
 Parcel Total Land Area: 11.7 AC
 Total Card Land Units: 11.70 AC

VISIT/CHANGE HISTORY
 Date Type IS ID Cl. Purpose/Result
 1/13/2009 SM 45 Change Value Change
 12/16/2008 SM 55 Mail Address Change
 9/4/2008 PR 40 Hring No Chng
 6/10/2008 JS 47 Change Legal Owne
 6/10/2008 JS 57 SITE - CHANGE

APPRaised VALUE SUMMARY
 Appraised Bldg. Value (Card) 0
 Appraised XF (B) Value (Bldg) 0
 Appraised OB (L) Value (Bldg) 0
 Appraised Land Value (Bldg) 54,400
 Special Land Value 0
 Total Appraised Parcel Value 54,400
 Valuation Method: C
 Adjustment: 0
 Net Total Appraised Parcel Value 54,400

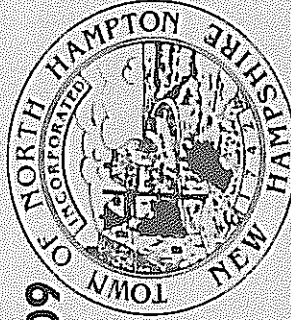
TOWN OF NORTH HAMPTON DELIBERATIVE SESSION 2009

Select Board

Emily Creighton, Chair
 Craig Salomon
 Michael Coutu

Town Administrator

Steve Fournier



January 31, 2009

Article 1: Election of Officers

Office	Term
One Select Board Member	For Three Years
One Water Commissioner	For Four Years
One Trustee of the Trust Funds	For Three Years
Two Municipal Budget Committee Members	For Three Years
One Cemetery Trustee	For One Year
One Cemetery Trustee	For Two Years
One Cemetery Trustee	For Three Years
One Supervisor of the Checklist	For Six Years
One Treasurer	For One Year
One Library Trustee	For Three Years
Two Members of the Planning Board	For Three Years
One Member of the Zoning Board	For Three Years
Two Members of the Zoning Board	For Two Years



Article 2: Zoning Ordinance Amendment #1

Article 3: Zoning Ordinance Amendment #2

• Taxation – These items would have a direct impact on the tax rate

• Capital Reserve Funds – The Town has various reserve funds that we have been placing money in for years. We would remove monies from these funds instead of through taxation.

• General Fund Balance – This is commonly referred to as the Town's "surplus." These are monies that are excess revenues, unexpended funds etc. Currently the fund balance is \$1.4million.



LEAVED



Article 4: Zoning Ordinance Amendment #3

Article 5: Zoning Ordinance Amendment #4

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Article 6: Zoning Ordinance Amendment #5

Article 7: Zoning Ordinance Amendment #6

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Article 8: Zoning Ordinance Amendment #7

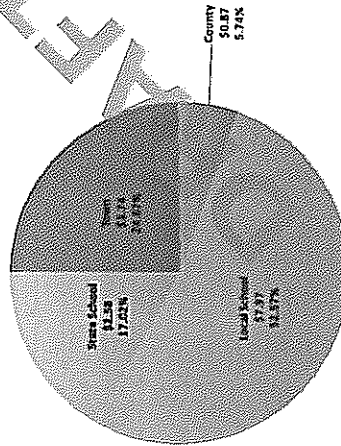
Article 8: Accepting the Reports of Town Officers

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Article 9: Operating Budget 2008 Tax Rate Breakdown

Percentage of Tax Rate - 2008

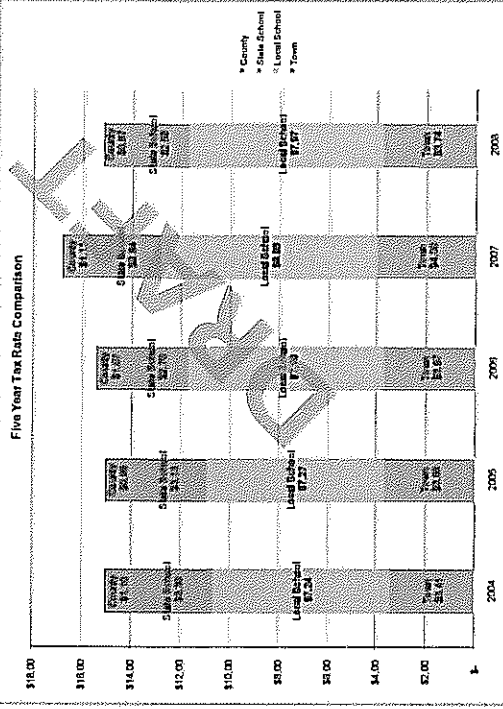


**Town Tax Rate for
2008 is \$3.74**

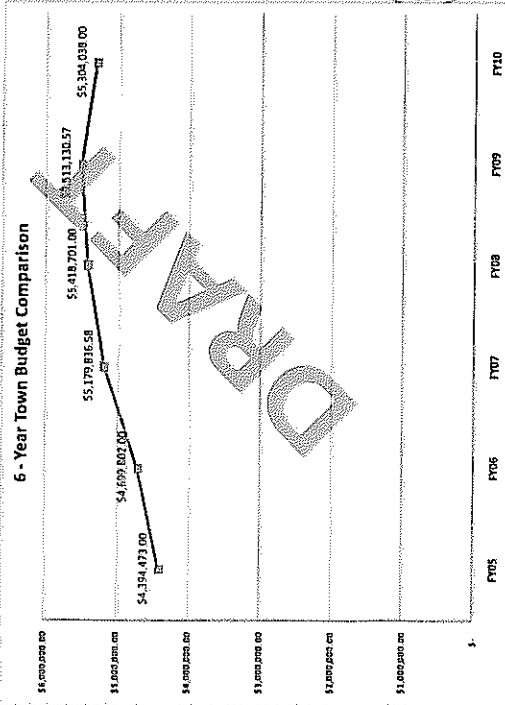
- Local School - \$7.97
- State School - \$2.68
- County - \$0.87



Article 9: Operating Budget – Five Year Tax Rate Comparison



Article 9: Operating Budget – Six Year Town Budget Comparison

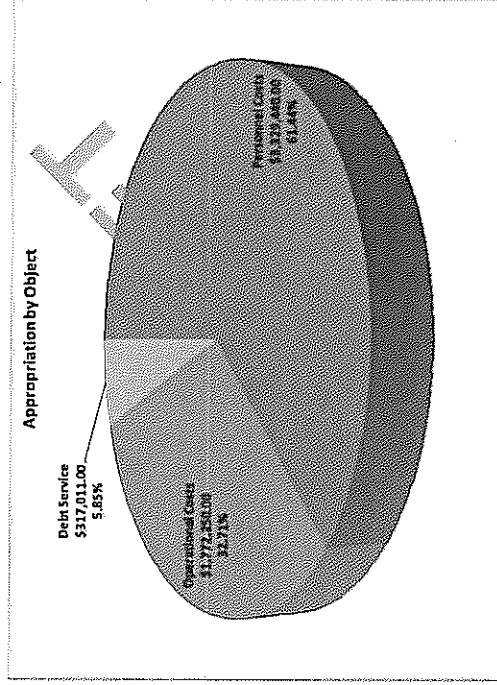
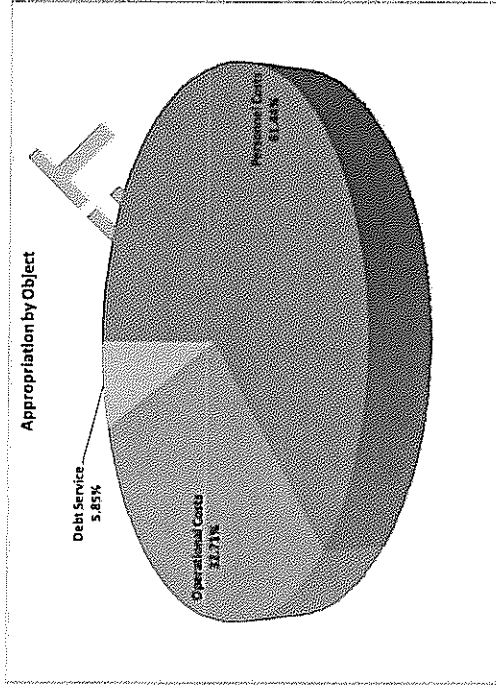


Article 9: Operating Budget – Six Year Town Budget Comparison

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Article 9: Operating Budget – Six Year Town Budget Comparison



Article 10: One Year Collective Bargaining Agreement with Police and Highway Union

