



TOWN OF NORTH HAMPTON, NEW HAMPSHIRE  
SELECT BOARD  
APPROVED MINUTES

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REGULAR MEETING –MONDAY, FEBRUARY 25, 2013 –7PM  
NORTH HAMPTON TOWN HALL

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*These minutes were prepared as a reasonable summary of the essential content of this meeting, not as a transcription.*

**1. Call to Order**

Chair Maggiore called the meeting to order at 7:00 PM. Those in attendance were Selectman Wilson, Selectman Miller and Town Administrator Apple.

Chair Maggiore led the Pledge of Allegiance.

**2. Approval of Minutes of Previous Meetings**

2.1 Select Board Non-Public Minutes of February 11, 2013 – Sessions I & II

**Motion by Selectman Wilson to approve the non-public minutes of February 11, 2013, Session I, as amended. Seconded by Selectman Miller. Motion carries 3-0.**

**Motion by Selectman Wilson to approve the non-public minutes of February 11, 2013, Session II, as written. Seconded by Selectman Miller. Motion carries 3-0.**

2.2 Select Board Minutes of February 11, 2013

**Motion by Selectman Wilson to approve the minutes of February 11, 2013 as amended. Seconded by Selectman Miller. Motion carries 3-0.**

**3. Consent Calendar**

**Motion by Selectman Wilson to approve the Consent Calendar as presented. Seconded by Selectman Miller. Motion carries 3-0.**

**4. Communications to the Select Board**

4.1 Correspondence from New Covenant Church of the Hamptons

Chair Maggiore stated the Select Board had received correspondence from the New Covenant Church of the Hamptons regarding a tax exempt status. This matter is currently being reviewed by the assessing department and will be forwarded back to the Select Board with their recommendation.

**5. Report of the Town Administrator**

A copy of Town Administrator Apple's report is attached to these minutes.

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Town Administrator Apple also reported he would be meeting with members of the proposed Economic Development Committee.

Town Administrator Apple reported that there was a minor mishap during the last snowstorm, and the claim has been filed. Personnel wise there has been some illness throughout the departments, but are returning to full strength.

The police department is in the process of performing a background investigation on a potential intern. The candidate is attending Great Bay Community College and is a Criminal Justice major.

Selectman Miller stated that he would like it noted that the budget committee should be aware going into the next budget process, the extent of the work being done in order to bring the budget in when it is so tight, and the need to budget extra leeway into some of the accounts such as those that are running out.

Town Administrator Apple stated that he had spoken with the budget committee chair recently and it is his intention to provide the budget committee with regular expense reports throughout the year so that they are aware and understand what is going on not just at the beginning of the budget process, but year round.

Selectman Wilson stated that over the last several years, and culminating with the last two, department heads, the town, and budget committee have all worked very hard at screwing the budget down as tightly as possible. He further stated that he felt the town should begin looking at a line item in the budget called "contingencies." It should be understood that if the money is not used in a given year, then it will be used to lower the tax rate in the subsequent year, or move the fund balance up closer to the target level according to the fund balance policy.

Selectman Wilson stated it is an untenable position, when at this point in the year it is being said that anywhere from \$5,000 to \$9,000 can throw you into a "tizzy."

Chair Maggiore noted that the town's fiscal year ends on June 30.

Selectman Miller stated that it would be fair to say to the public that the town is struggling to bring the budget in on target without cutting services. He further stated that he is concerned with this budget, but is very concerned with the next budget.

Selectman Wilson stated that the town would not come in at or over budget. It would come in under budget, and it is a question of what needs to be done to get there, however painful it may be.

Selectman Miller stated that it needs to be brought to the attention of the public that services may have to be cut. The Select Board certainly hopes it does not happen, but it is important to let everyone know that it could.

Selectman Wilson stated that towns and cities in New Hampshire are facing some very serious financial difficulties over the next few years. The state's pension plan is grossly underfunded, and the unfunded liability falls entirely on the municipality.

## **6. New Business**

### **6.1 Renewal of Oath of Office for Deputy Treasurer**

Town Administrator Apple stated that the reason for the appointment was because of the possibility and probability of a vacancy in the office of treasurer, and this would ensure a continuation of services.

