



TOWN OF NORTH HAMPTON, NEW HAMPSHIRE
SELECT BOARD
APPROVED MINUTES

REGULAR MEETING –MONDAY, APRIL 8, 2013 –7PM
NORTH HAMPTON TOWN HALL

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 7:05 PM. Those in attendance were Selectman Wilson, Selectman Miller and Town Administrator Apple.

Chair Maggiore led the Pledge of Allegiance.

A moment of silence was observed in memory of former North Hampton Police Chief Michael Maloney, and Mr. Hank Dougherty, husband of town employee Georgia Dougherty.

Chair Maggiore thanked those involved in the March election, noting there was a turnout of over 1,000 voters.

Chair Maggiore stated at a prior Select Board workshop held on March 19, 2013, he was elected to serve as Chair of the Select Board, and Selectman Wilson as Vice Chair.

Chair Maggiore read the preamble to the North Hampton Code of Ethics into the minutes.

2. Approval of Minutes of Previous Meetings

2.1 Select Board Minutes of March 25, 2013

Motion by Selectman Wilson to approve the minutes of the Non Public Session of March 25, 2013. Seconded by Selectman Miller. Motion carries 3-0.

Motion by Selectman Miller to approve the minutes of March 25, 2013 as amended. Seconded by Selectman Wilson. 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

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Chair Maggiore read two communications that came in over the weekend from Library Trustee, Kelly Parrott as well as correspondence from Carl McMoran of Aquarion Water Company.

- 4.1 Community Action Report from Department of Revenue Administration
- 4.2 Correspondence from Janice Frongillo

Chair Maggiore read Ms. Frongillo's letter into the minutes.

A copy is attached to these minutes.

Deputy Chief Maddocks spoke to the questions raised by Ms. Frongillo regarding the leased parking spaces at North Hampton Beach.

5. Report of the Town Administrator

Town Administrator Apple reported on the following:

Administration- Staff meeting on April 9, 2013 at 10:30 AM.

Finances – Current spending remains approximately 3% over the bottom line. All departments are now shorting shifts when necessary to avoid overtime. Reductions in overtime have made a difference.

Facilities – The furnace at the Fire Department was leaking, and estimated repair costs are under \$500

Projects – On going projects include the personnel plan, Joint Loss Safety Plan, Technology Inventory, Merit Pool Policy, Earned Time Policy, Statistical Update, and Finance Policies. Work continues on junkyard closures and or new problems, the Hampton Rod and Gun Club issue, reconstruction of the Town Clerk's building and the municipal facilities update.

6. Public Hearing

- 6.1 Review and Acceptance of Unanticipated Funds from the NHDES Regarding the Little River Watershed Management Plan Implementation – Chief Cote

Chief Cote explained to the Select Board the scope of work and budget for Phase I of the Little River Watershed Management Plan Implementation, Demonstration Stormwater Best Management Practices.

Selectman Wilson asked if there were provisions for having the test to determine whether e coli is sourced from wildlife or from human.

Chief Cote stated that there were six test sites that will be used for testing.

Chair Maggiore opened the public hearing at 8:05 PM.

There were no comments or questions from the public.

Chair Maggiore closed the public hearing at 8:06 PM.

Motion by Chair Maggiore to accept the unanticipated funds from the Department of Environmental Services in the amount of \$30,000 for the purpose of the Little River Watershed Management Plan Implementation, Phase 1 Demonstration of Stormwater Best Management Practices, and to authorize the Town Administrator to sign the proper documents. The project includes an in-kind and cash match from the Town of North Hampton in the amount of \$23,195 for a total project cost of \$53,195. Seconded by Selectman Wilson. Motion carries 3-0.

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7. **New Business**

7.1 Large Assembly Permit Application – Seacoast Ride for PKD

Mary Condella, applicant for the Large Assembly Permit stated to the Select Board that she was seeking permission for her non-profit, non-competitive bike ride on June 9, 2013 to raise funds to support research, treatment or a cure for Polycystic Kidney Disease. Ms. Condella stated that her family started this ride four years ago, and it has grown each year, with this year expecting not more than 100 riders.

Chief Page stated that he has worked with Mrs. Condella for the past three years, and she has always been extremely cooperative and adhered to all of the rules.

Motion by Selectman Wilson to approve the Large Assembly Permit Application as submitted. Seconded by Selectman Miller.