- **One Year Agreement with Police and Highway Employees**
- **2.5% One Time Cost of Living Adjustments**
- **Total Cost: \$36,730**
- **Recommended by Select Board 3-0**
- **Recommended by Municipal Budget Committee 9-0**



Article 11: Switch to May Town Meeting

- **If passed would switch Town Voting Day to second Tuesday in May instead of Second Tuesday in March**
- **Deliberative Session Day would be the first week in April instead of February**
- **Would not move School District Meeting dates from March**
- **Would take effect in 2010**
- **Recommended by Select Board 3-0**



Article 12: Discontinue Cable TV Special Revenue Fund

- Article would discontinue the Cable Television Special Revenue Fund and place those funds in fund balance. Currently \$47,672.81.
- Article 13 would create a Cable Television Revolving Fund
- Passage would be rely on passage of Article 12
- Recommended by Select Board 3-0
- Recommended by Municipal Budget Committee 9-0



Article 13: Creation Cable Television Revolving Fund

- State law changed to allow for the creation of a Revolving Fund for Cable Television like Recreation.
- Would raise and appropriate from fund balance \$47,672.81 from the discontinued Cable Television Special Revenue Fund
- Passage would be rely on passage of Article 12
- Recommended by Select Board 3-0
- Recommended by Municipal Budget Committee 9-0



Article 14: Contribution to Road Reconstruction Capital Reserve Fund

- The Town annually contributes funds to this capital reserve fund
- Town uses this to repair and repave roads in Town
- \$75,000 for this purpose
- Would be raised by taxation
- Currently has \$215,928
- Recommended by Select Board 3-0
- Recommended by Municipal Budget Committee 9-0



Article 15: Road Reconstruction

- Town wants to reconstruct Pond Path and Bradley Lane - \$220,000
- Funds would come from Capital Reserve #8 - Road Reconstruction.
- Currently has \$215,928 in the fund, \$290,928 if the previous article passes.
- No Impact on Taxation
- Recommended by Select Board 3-0
- Recommended by Municipal Budget Committee 8-0



**Article 16: Town Building Maintenance
Capital Reserve Fund**

- This would appropriate \$100,000 for the Town Building Maintenance Capital Reserve Fund.
- Would be raised through taxation
- Town uses this to repair the Old Town Hall in addition for maintenance projects for the various Town Buildings
- Proposed FY2010 – Replace Roof at the Old Town Hall (Est. \$100,000)
- September 30- \$329,096 in the Capital Reserve Fund
- Recommended by Select Board 3-0
- Recommended by Municipal Budget Committee 9-0



Article 17: Mosquito Control Capital Reserve Fund

- Withdraw \$70,000 from the Mosquito Control Capital Reserve Fund
- Purpose to combat mosquito issues in Town.
- Currently \$113,470 fund.
- No Impact on the Tax Rate
- Recommended by Select Board 3-0
- Recommended by Municipal Budget Committee 9-0



**Article 18: Contribution to Accrued
Benefit Capital Reserve Fund**

- * Town previously established a capital reserve fund to fund liabilities that it has for accrued employees benefits at their time of separation
 - Unused Vacation; Sick; Personal Time
- * Raise \$20,000 from Fund Balance
- * September 30 - \$43,067
- * No Impact on Taxation
- * Recommended by Select Board 3-0
- * Recommended by Municipal Budget Committee 9-0



**Article 19: Health Benefit
Stabilization Capital Reserve Fund**

- * This article would create the Health Benefit Stabilization Capital Reserve Fund
- * Name Select Board as agents
- * This does not appropriate money for the fund
- * No impact on tax rate
- * Recommended by Select Board 3-0
- * Recommended by the Municipal Budget Committee 9-0



**Article 20: Health Benefits for
Town Clerk – Tax Collector**

- * Town Clerk – Tax Collector has asked for health benefits
- * Town Personnel Policy states that any employees that works over 30 hours is eligible for Health Benefits
- * Town Clerk – Tax Collector works over 30 hours a week
- * Previous Town Clerks and Tax Collectors received this benefit.
- * Raise \$14,142 through taxation for this purpose
- * Recommended by Select Board 3-0
- * Recommended by Municipal Budget Committee 9-0



**Article 21: Lease Purchase
Agreement for Front End Loader**

- * This would enter into a five year lease purchase agreement for a front-end loader
 - Would include forks and a sweeper
 - Also, a full five year warrant and service agreement
- * Total cost - \$124,000
- * First year cost - \$27,330 to be raised through taxation.
- * Recommended by Select Board 3-0
- * Recommended by Municipal Budget Committee 8-1



Article 22: Lease Purchase Two

Police Cruisers

- Would enter into a three year lease purchase agreement for two cruisers
- Total Cost - \$68,700
- First year payment to be withdrawn from Police Detail Fund - \$22,900
- Years 2 and 3 would be placed in the operating budget
- No impact on the tax rate in year one
- Recommended by Select Board 3-0
- Recommended by Municipal Budget Committee 9-0



Article 23: Lease Purchase Fire

Engine

- This would authorize the Select Board to enter into a seven year lease purchase agreement for a new fire engine - \$498,000
- Would withdraw \$250,000 from Capital Reserve #4 - Fire Equipment
- Would also take remaining lease payments from said fund - \$42,740
- Funded by revenues from ambulance calls
- No impact on the tax rate
- Recommended by the Select Board 3-0
- Recommended by the Municipal Budget Committee 5-4



Article 24: Amending Disability Tax Exemption

In 2008 the Town adopted the disability tax exemption by a petition article

However, exemptions levels were too low

Currently:

- Single – \$40,000
- Married – \$55,000
- Assets cannot be more than \$100,000 (excluding the property)
- \$1,000 would be taken off value of home

Proposed Changes:

- Single – \$40,000
- Married – \$55,000
- Assets cannot be more than \$100,000 (excluding the property)
- \$50,000 would be taken off value of home

Recommended by the Select Board 3-0



Article 25: Contribution to Sidewalk Contribution Fund

In 2007 Town approved a grant and appropriation for the construction of a sidewalk from North Hampton School to the Library

Original amount was not sufficient
 Need an additional \$137,000

State Department of Transportation approved additional funding of \$137,000

Town needs to cover 20% of this funding: \$27,400

Town would take these funds from Fund Balance

Not Recommended by Select Board 3-0

Recommended by Municipal Budget Committee 7-2



**Article 26: Establishing Agricultural
Commission**

- RSA 674:44-e allows for the creation of an Agricultural Commission
- The purpose of the commission is to promote the "proper recognition, promotion, enhancement, encouragement, use, management, and protection of agriculture and agricultural resources, tangible or intangible, that are valued for their economic, aesthetic, cultural, historic, or community significance within their natural, built, or cultural contexts."
- 5 members appointed by the Select Board
- 3 Alternate Member appointed by the Select Board
- A majority of members should be engaged in pursuits.
- Recommended by the Select Board 3-0



**Article 27: Amending the Code of
Ethics of the Town of North Hampton**

LEVER



Articles 28- 30: Petitioned Articles

Article 28 – To encourage the Town of North Hampton's State Representatives; State Senator and the Governor of the State of New Hampshire to reject "the Pledge" and consider all sources of funding for public education.

Article 29 – To raise and appropriate the amount of \$75,000 for the repaving of Pond Path Drive

Article 30 – To raise and appropriate the amount of \$4,666 for retirement benefits for the Town Clerk – Tax Collector.





TOWN OF NORTH HAMPTON, NEW HAMPSHIRE
SELECT BOARD

MINUTES

REGULAR MEETING - WEDNESDAY OCTOBER 8, 2008 -10 AM

1. **Call to Order & Call of the Roll**

Members Present: Chair Emily Creighton; Selectman Craig Salomon; Selectman Mike Coutu

Staff Present: Administrative Assistant Janet Facella and Chief Brian Page
Select Board came to order at 10 AM

2. **Assessing with the Director of the Department of Revenue Administration**

Chair Creighton started off the meeting stating that in 2001 the NH Supreme Court mandated that all assessing practices be fair and equitable. The Select Board has received many calls and concerns from residents to the contrary after the recent revaluation. Chair Creighton stated that as a Select Board they need to determine how the values were derived. Chair Creighton stated that the Select Board was unclear as to the approach used to assess properties. Chair Creighton introduced Stephen Hamilton, Director from the NH Department of Revenue Administration Property Appraisal.