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**Motion by Selectman Wilson to appoint Barbara Dewing as Deputy Treasurer commencing on February 25, 2013 and expiring at the March 2014 election. Seconded by Selectman Miller. Motion carries 3-0.**

#### 6.2 Appointment of Deputy Health Officer

Town Administrator Apple stated current Building Inspector/Code Enforcement Officer, Kevin Kelley, had volunteered to add the additional duty of Deputy Health Officer to his job. Town Administrator Apple further stated that although there were no funds in the budget this year to pay for this additional responsibility, he would be proposing a stipend in the next budget process.

Selectman Wilson stated that Mr. Kelley is very familiar with septic system design as well as electricity and plumbing issues that go along with the health department responsibilities.

**Motion by Selectman Wilson to appoint Kevin Kelley as Deputy Health Officer starting immediately with no expiration date. Seconded by Selectman Miller. Motion carries 3-0.**

#### 6.3 Discussion of New Hampshire Department of Transportation Project to Rehabilitate NH Route 111 Bridge

Chair Maggiore stated that the New Hampshire Department of Transportation is planning to rehabilitate Bridge 081/093 which carries New Hampshire Route 111 over Interstate 95. Work will include partial or full depth deck repairs, as well as replacement of the bridge rail, curbing, sidewalk and snow fence.

Chair Maggiore stated that enclosed with the email the Select Board received regarding the bridge repairs, was a series of questions that focused on potential impacts on environmental, social, economic or cultural resources that would help assist with the preparation of the necessary environmental documentation for the New Hampshire Department of Transportation's Bureau of Environment.

The Select Board discussed each question, and provided answers for Town Administrator Apple to follow up with a letter to Christine Perron, Senior Environmental Manager for the New Hampshire Department of Transportation.

### 7. Closing Comments

#### 7.1 Closing Comments by Visitors

#### 7.2 Closing Comments by Select Board Member

Selectman Wilson suggested interviewing Kendall Chevalier on Channel 22 as he has a lot of history with the Governor Dale farm property that could be shared with the residents of North Hampton before the March election.

### 8. Adjournment

Chair Maggiore adjourned the meeting at 7:55 PM.

Respectfully submitted,

*Janet L. Facella*

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

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**TOWN ADMINISTRATOR'S REPORT**  
**FEBRUARY 25, 2013 SELECT BOARD MEETING**

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Administration – There will be a staff meeting tomorrow at 10:30 a.m.

Finances – Doug will be in the office tomorrow and we anticipate being able to finish a final review of discretionary spending we'd like you to rule on. This project continues to absorb significant staff time. I commend Doug Smith and Tom McCormick for their work in this regard, as well as the department heads for working cooperatively.

Project Status - I would like guidance from the Board on the Board's priorities.

Personnel –The appointment form for the deputy treasurer is before the Board. The statute requires that the deputy be appointed by the Select Board and we can find no record of a formal appointment. This is imperative to ensure continuity in light of the expected vacancy on March. The current Treasurer indicated that she did not intend to run a write-in campaign.

Facilities – There was a minor traffic accident involving a DPW vehicle and a private car during clean-up operations this week. The matter has been reported to Primex.

Projects

Economic Development Committee: I have a meeting with Jim Better on February 28 to discuss a NHBA candidate.

Personnel Plan: I have reviewed the plan and developed a series of recommendations for necessary changes. I intend to circulate the plan to department heads for input as well, and then present a consolidated package of changes to you as soon as we have finished. Proposed changes are due to me on February 22 and we will discuss them at staff on February 26. I anticipate having something for you to look at during your first meeting in March.

CIP Municipal Facilities Narrative: There was modifications to the recommendation. The final report is scheduled for review on March 8.

Joint Loss Safety Plan: The committee is working on a Safety Plan. I have asked for a draft by March 1.

Technology Inventory: I have suspended this project until the budget situation is clear.

Merit Pool Policy: Mr. Caron's drafts were provided to the Select Board. I need some guidance on when you'd like to take this up for consideration.

Earned Time Policy: I have reviewed the policy, which provides for payments at the end of the fiscal year. We have been making payments throughout the year. The current policy and practice do not align with available resources this fiscal year. The CRF has approximately \$10,200 in it. The current liability is \$10,800, and salary lines cannot absorb the whole liability. There are at least two other possible claims on these resources.

Statistical Update: Project underway.

Finance Policies: I am working with Doug to coordinate his presentation on amendments to the finance policies with his appearance before you in April to discuss the management letter recommendations. As soon as I am sure we can get those amendments finished, I will note the agenda.