7.2 Donation to Agriculture Commission from Fuller Gardens – Bob Copp

Mr. Copp stated he was before the Select Board to ask that they accept a donation of a used, 20x60 hoop house from the Fuller Garden Foundation with an estimated value of less than \$2,500. The hoop house will be used at the community garden on Exeter Road.

Motion by Selectman Wilson to accept the donation of a hoop house with an approximate value of \$2,500 or less from the Fuller Garden Foundation and to encourage the Town Administrator to write a thank you note on behalf of the Select Board and the town to the Fuller Foundation for their generous donation, as well as the Boy Scouts who have volunteered to assemble it. Seconded by Selectman Miller. Motion carries 3-0.

7.3 Equipment Acquisition for Public Works Department – John Hubbard

Mr. Hubbard stated that the town voted to approve the lease/purchase of a new six wheel dump truck to replace the current 1994 International dump truck at this year's town meeting. The town has an opportunity to take advantage of the State Department of Transportation contract price for the truck the town is looking to lease/purchase. The truck takes approximately six to eight months to produce, depending on the schedule, and the lease/purchase agreement is to be executed upon delivery of the truck in the 2014 fiscal year.

Mr. Hubbard stated that the new truck will be equipped with an Airflo combination sander dump body and snow removal equipment from Everest which will match the existing equipment that is installed on the 1999 International dump truck.

Motion by Chair Maggiore to authorize John Hubbard, Director of Public Works, to proceed with the order of a 2014 International 7400 Dump Truck per Warrant Article 10. Seconded by Selectman Wilson. Motion carries 3-0.

7.4 Treasurer Delegation Pursuant to RSA 41:29 VI

Town Administrator Apple stated that Barbara Dewing, Treasurer for the Town of North Hampton, would be delegating some of the treasurer's duties to the Finance Director or the Director's Designee. Duties to be delegated will include the deposit of funds into town accounts; investment of funds of the town; recordkeeping of financial matters of the town; and reconciliation of funds of the town.

Town Administrator Apple stated that also before the Select Board for their approval and signature was the Town of North Hampton's Fraud Policy and Regulations Governing the Delegation of Authority by the Treasurer to the Town of North Hampton's Finance Department. He noted that he had added a paragraph in section 6, Complaint and Procedure, item number 2.

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Town Administrator Apple discussed changes made in the Regulations Governing the Delegation of Authority suggested by a consultant, to Article 5: Recordkeeping Functions, B. Reporting.

Motion by Selectman Wilson to accept the delegations as presented. Seconded by Selectman Miller. Motion carries 3-0.

Motion by Selectman Wilson to accept the regulations governing the delegation of authority of the treasurer to the Town of North Hampton's Finance Department as presented. Seconded by Selectman Miller. Motion carries 3-0.

Motion by Selectman Miller to adopt the Fraud Policy for the Town of North Hampton as amended on April 8, 2013. Seconded by Selectman Wilson. Motion carries 3-0.

Chair Maggiore called for a brief recess.

Chair Maggiore resumed the meeting.

7.5 Management Letter Update – Tom McCormick

Tom McCormick, Town Accountant briefed the Select Board on the progress that has been made regarding the auditor's prior year recommendations which included the monitoring and reconciling of due to/from account balances on a monthly basis, the transition of special revenue and trust funds for the Library and Cemetery into the general ledger, implementation of a formal risk assessment process, improved journal entry documentation, and the maintenance of abatement logs in the Assessors' Office.

Mr. McCormick stated that he is confident these auditor recommendations will not appear in the next fiscal year audit.

7.6 Adoption of RSA 31:105 re: Indemnification of Employees

Town Administrator Apple stated that pursuant to the Select Board's instructions, he contacted neighboring town administrators and they all indicated that they indemnify all of their employees.

Town Administrator Apple stated that the resolution essentially includes RSA 31:105, and he added in "and any other official of the Town." and a paragraph stating "It is the intent of the Select Board to adopt the provisions of RSA 31:105 to the fullest extent possible under the law," and "To the extent the governing body may have previously adopted RSA 31:105, this Resolution shall act as a ratification of the prior vote."

Selectman Wilson asked Town Administrator Apple if he felt any further coverage was needed for town employees.

Town Administrator Apple stated he did not feel any other coverage was needed at this time, however the policy should be revisited each year.

Selectman Miller wanted to be clear that the public understood the reason for adopting the policy was to insure all employees and volunteers of the town, and also this is common practice in municipalities

Motion by Selectman Wilson to adopt RSA 31:105, Indemnification of Employees. Seconded by Selectman Miller. Motion carries 3-0.