Mr. Hamilton explained that the requirement for the revaluation of property began with the constitution of the State of NH stating the requirement is that property must be revalued at least every 5 years which mirrors RSA 758:A. The Town of North Hampton last reassessed the property in 2003 for taxing purposes. Mr. Hamilton discussed what his duties are, the commissioners, as well as the Town's. The Commissioner has the duty under RSA 21-J:3-XXV to petition the Board of Tax and Land Appeals (BTLA) whenever a town fails to comply with the five-year requirement of RSA 758:A. The statute is not a suggestion it is a shall. Mr. Hamilton stated that the reason he asked to meet with the Select Board was that his staff member Norm LaBlond, who has been monitoring the revaluation in North Hampton, asked him what would happen if the Town of North Hampton did not accept the values, and he was concerned. Selectman Coutu gave an example of two hypothetical towns; Town A and Town B. Town A simply didn't do anything to conduct a revaluation assessment. They didn't hire professionals and no one went out and did the assessment. That violation is clear. Town B has engaged with a professional, a revaluation has been conducted and the Town finds itself in the situation upon due inquiry has questions on whether or not it meets statutory duty of being full and fair. If we have reason to believe it is not full and fair, then that generates duty to us. Selectman Coutu asked Mr. Hamilton if that were the fact, then could we still be held in violation of this relevant statute on the basis that we concluded that it is not full and fair? Mr. Hamilton stated that the BTLA has statutory jurisdiction over these types of matters, and he would not be able to answer the question. RSA 21:J-325 states his duty is to petition the BTLA whenever the Town fails to accept new assessed valuations. Mr. Hamilton stated the Towns of Piermont and Orford and Fitzwilliam ~~are~~ faced a similar

Comment [MSOffice1]: Emily's Edits in red
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~~all in the same situation. In those instances the BTLA took up the issue whether new assessed value needed to must be accepted implemented and ruled against the towns requiring acceptance of the new valuation. they did rule they had to. Mr. Hamilton stated that perhaps the Board should look toward that consider those prior decisions as an indication of how the BTLA would rule if North Hampton decided to not accept the new town-wide revaluation. to what a ruling might be in North Hampton. Selectman Salomon stated the Board has a two part concerns about process. The first being the Board wasn't given access to the methodology, and on top of that we had anecdotal in facts that similar properties were not being valued similar. Selectman Salomon stated that the Board is in a bind to sign off on values being questioned. Mr. Hamilton stated Norm LaBlond has been the monitor to the town, and has been sending reports monthly to the Board-DRA on his activities on his community action reports. Mr. Hamilton said based on those reports he had no concern about the methodology and process Vision employed in its revaluation. what had been reported. Chair Creighton stated that the Board has never seen the monthly reports. Selectman Salomon asked the question if any other sanctions would be imposed on those towns that Mr. Hamilton has previously mentioned? Mr. Hamilton stated the process itself is part of the sanction as this delays the town's ability to bill and collect taxes. Chair Creighton gave an example of calls she has received from residents and Mr. Hamilton stated that it is important to keep in mind that these are 2003 values and market value may be going down now, however from 2003 they were going up into 2006. The process of conducting mass appraisal is about economics and getting the best result you can for the expense you can afford. Mr. Hamilton stated that there might be individual properties to address through abatements, but that doesn't affect the overall accuracy of the valuation. Selectman Coutu stated that questioned arises for us whether or not based on our homework, that there sufficient concern exist to raise the question whether the process was fair. Selectman Coutu stated that what has been done to date does seem to suggest that the variance in values raises questions. Selectman Coutu asked if, based on the work the town had done, whether it could be concluded that the this would conclude one way or another process has been applied on fair, equitable basis consistently applied, Mr. Hamilton stated that the Board hired a professional assessor to come do work for the Town, and that it was not anticipated that the Board would have knowledge or skills to say whether or not this is a completely precise mass appraisal. Mr. Hamilton stated that part of duty of the Board is to rely on experts hired. Chair Creighton stated that she agreed but when the Board until we finds something that is that doesn't sound reasonable or is questionable the Board needs to inquire and get specifics. Chair Creighton asked Mr. Hamilton what is the process that the Board should engage in to find out if process is full and true/fair?. Mr. Hamilton stated that two things he sees often in mass appraisal results is the rate of increase in values, not in the consistency and that this was a very typical condition. Mr. Hamilton further stated that if you rely on the percentage of increase, then you must rely on accuracy of old number, and new number and there is nothing to say that the old number was correct. Mr. Hamilton stated that the markets for different properties rarely change at same rate; some properties may increase, some may decrease which causes a wide variation. Selectman Coutu asked Mr. Hamilton, the Board needs to know what it means to the Town, and what obligations the Town has to make a case for or against the DRA and make our argument in a reasonable manner? Chair Creighton asked Mr. Hamilton what was the last date allowed by state statute to set the tax rate. She pointed out what she thought were the three options of the board moving forward and asked the Director if she was correct and if there were more options. She also asked what happens if the Board doesn't accept Vision's assessment of the Town's property values. Mr. Hamilton stated that the process is that if the Town doesn't accept the new values and attempted to file the MS-1 using the old values, the DRA would prepare report and present file a petition to BTLA for a revaluation of the Town. Mr. Hamilton stated that the BTLA would give notice of a hearing date and the Town would have be able to show cause why the Town should not use/accept the new valuation, and why the~~

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Town feels the revaluation was flawed. Mr. Hamilton stated that even if the DRA is presented with an evidentiary record in this matter, and in doing so DRA has reason to be concerned as well, the DRA would still petition the BTLA. Mr. Hamilton stated that the commissioner has no discretion even if the work is blatantly wrong. Mr. Hamilton stated that DRA doesn't have discretion on this matter, however if this were the 4th year of a 5th year cycle it would be different. Mr. Hamilton stated that the Town is on the threshold of violating ~~that the constitutional statutory requirement of a revaluation every 5 years and that the DRA's discretion is very limited.~~ Selectman Coutu asked Mr. Hamilton if the commissioner files an appeal irrespective of the work product solely on the basis of the statutory requirement of 5 yrs, could the Town make argument to DRA of its reasons of-for concern. ~~Selectman Coutu stated that the Board needs to know what it means to the Town, and what obligations the Town has to make a case for or against to the DRA and make the argument in a reasonable manner.~~ Selectman Coutu asked if the DRA could interact with commissioner before BTLA. Mr. Hamilton stated that at this late stage in process there is no discretion. Selectman Coutu asked Mr. Hamilton if he could take a look at work product that he has done. Mr. Hamilton stated that he would, but he can't advise us on it. Selectman Salomon asked the question if the Board makes the determination that on their own we will revalue all properties would this be a bigger problem? Mr. Hamilton stated that the DRA would have to monitor the revaluation. Selectman Salomon stated that an analysis was done that has values, comparison demonstrate wide variances of values in same neighborhoods, and that the Board has real questions based on our work product. Selectman Coutu stated that the Vision Appraisal- contract required that they conduct external and interior review, and a careful inspection as well as measure and list the property. Selectman Coutu asked Mr. Hamilton if this wasn't done would he conclude that is full and fair valuation? Mr. Hamilton stated that that has nothing to do with full and true value. Selectman Salomon stated that if the methodology is lacking how does the Town arrive at the median? Mr. Salomon stated he would personally have a problem with granting abatement if he doesn't understand how the values were arrived at. Mr. Hamilton stated that part of the process of revaluation is that the appraisal company provides the DRA with a report of mass appraisal which outlines how they arrived at values, and what items they looked. Mr. Hamilton stated that the BTLA has broad powers over taxation, and that if something is flawed they may order Town to use values and do revaluation again the next year. Chair Creighton stated that she has concerns with the number of abatements the Town might have as a result of this revaluation. She stated that there is ~~the enough money~~ in the overlay account to cover ~~abatements the costs,~~ but is reminded that the last revaluation created numerous abatements which affected the fund balance and the last time the Town drained the general fund. Chair Creighton stated that it is important that the Board she would like to get the values right before the Town grants abatements. Chair Creighton stated that if the Board had been involved from the beginning with Vision and with the DRA, the Town wouldn't be in this situation now. Selectman Coutu talked about same neighborhood, box to box, and the assessed values range from \$160/square foot to \$230/square foot, which is a big variance. Selectman Coutu looked at four different subdivisions and found differences of 33%, 64%, 40%, and 13% increases. Mr. Hamilton stated that he was at the meeting to help the Board understand the process of a revaluation, and what would happen if the original question that was asked happens. Chair Creighton asked Mr. Hamilton if he would take a look at information Selectman Coutu compiled, and also to look at questions and answers from Vision. Scott Marsh from MRI stated to the Board that he had reviewed the analysis from Vision, and asked them to correct some things, and they have. Tim Harned spoke to the board about the first notice received of revaluation was a letter from Vision stating new value. ~~The letter had incorrect information about ownership and two different assessments for his wetlands on the left and right of his home.~~ Mr. Harned stated his discontent with the fact that Vision did not give him the information he asked for when meeting with them. Phil Wilson spoke about the analysis he did and the range of

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values that he came up with. Mr. Hamilton advised the Board that they should have been more proactive with public relations. Mr. Harned described this process as "screwed up." Mr. Hamilton commended the Board for their interest in caring for their community, and told the Board he is able to answer questions as well his staff at anytime. Chair Creighton stated that going forward, public relations improvements are needed to make the complaint process easier and more resident friendly; improved relations/collaborations between the Town, MRI, DRA and the assessing company once a contract is signed and throughout the five year reassessment process; the assessor's database should not update old assessment values before the new values are accepted by the Select Board; MRI and DRA should enhance their audit controls to include statistical random testing of neighborhoods as well as individual properties; and that the Town should consider the possibility of completing the revaluation in four years to allow the fifth year to address any issues of concern. Mr. Hamilton stated he will review the information provided to him by Selectman Coutu and Vision Appraisal's Mr. Hamilton stated to the Board to remember that there is no process for DRA to accept delay on the submission of the MS-1. The MS-1 was due to be submitted on Sept 1 and the Town has now been given two extensions. Mr. Hamilton stated that the tax rate is not processed until the BTLA makes decision, if that is the route that the Board will be taking. Selectman Coutu stated that he cares very strongly about getting it right, and he doesn't care about delay of property taxes. Chris Ganotis stated to the Board that he did a similar analysis and came to same conclusions as Selectman Coutu. Chair Creighton asked Mr. Ganotis to leave a copy of his work with them. Chair Creighton thanked Mr. Hamilton for coming to the meeting. She stated that her goal is to ensure "full and true" values as she perceives "fair" as relative and not possible to achieve when assessing property values.

3. **Power Issues with Chief Page**

Chief Page addressed the Board with power issues associated with the generator. The Chief explained this has been a problem since 2000 and PSNH has consistently kicked back the responsibility to the town. Chief Page said that he has had two electricians tell him that it is a PSNH issue. Chief Page stated that this problem couldn't go on any longer as it is causing safety issues. Chief Page asked the board's permission to authorize him to meet with an engineer, the code enforcement officer, and John Hubbard at a cost not to exceed not more than \$1,000 to get this issue resolved. If PSNH continues to push back the town may have to start the legal process against that.

Motion by Selectman Salomon to authorize Chief Page to meet with an engineer, code enforcement officer, and John Hubbard with costs not more than \$1,000.00 Seconded by Selectman Coutu. Motion carries 3-0.

Motion by Selectman Salomon to enter into non-public session. Seconded by Selectman Coutu. Roll call 3-0 Pursuant to RSA 91-A:3 (a,c,e)

At this point in the meeting Janet Facella left the meeting, and the minutes were then recorded by Chair Creighton.

Emergency Nonpublic meeting was requested by Chief of Police, Brian Page in accordance with RSA 91A-3 (a,c,e), to discuss legal correspondence concerning a union grievance. Mr. Salomon moved to go into non-public session at 12:27. Mr. Couteau seconded and the vote was unanimous. All board members were present.

12:40 Mr. Salomon moved to end the non-public session; Mr. Couteau seconded and the vote was unanimous.

12:40-12:43 Recess

12:43 Public meeting resumed

Chair Creighton coordinated with the other board members to set dates to hear the Department Head budgets in October. Tentative dates are Wed., Oct. 15 at 2PM to hear the Town Clerk/Tax Collector; Recreation Dept. and the Fire Department. Thurs., Oct. 16 at 6PM to hear the Code Enforcement; Police and Select Board/Admin budgets. These dates will be firmed when Mr. Salomon responds to his availability on these dates.

4. Adjournment

12:50 Mr. Coutu motioned to adjourn the public session and Chair Creighton seconded the motion. Vote was unanimous.

Respectfully submitted,

Janet L. Facella



TOWN OF NORTH HAMPTON, NEW HAMPSHIRE
SELECT BOARD

MINUTES

REGULAR MEETING - WEDNESDAY OCTOBER 15, 2008 -7PM

1. Call to Order & Call of the Roll
2. Non-Public Session – 6:15PM Executive Conference Room 2nd Floor

2.1 RSA 91-A:3 II

Motion by Selectman Coutu to seal the minutes of the non-public session, seconded by Selectman Salomon. Motion carries 3-0.

3. Consent Calendar - None
4. New Business

4.1. Public Hearing – Refinancing Bond

The Board reviewed the pros and cons of refinancing the existing 10 year bond. Discussion ensued pointing out that the bond financed land and that if the financing philosophy is to finance the lifetime of the project, a 27 year bond is more appropriate. Although the interest rate for the 10 year bond is .2% less than the 27 year bond, it has a higher impact on taxes; and is a burden on the Town's cash flow.

Motion by Selectman Coutu to move to refinance the current Citizen's Bank Bond in the amount of \$611,000 outstanding for a term not to exceed 27 years and not to exceed an interest rate of 4.7% with the NHMBB to use the proceed to prepay the current Citizen's Bank Bond. Seconded by Selectman Salomon. Motion carries 3-0.

4.2. Request Review of Motorcycle Noise Ordinance

Ms. Barbara Dunfey stated that she and others signed a petition to seek improved enforcement of noise-control motorcycle laws and seek assistance from the Select Board feel that the Town needs to address the sound levels of the current motorcycles

Chief Page agreed that motorcycles are a nuisance with their sounds when things are added on. In 2004, the NH Chief of Police Association was trying to lower the decibel level of the motorcycles and that after market equipment cannot be added. In addition, there are motorcycle stores in town that allow for demonstration of their vehicles. In 2005, the State Legislature amended the law to allow the motorcycles to be up to 106 decibels for their exhausts. They also amended the statute to allow for aftermarket equipment to be installed. Chief Page recommended that the Town pass an ordinance to limit the motorcycle sound levels. Seacoast Harley Davidson purchased a decibel meter for the police department, to enforce the ordinance. The Police have tried to enforce the decibel readings; however the Courts have had the tendency not to find the violators guilty.

Chair Creighton agreed with the Chief and stated that he is limited due to current laws. She stated that a change to the RSA would be the way to lower the decibel level and that it is important that petitioners communicate with State legislators to sponsor and support a change to the existing motorcycle noise bill. She advised everyone to write, email, call and speak with our District State Representatives to ensure this community concern is heard and acted upon.

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Ms. Jane Rockwell 8 Atlantic Ave. stated that in Manchester a month ago worked with the motorcycle stores to give free decibel reading to make people aware of the owner's motorcycle noise levels. She feels that the elected officials need to work on it.

Ms. Barbara Kohl feels that there is a sense of lawlessness in Town because people who have altered vehicles are not being penalized. She feels that the Town needs to have periodic enforcement periods that would deter motorcyclists from coming to North Hampton.

Mr. Dave Dunfey, 5 Atlantic Ave. appreciates the position that the Chief is in, with the Court not enforcing the law. However, he feels that Atlantic Ave. needs to have a speed trap to enforce the position during the summer months.

Chair Creighton asked Chief Page if his department could for the next two weekends set up speed traps. The Chief replied that they could, but that if they receive a call of a higher priority they would have to end the speed trap and respond to the priority call.

Tony Menino asked that a sign that says speed limits are strictly enforced signs be installed.

Jean Robinson stated that near the North Hampton School is another issue for motorcycles.

Dave O'Hare asked the Chief what he can do to help the problem. Chief stated that he can enforce speed, wheelies, and revving of the engine of motorcycles, and they do enforce this in regards to motorcycles.

Pam Menino on Atlantic Ave. wanted to let him know that she knows there are jurisdictional issues, but maybe this should be a priority and that the Select Board needs to add additional staffing to assist.

Harry Elliot feels that we should deputize the citizens and they will enforce the rules.

Ann Gunsolas Beau Monde Drive resident from the audience asked for cameras be installed.

Ms. Dunfey stated that the problem is nationwide and we need to look to other states to what they are doing.

Selectman Salomon stated that he thanked the people for addressing this issue. He stated that based on the comments made there are four issues that can be we can addressed. First, we need to contact the legislators to change the law to help the cause. Secondly, we need to have an outreach program in the community with the motorcycle dealers. Third, try to install signs saying that speed limits are strictly enforced. Finally, we need to have the legislature realize that their solution to the problem is not final and they need to allow the local communities to pass stricter rules.

Chair Creighton asked for a motion to place the Motorcycle Noise issue on the Select Board's "Items Laid on the Table" to ensure follow up.

Motion by Selectman Coutu to place the issue of better management of enforcement of Motorcycle noise ordinance on the table. Seconded by Selectman Salomon. Passes 3-0.

4.3. Acceptance of Gift – Monies for the Purchase of Mobile Telephones for the Police Department

Chief Page stated that he has received a donation for the Police Department to purchase mobile telephones for the police department to help solve the problem the town has with emergency communications. He said that AT&T is the best service for this situation with amplifiers to amplify the signals. Chair Creighton asked if this solves the emergency communications problem. Chief said no, this only helps to addresses the mobile telephone communications portion. Mr. Dennis Kokernak has donated \$4,180 for the purchase for this equipment.

Motion by Selectman Salomon made a motion to accept the gift, Seconded by Selectman Coutu. passes 3-0.

4.4. Resignation of M. Allen Energy Committee

The Select Board accepted M. Allen's resignation

4.5. Appointment of Energy Committee Member – P. Philbrook

Motion by Selectman Coutu to appoint P. Philbrook as an Alternate to the Energy Committee, Seconded by Selectman Salomon. Motion carries 3-0.

4.6. Statistical Revaluation

Chair Creighton asked if the members of the Select Board are satisfied with the answers to the questions that they had for Vision. Selectman Coutu felt that they answered some, but not all of the questions. He stated that he is going to review the database and see if the values make sense.

Chair Creighton stated that after watching the last Planning Board meeting on channel 22, she wanted to address three concerns. The first was Mr. Salomon's refusal to pay the engineering fees until his lawsuit against the Planning Board is decided. She asked the Town administrator what the Town's policy is on collecting fees once they are paid. The Town Administrator stated that they included placing a lien on property. Mr. Salomon stated that he did not refuse to pay the bill and will pay the bill once the court decides the case. The Town Administrator said the Town will pursue payment of this bill. Her second concern was Mr. Salomon's position as the board's representative to the Planning Board. Based on the contentious dialogue with the Chair and other members of the Planning Board, she requested that he take a leave of absence until his case was resolved. Mr. Salomon stated that he did not see a conflict of interest as he could keep his lawsuit and duties as a Select Board representative to the Planning Board separate. Chair Creighton made a motion to have Mr. Salomon take a leave of absence from the Planning Board until his case is resolved. Mr. Coutu stated that he had not seen the DVD of the meeting. He would state that if he were to sue a board he served on, he would step down until his case was resolved. He asked the Town Administrator if there was anything in the RSA's that would have a Select Board rep. step down. The TA said he did not know of any RSA that would require that. Chair Creighton asked the TA to seek an opinion from counsel on whether the Board could require Mr. Salomon take a leave of absence from the Planning Board. The Board agreed to have the Town Administrator contact the Local Government Center for an opinion and agreed to continue the discussion at the October 16th, 2008 meeting.

Chair Creighton's third concern was Mr. Salomon's assertion in the Planning Board meeting that the Chair of the Planning Board should not have attended a non public Select Board meeting that was held to discuss legal counsel to defend the Board against Mr. Salomon's lawsuit and that he had knowledge of inappropriate behavior in this meeting. Chair Creighton asked Mr. Salomon to clear this up as his assertion of inappropriate behavior in that meeting was not true. She asked Mr. Salomon where he heard this false information. Mr. Salomon stated that he had correspondence that was placed in his Town mailbox. He was asked if he told the Town Administrator he received non public information that was about his lawsuit and Mr. Salomon stated no. Mr. Coutu also stated that nothing inappropriate took place at the non public session. Mr. Salomon was asked to return the correspondence immediately.

The Town Administrator will advise the board of LGC's opinion; will seek payment for the engineering fees and will research how the non public document ended up in Mr. Salomon's mailbox.

tated that until the planning board case is solved that Selectman Salomon should not serve as the Select Board's representative to the planning board until the case is solved. Chair Creighton asked Town Administrator Fournier to contact LGC for their legal opinion on this issue, and then have the Select Board make the decision at the October 16, 2008 meeting.

5. Items Laid on the Table*

- 5.1. Select Board Rules and Procedures
- 5.2. Minutes of NHTV Committee Meetings
- 5.3. Channel 22 Policies and Procedures
- 5.4. Fire and Police Radio Communication Issues

* Items laid on the table shall remain on the table until a member of the Select Board makes a motion to remove such item from the table.

5.5. Fire Department Dispatch Issues

6. Report of the Town Administrator

7. Minutes

7.1. Regular Meeting September 10, 2008

7.2. Regular Meeting September 24, 2008

8. Adjournment

Motion to adjourn made by Selectman Coutu, Seconded by Selectman Salomon.

Motion carries 3-0.

Respectfully submitted,

Janet Facella



TOWN OF NORTH HAMPTON, NEW HAMPSHIRE
SELECT BOARD

DRAFT MINUTES

REGULAR MEETING - WEDNESDAY NOVEMBER 19, 2008 - 7PM
NORTH HAMPTON TOWN HALL

1. **6:45 Non-Public Session Executive Conference Room**

1.1 RSA 91-A:3 (a,c,e)

2. **Call to Order & Call of the Roll**

3. **Consent Calendar***

Selectman Salomon moved the adoption of the consent calendar. Selectman Coutu seconded. Motion carries 3-0.

4. **New Business**

4.1. **Approval of the Investment Policy**

Chair Creighton thanked Selectman Coutu for his work on the policy. Chair Creighton asked that counsel review. Selectman Salomon echoed the Chair's comments regarding the work that Selectman Coutu has done.

Motion by Selectman Salomon to adopt the new investment policy as drafted, noting that.....Seconded by Selectman Coutu. Discussion by Selectman Coutu. Motion carries 3-0.

4.2. **Approval of Letter from the Select Board Supporting Motorcycle Noise Statute Change**

Chair drafted letter to change to decrease the noise levels by 11 decibels. Barbara Dunfey has given the petition to Representative Judy Day and Judy has given to the legislature.

Motion by Selectman Coutu to (inaudible) Seconded by Selectman Salomon. Motion carries 3-0.

4.3. **Vision Appraisal**

Chair Creighton informed those in attendance that Vision Appraisal would be giving a presentation, and asked that questions and comments be specific to the methodology only. Chair Creighton explained the abatement process, the deadlines and where to get the applications for abatements.

VISION PRESENTATION COMPLETELY INAUDIBLE

5. **Items Laid on the Table†**

5.1. **Select Board Rules and Procedures**

5.2. **Fire and Police Radio Communication Issues**

THIS LOCATION IS HANDICAPPED ACCESSIBLE. THOSE WISHING TO ATTEND WHO ARE HEARING OR VISION IMPAIRED MAY MAKE THEIR NEEDS KNOWN BY CONTACTING THE AT TOWN HALL 964-8087

* These items are routine in nature and are approved without discussion. Should a member of the Board request to have an item removed, it shall be placed on the agenda under new business. The consent format is to expedite the business of the Board when adequate backup material has been provided.

† Items laid on the table shall remain on the table until a member of the Board of Selectmen makes a motion to remove such item from the table.

5.3. Motorcycle Noise Petition

5.4. Code of Ethics Review

5.5. Personnel Policy Review

6. Report of the Town Administrator

Motion by Selectman Coutu moved to accept the appointment of Heidi Nigro and Mike Sullivan as recreation commissioners. Seconded by Selectman Salomon. Motion carries 3-0.

7. Minutes

7.1. Regular Meeting October 8, 2008

7.2. Regular Meeting October 15, 2008

8. Adjournment



TOWN OF NORTH HAMPTON, NEW HAMPSHIRE
SELECT BOARD

DRAFT MINUTES

REGULAR MEETING - WEDNESDAY DECEMBER 3, 2008 -7PM
MARY HERBERT ROOM - MUNICIPAL COMPLEX

1. 6:15 Non-Public Session Executive Conference Room

1.1 RSA 91-A:3 (a,c,e)

2. Call to Order & Call of the Roll

Motion by Selectman Salomon to move out of non-public session, Seconded by Selectman Coutu. Motion carries 3-0.

Motion by Selectman Salomon to seal the minutes of the non-public session. Seconded by Selectman Coutu. Motion carries 3-0.

3. Consent Calendar*

4. New Business

4.1. School Generator – Chief Page

Town Administrator Fournier told the Board that it is on hold.

4.2. Presentation from Municipal Resources Inc. – Finance Director Services.

Alan Gould, Operations Manager at MRI introduced the Board to Doug Smith. Town Administrator Fournier explained that in accordance with the Financial Systems accounting study conducted by Selectman Coutu and the Board's approval of the recommendation to contract the services of a "part-time" Finance Director, he contacted MRI for their assistance, the need for a Finance Director.—Mr. Smith is a CPA that provides Finance Director Services to towns through MRI. Town Administrator Fournier explained to the Board why the town needs to hire a Finance Director. He also explained that the town is experiencing growing pains and the need to update our computer systems. Chair Creighton asked when the individual would be coming in. Town Administrator Fournier stated that the agreement calls for 90 days, 24 hours per week. MRI is flexible if we don't need as many hours. Selectman Coutu sees position as a shake down 90 day period in terms of where we are; if we are compliant with accounting principles adopted. Establishing internal controls clearly a "to do." Selectman Coutu stated that he would like to know that our posting and reconciliation functions is are what #the needs to be. Selectman Coutu stated that after the Board gets a sense of the "landscape" then they can see about a longer term engagement. Chair Creighton stated the importance of echoed Selectman Coutu's sentiments about a major emphasis on internal controls, and the need to ensure that our financial systems are updated to operate effectively in move into the 21st century and be adequately prepared. Selectman Salomon said his focus was on the contract and is concerned that the scope is not more fine tuned. Selectman Salomon stated that the scope of work should be more clearly defined.

Chair Creighton stated that it was her understanding that the goal tonight was to meet Mr. Smith and to find out about his experience. She stated that the board could review the contract specifics later. She asked DougMr. Smith to give overview of his previous

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Emily's Edits Red

* These items are routine in nature and are approved without discussion. Should a member of the Board request to have an item removed, it shall be placed on the agenda under new business. The consent format is to expedite the business of the Board when adequate backup material has been provided.

experience with emphasis on area of municipal government. Mr. Smith explained the various positions he has held, mainly in state government. He explained what his position was at the NHRS. Selectman Coutu asked if it was correct to state that Mr. Smith's experiences are that of said has a controller type of person who oversees the finance department of its activities. Selectman Coutu asked Mr. Smith if he was familiar with GAGAP and GASB 34, and Mr. Smith stated that he was in the somewhat familiar with governmental accounting standards, and very category. Selectman Coutu also asked if Mr. Smith has the skill set ability to translate from modified accrual to full accrual basis, and if he had ever prepared a MD&-A. Mr. Smith stated that he has worked on two MD&A's. Selectman Coutu suggested that the Board needs to caucus a little bit and discuss where to go from here. The Board agreed that the contract needs to be modified to establish a clear scope of work for a 90 day period with the ability to continue the services on an as needed basis.

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Cable Television Trust Fund Clarification

Chair Creighton explained the history and the conflicting balances of this fund journey of this mission. Town Administrator Fournier read a memo prepared by Tom McCormick, Town Accountant which discusses the reconciliation of fund balance shown and a spreadsheet showing certain the transactions and that need to take place which need to be corrected. Mr. McCormick explained a posting error involving Comcast and Comstar which resulted from a deposit made into the wrong account, the paper transaction of \$10,000 from Comcast to Comstar that needs to be posted and how the money had been deposited into it may have gone into the wrong account. Selectman Coutu questioned Mr. McCormick's on what appeared to be an addition error on his spreadsheet and asked recheck his the spreadsheet to ensure that the reconciliation amounts are correct, that the prepare memo on the addition error. Chair Creighton stated that the Board needs to make sure there is an on going process of ensuring that controls these controls are an ongoing process, and to create have a check and balance system so errors can be caught earlier. Chair Creighton stated that the Board should have a meeting after the March elections to see what actions need to be taken in terms of the trust funds, and that a collective group consisting of the treasurer, accountant, Select Board, and Town Administrator attend. She also stated that the Board should consider having an audit conducted of all the Capital Reserve and Special Accounts.

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4.3. Authorizing the Issuance of a Tax Anticipation Note

With delay of issuance of tax bills, the town is still "cutting it close" and whether or not we will have enough funds to pay county tax bill, schools, and the library. Chair Creighton stated that based on the economy, this was not the best financial time to borrow money. Town Administrator Fournier recommended the Board move forward and to authorize a TAN, because the Board must approve before the treasurer issues. Selectman Coutu explained that the Town needed to borrow due to the revaluation and the delay in accepting the new values. Selectman Coutu explained that this has created a delay in sending out the tax bills. Selectman Coutu said the Town would most likely borrow money for a month with interest rates of 3% to 3 1/2 %. He further stated, and that one million dollars is the maximum that the Town will need to can be borrowed.

Motion by Selectman Coutu subject to clarification of resolution on notion the town authorizing borrowings done up to one million dollars, and terms and conditions that are commercially reasonable. Seconded by Selectman Salomon, Motion carries 3-0

5. Items Laid on the Table[†]

5.1. Select Board Rules and Procedures

Chair Creighton stated that his would be covered after budget committees have concluded.

[†] Items laid on the table shall remain on the table until a member of the Board of Selectmen makes a motion to remove such item from the table.

Fire and Police Radio Communication Issues

Town Administrator explained that he had received a report, will pass on to Board

5.2. Motorcycle Noise Petition

Motion by Selectman Salomon to take motorcycle noise petition off of the table. Seconded by Selectman Coutu. Motion carries 3-0

5.3. Code of Ethics Review

Town Administrator Fournier explained that he was asked by the Chair to is sending a copy to each of the boards, committees and commissions for their input. He and the Chair will review the comments/suggestions, add their own and then give the revised draft to the Select Board for review and approval.

5.4. Personnel Policy Review

Town Administrator Fournier stated to the Board that he is looking at possibility of having NHLGC prepare (for free) a policy for the Board to review.

5.5. Capital Improvement Plan

Selectman Salomon stated that the Planning Board has suggested a day meeting. Mr. Salomon also stated that the Cable Committee issue should be put back on items laid on the table.

6. Report of the Town Administrator

Insert Steve's report

Chair Creighton mentioned that the Mosquito Control fund was set up as a Capital Reserve fund and that in light of the current economic climate, the Board we should use the reserve fund to pay for mosquito related expenses. Selectman Coutu stated to the Board that he wished to clarify that the 0% increase on the budget's being submitted include all warrant articles.

Motion by Selectman Coutu to approve \$70,000 expense associated with mosquito control be funded by taking a like amount from the Mosquito Capital Reserve Fund so that there will be not be a tax impact from the funding. Seconded by Selectman Salomon. Motion carries 3-0

The Board discussed the possibility of a joint Town meeting with District 13 legislatures in late January. Chair Creighton asked Mr. Fournier to continue to check on joint perambulation efforts with contiguous towns.

7. Minutes

7.1. Regular Meeting October 8, 2008

Motion by Selectman Coutu approve minutes as such amended by Chair Creighton Seconded by Salomon. Motion carries 3-0.

7.2. Regular Meeting October 15, 2008

Will be reviewed and discussed at next Select Board meeting.

7.3. Regular Meeting November 19, 2008

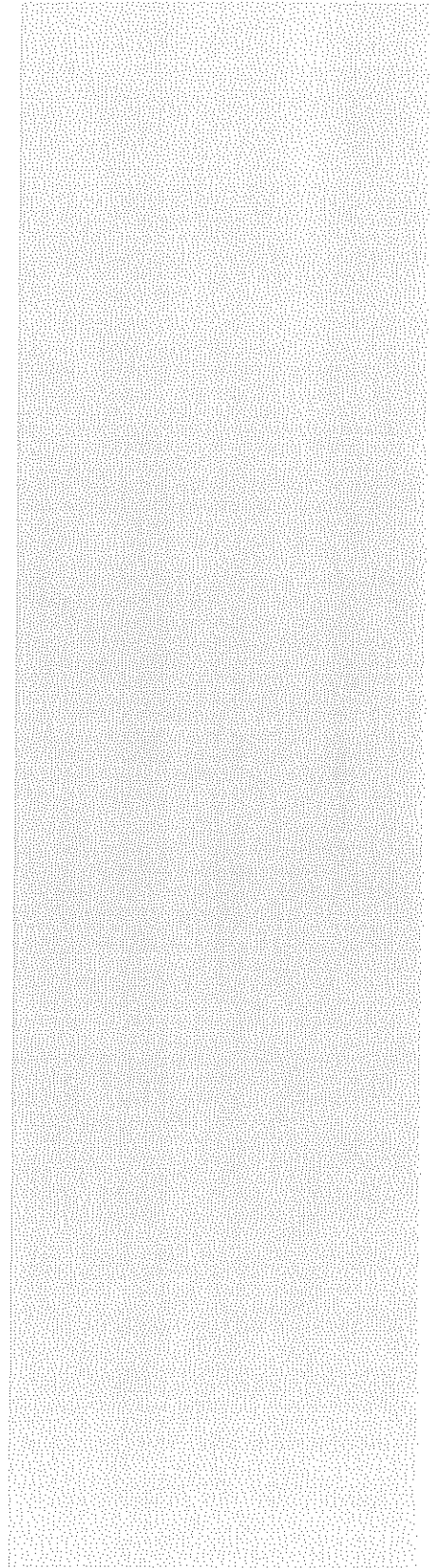
Will be reviewed and discussed at next Select Board meeting.

8. Adjournment

Selectman Salomon motion to adjourn, Seconded by Selectman Coutu. Motion carries 3-0.

Respectfully Submitted,

Janet Facella





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TOWN OF NORTH HAMPTON, NEW HAMPSHIRE
SELECT BOARD

DRAFT MINUTES

REGULAR MEETING - WEDNESDAY JANUARY 14, 2009 -7PM
MARY B. HERBERT CONFERENCE ROOM

1. Call to Order & Call of the Roll

Chair Creighton called the meeting to order at 7:03 PM. Members present: Selectman Salomon, Selectman Coutu

Staff Present: Town Administrator Fournier, Fire Chief Thomas Lambert, Deputy Fire Chief Dennis Cote

Chair Creighton announced that the Budget Hearing will be held at the North Hampton School on January 15, 2009 at 7:00 PM, and the Deliberative Session will be held at the North Hampton School on January 31, 2009 at 8:30 AM. Selectman Coutu announced that there would be a Budget Committee held in the Mary B. Herbert Conference Room on January 19, 2009 at 7:00 PM.

Public Hearing - Fire Truck Lease/Purchase

In accordance with the requirements of RSA Chapter 91-A and RSA 33:8-a the North Hampton Select Board will hold a Public Hearing to receive input on a proposed warrant article for a seven year lease purchase agreement without an escape clause. Notice for this hearing was posted in two public places and published in a newspaper of general circulation.

Deputy Fire Chief Dennis Cote presented the Select Board with information on the lease/purchase agreement for the new fire truck. This warrant article is for the purchase of 2009 Custom Rescue Pumper. This vehicle is to replace the 1987 FMC Engine and move the current first due engine to 2nd due and place the new as the first due truck. The warrant will be written not to exceed \$498,000.00.

Some of the specifics to the new engine are as follows: Rescue style body providing enough compartment space for specialized equipment, 1000 gl poly water tank, fully enclosed cab, Class "A" & "B" foam tanks and foam system, several NFPA required safety enhancements, other safety features such as on spot chains, full chevrons on the rear of the vehicle for visibility and a telescoping light tower for scene lighting and safety.

Funding

This vehicle will be funded from the Capital Reserve Fund #4. A down payment of approximately \$250,000.00 will be made upon the signing of the vehicle contract. The balance of the vehicle will be financed under a lease purchase agreement for a period of seven (7) years. The approximate annual payment will be \$42,500.00. This is figured on the finance rate, which is currently 4.58%. The interest paid over the life of the lease agreement will be approximately \$47,000.00 or \$6,714.29 per year.

Funds for the annual payment will be funded from annual EMS revenue, which is collected and deposited directly into Capital Reserve Fund #4 throughout the year. North Hampton

46 Fire & Rescue encumbers on average \$ 93,000.00 annually. Any funds above the annual
47 lease payment will remain in the Capital Reserve Fund and be used for the fire
48 department's future major equipment and or vehicle replacement program.
49 There will be no impact of the taxpayers of North Hampton to fund the purchase of the new
50 engine through a lease purchase agreement. We are simply spreading the impact on the
51 Capital Reserve Fund over a period of time and also adding to the fund. Our current vehicle
52 replacement plan is out of cycle. The 1987 FMC pumper was originally scheduled for
53 replacement in fiscal year 06/07. Selectman Coutu asked Deputy Cote for specifics of lease
54 terms, and asked Deputy Cote if he was correct in that upon the expiration of the lease,
55 subject to all payments being made, the equipment would become the property of the Town
56 without any further payments. Selectman Coutu noted for the record that the construct that
57 the Fire Department has elected to use, and in which the Select Board approve, will have no
58 tax impact on tax payers as the Capital Reserve Fund #4 will be used. Selectman Coutu
59 stated that he wanted to be sure how the lease contract read as some finance companies front
60 load the interest payments at the beginning of the contract.

61
62 **Warranty:**

63 The manufacturer would specify the warranty agreements. Any additional agreements that
64 may occur will be spelled out at the signing of the contract included in the final cost of the
65 vehicle.

66 The standard warranties are as follows:

67 1 year Bumper to Bumper

68 10 year on the Body

69 4 year on the paint

70 Other warranties:

71 Engine and Drive Train 5 Years (Allison, Cumming or Freightliner etc.)

72 Pump warranties vary from manufacturer:

73 Waterous pumps are 5 years parts and labor

74 Hale pumps are 2 years complete and 3 years parts only

75 Extended warranties can be specifically tailored to the department's needs and run
76 approximately \$1,000.00 per year.

77 Warranty work will be performed by a certified repair facility out of Auburn, Maine or
78 Keene, New Hampshire. Both locations have mobile units to do onsite repairs. If the repairs
79 cannot be made onsite then the vehicle will moved to Auburn, Maine. Chair Creighton asked
80 if the town would have to pay if the fire truck needed to be towed to the repair facility and
81 Deputy Cote said yes. Selectman Coutu applauded the Fire Department's leadership and also
82 their efforts in researching the information that was presented, and to make this purchase
83 tax neutral by using the Capital Reserve #4. Chair Creighton also thanked the Fire
84 Department for their efforts. Chair Creighton closed the Public Hearing at 7:15 PM.

85
86 **2. Consent Calendar***

87 Town Administrator Fournier explained to the Select Board that the reason for the abatement
88 listing was to correct errors that occurred when the data information from the revaluation was
89 transferred from the Vision Appraisal software to the Avitar tax collection software. Town
90 Administrator Fournier stated that taxpayers would be notified by letter and be given the option
91 of having a refund check sent to them, or having the credit applied to their next property tax bill.
92 **Motion by Selectman Salomon to adopt the consent calendar. Seconded by Selectman**
93 **Coutu. All in favor, motion carries 3-0.**

94 **3. New Business**

95 3.1. Appointment of David Allen to Recreation Commission

MAY MAKE THEIR NEEDS KNOWN BY CONTACTING THE AT TOWN HALL 964-8087

* These items are routine in nature and are approved without discussion. Should a member of the Board request to have an item removed, it shall be placed on the agenda under new business. The consent format is to expedite the business of the Board when adequate backup material has been provided.

96 Chair Creighton read a letter of recommendation from Jerome Dewing, Chair of the
97 Recreation Commission, and also a letter from David Allen stating his interest in being
98 appointed to the Recreation Commission.
99 **Motion by Selectman Salomon to approve the appointment of David Allen to the**
100 **Recreation Commission. Seconded by Selectman Coutu. Motion carries 3-0.**
101

102 3.2. Approval of Default Budget of the Town of North Hampton for 2009/2010 Budget
103 Town Administrator Fournier explained the definition of the default budget.
104 **Motion by Selectman Coutu to approve the default budget of fiscal year 2009/2010**
105 **in the amount of \$5,417,769. Seconded by Selectman Salomon. Motion carries 3-0.**

106 3.3. Discussion of Approval of Building Permits on Proposed Private Road – P. Wilson, Planning
107 Board Chair

108 Selectman Salomon recused himself from this agenda item.
109 Phil Wilson, Chairman of the Planning Board addressed the Select Board explaining the
110 Planning Board had expressed a favorable approval. Mr. Wilson explained that the current
111 owners of the property, Richard Skowronski and Leila Hanna are proposing a five lot
112 subdivision on the 70 acres that they own. The property owner's could have between 15-25
113 homes in this property, but have dedicated approximately 40 acres placed into conservation.
114 Robert Field, Jr. attorney for the applicants wanted it stated for the record that he serves on
115 the North Hampton Zoning Board of Adjustment as well as North Hampton Forever. Mr.
116 Field pointed out the lots on the preliminary subdivision plan. Mr. Field stated to the Select
117 Board that a final plan will be done by the surveying firm of James Verra and Associates.
118 Selectman Coutu asked Mr. Field if this conservation land would be open to the public. Mr.
119 Field stated that it is not the intention to make this open to the public, and that its purpose
120 is to preserve the land. Town Administrator Fournier wanted to state for the record the
121 clarification of the duties of the town regarding maintenance on this proposed private road;
122 there would be no snow plowing or any type of maintenance performed, and that if the road
123 isn't maintained the town will not be held liable. Town Administrator Fournier stated to
124 the Select Board that these issues will be recorded in the final plan at the Rockingham
125 County Registry of Deeds. Town Administrator Fournier asked Mr. Wilson to be sure and
126 includes the Public Works Department when plans are reviewed. Mr. Wilson stated that it
127 is standard procedure for each department to review and comment on proposed plans.

128 ~~Motion by Selectman Coutu to Seconded by Chair Creighton. Motion~~
129 ~~carries 2-0~~

- 130 **4. Items Laid on the Table†**
131 4.1. Select Board Rules and Procedures
132 4.2. Fire and Police Radio Communication Issues
133 4.3. Cable TV Policy
134 4.4. Code of Ethics Review
135 4.5. Personnel Policy Review
136 4.6. Capital Improvement Plan

137 Town Administrator Fournier stated that he is currently working on this item with
138 Planning Board member Tom McManus.

139 **5. Report of the Town Administrator**
140 ***Petitioned Warrant Articles***
141 Town Administrator Fournier stated that yesterday was the final day to accept
142 petitioned warrant articles to be placed on the March Town Meeting Ballot. We received

† Items laid on the table shall remain on the table until a member of the Select Board makes a motion to remove such item from the table.

143 four articles; one was a planning article which is acted on by the Planning Board. The other
144 three are as follows and require the Select Board's recommendations.
145

146 **Repair and Pave Pond Path Drive** – Town Administrator Fournier stated to the Select
147 Board that the Town had received a citizen's petition for this item, but the Board had
148 already placed a warrant article on the 2009/2010 town warrant, and that the citizen's
149 petition would not cover the amount needed to complete this project. Town Administrator
150 Fournier recommended that the Board not recommend the citizen's petitioned warrant
151 article, and that the board amend it to raise and appropriate \$1 at the deliberative
152 session.
153

154 **Motion by Selectman Salomon not to recommend the petitioned warrant article.**
155 **Seconded by Selectman Coutu. Motion carries 3-0.**
156

157 **Retirement Benefits for the Town Clerk – Raise and appropriate \$4,667**
158

159 **Motion by Selectman Coutu to not recommend petitioned warrant article for**
160 **retirement benefits for the Town Clerk. Seconded, by Selectman Salomon. Motion**
161 **carries 3-0.**
162

163 **Petition to have the Governor, State Representatives and Senator to reject the**
164 **Pledge” of no broad base sales or income taxes.**
165

166 **Motion by Selectman Coutu to not support or recommend the petition. Seconded**
167 **by Selectman Salomon. Motion carries 3-0.**
168

169 Town Administrator Fournier spoke to the Board regarding a change in town meeting date to
170 May. He explained that for budgeting purposes it would provide more accurate budget
171 figures. The Board expressed concern that the school would have to agree to move their date
172 as well in order to avoid the expense of two elections. Chair Creighton suggested that this
173 issue be held off until next year. issue be held off until next year to coordinate with the
174 Schools before placing on the warrant. Selectman Salomon stated that the Select Board
175 should take the lead by making the change now. Selectman Coutu agreed. Chair Creighton
176 stated that if the Board advanced this warrant article this year that the warrant must
177 clearly state that if it passes, voters will vote twice next year, in March and then again in
178 May. Motion by ?????? Seconded by ??? Motion carries 3-0
179

Comment [MSOffice1]: Emily's Edits 1/22/09

180 **Sidewalk Warrant Article**

181 ~~–Town Administrator Fournier stated that he had heard from Don Borrer, Director of~~
182 ~~Municipal Auditing for the DRA, and asked him about the tally for the sidewalk article. He~~
183 ~~stated “it depends.” Town Administrator Fournier would recommend that the Select Board~~
184 ~~reconsider its vote of 1-1-1 on the article and vote either to recommend or not recommend the~~
185 ~~article. Town Administrator Fournier state that he had heard from Don Borrer, Asst. Director~~
186 ~~of Municipal Services Division, about the Chair's request at the last Select Board's meeting to~~
187 ~~get clarification from DRA about whether the Board could vote not to recommend a warrant~~
188 ~~article but still put it forward to allow residents to decide the issue. Mr. Borrer stated “it~~
189 ~~depends.” Based on Mr. Borrer's response, Town Administrator Fournier recommended that~~
190 ~~the Select Board reconsider its vote of 1-1-1 on the article and vote either to recommend or not~~
191 ~~recommend the article.~~

Comment [MSOffice2]: Emily's Edits 1/22/09

192
193 **Motion by Selectman Coutu to not recommend the sidewalk warrant article.**
194 **Seconded by Selectman Salomon. Discussion: Selectman Salomon explained the**
195 **escalating costs as well as safety concerns, but is a very noble idea. Selectman**
196 **Chair Creighton stated that the sidewalk wasn't scheduled to be constructed until**
197 **2011, and the true cost isn't known, and it would not be prudent to continue with the**
198 **project at this time. Motion carries 3-0.**

Comment [MSOffice3]: Emily's Edits 1/22/09

199
200 **Fencing at School Generator**

201 Town Administrator Fournier stated that he received a memo from Chief Page with two
202 fencing proposals for the generator at the North Hampton School. Town Administrator
203 Fournier recommended to the Select Board that they accept the lower bid of \$1,656.69 from
204 125 Maintenance and Fence to install this. Selectman Coutu posed the question to the
205 other Board members as to why the prior Select Board agreed to pay for the cost to install
206 the generator, fuel, and all operating costs. Chair Creighton stated that because the
207 school is North Hampton's designated emergency shelter and it was the Emergency
208 Management officers who recommended that the Town purchase a generator for the school and
209 maintain it to be ready for emergencies, it is an emergency center the town would be
210 responsible for the costs associated with the generator. Selectman Salomon stated that the
211 latest ice storm shows the need for a more effective and efficient way to handle the opening of
212 the school during an emergency. Phil Wilson asked the Select Board to consider a more
213 attractive fence that is compatible with the architectural standards, rather than the
214 galvanized chain link that was mentioned.
215

Comment [MSOffice4]: Emily's Edits 1/22/09

216 **Representative to the Emergency Shelter Study Committee**

217 Chief Page asked Town Administrator Fournier to ask a member of the Select Board to serve
218 as a member of the committee studying the issues surrounding the use of the school as an
219 emergency shelter. Chair Creighton agreed to serve on this committee.
220

221 **Caroline Levine Charitable Foundation**

222 The police department received a donation in the amount of \$15,000 from the Caroline
223 Levine Charitable Foundation for whatever equipment needs that the department may have.
224 Chief Page is reviewing his needs and will come before the Board for a RSA31:95b hearing.
225

226 **6. Minutes**

- 227 6.1. Regular Meeting October 8, 2008
228 6.2. Regular Meeting October 15, 2008
229 6.3. Regular Meeting November 19, 2008
230 6.4. Regular Meeting December 3, 2008

231 The Select Board agreed the further review of the draft minutes needs to be done so that
232 everyone is on the same page. Selectman Salomon stated he needed more time to look over
233 the Oct. 8, 15 and Dec. 3 minutes. The Board members stated they need more time to add
234 comments to Nov. 19th meeting. There was concern about getting the draft minutes in a
235 timely manner. The Board requested that drafts be sent to them five days after the
236 meeting. Jan Facella was asked to send the edited versions of the minutes to each board
237 member and to bring them to the next board meeting for further review and edits.

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Comment [MSOffice5]: Emily's Edits 1/22/09

238 Selectman Coutu suggested that the Select Board have work sessions for the items laid on
239 the table.

240 Selectman Salomon stated that he wanted to echo the Chair's comments at the beginning of
241 the the meeting and remind everyone again that the the Town's Deliberative Session and
242 Winter Fest will be held on January 31, 2009. The Deliberative Session starts at 8:30 AM
243 and will be held at the North Hampton School.

Comment [MSOffice6]: Emily's Edits 1/22/09

244
245 Town Administrator Fournier announced that the Town of North Hampton and the
246 Teamsters Local 633 have reached a tentative one year agreement that the Select Board
247 recommends 3-0. The Teamsters Local 633 is comprised of members from the North
248 Hampton Police Department as well as the North Hampton Public Works Department.
249

250 **7. Adjournment**

251 **Motion by Selectman Coutu to adjourn the meeting at 9:10 PM. Seconded by**
252 **Selectman Salomon. Motions carries 3-0.**
253
254
255
256