7.7 Acceptance of Capital Improvements Plan FY2014 – FY2019

Selectman Wilson commended Capital Improvement committee members Anne Ambrogi, Rich Goeselt, Peter Philbrook, Laurel Pohl, Rick Stanton, Cynthia Swank, Interim Town Administrator David Caron, Town

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Administrator Paul Apple. He stated the group has accomplished the goal of getting more involvement. This has resulted in the committee, the School Board and department heads produce a useful document.

Selectman Wilson reviewed the idea of having a charrette to give people in the town an opportunity to see for themselves what the town campus facilities are like, and what the needs are. Most people in the town do not have the opportunity to see the condition of the police or fire departments, and to what extent they are not adequate. The purpose of the charrette is also to give residents an opportunity to express their opinions.

Chair Maggiore thanked Selectman Wilson for his many hours and contributions to the Capital Improvement Plan, and also thanked all of those who assisted.

Selectman Miller stated that although he is not fully in line with the CIP document and what it intends to do or the way in which it is written, but he does accept it as a document.

Motion by Chair Maggiore to accept the Capital Improvements Plan for FY2014 – 2019 as presented. Seconded by Selectman Miller. Motion carries 3-0.

Selectman Miller stated that if the town is going to have a charrette, he felt that it was not wise to have it facilitated by an architect that is working on the library. He further stated everyone's opinion should be facilitated by someone with "no skin in the game."

Selectman Wilson stated that he agreed with Selectman Miller, and he believed the facilitator should be an architect or an engineer and somebody that is completely independent of having a vested interest.

Town Administrator Apple cautioned that if the town did not go with the library's architect to facilitate the charrette, it would lead to longer delays in the process and may even add another additional year to the project.

Rick Stanton spoke in favor of a charrette using the library's architect as it would be things along quicker.

Motion by Chair Maggiore to move ahead with a charrette using the current architect that the North Hampton Public Library has engaged. Seconded by Selectman Wilson for discussion.

Discussion:

Selectman Wilson stated that he is inclined to get an independent opinion and do everything possible not to delay the process any longer, with a goal of having something ready for the ballot in March of 2014.

Chair Maggiore withdrew his motion, and Selectman Wilson withdrew his second.

Motion by Selectman Wilson to accept the recommendation to have a charrette, to form a facilities committee and to move as quickly as possible to engage an independent architect, engineer or qualified individual to facilitate the charrette with the object of having something on the official ballot next year for the voters of North Hampton to act on. Seconded by Selectman Miller for discussion.

Discussion:

Chair Maggiore asked if there should be a date certain on the motion.

Town Administrator Apple asked for the Select Board's permission to send out a Request for Proposals for an agency, and take the information received and address it at the Select Board meeting of May 16, 2013.

Motion carries 2-1.

Motion by Selectman Wilson to give Town Administrator Apple agency to gather a list of potential architects by May 16, 2013. Seconded by Selectman Miller. Motion carries 3-0.

7.8 Appointments to Bandstand Committee

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The Select Board asked to have Town Administrator Apple reach out to the Bandstand Committee and ask what the balance is in the Bandstand Capital Reserve account, and what its intended purpose is.

Motion by Selectman Wilson to approve the appointments of Armand Turcotte for a term ending March, 2014, Kendall Chevalier with a term ending March 2016, Delores Chase for a term ending March 2016, Sandra Sheridan for a term ending March 2015, and Debbie Kroner with a term ending March 2015 to the Bandstand Committee. Seconded by Selectman Miller. Motion carries 3-0.

8. Closing Comments

8.1 Closing Comments by Visitors

8.2 Closing Comments by Select Board Member

Selectman Wilson stated that it would be courteous of the Select Board to give George Bald of the Local Government Center a heads up before the May 6 meeting regarding the Select Board's questions and expectations regarding the return of funds from the Local Government Center. He further stated he wanted to be sure Mr. Bald understood that the meeting is not just to "chit chat" that the Select Board wants some answers and data.

Town Administrator Apple stated he would draft a letter with the Select Board's questions and send it to Mr. Bald.

Selectman Wilson asked if the Select Board should hold a workshop before their meeting with the town officials from Stratham regarding the Mutual Aid Agreement.

Town Administrator Apple stated that it is his intention to have a Select Board workshop on April 23 with the Fire Chief to go over mutual aid and how it works.

Chief Cote stated that he would be in Florida on April 23 so he wouldn't be able to make that date.

9. Adjournment

Chair Maggiore adjourned the meeting at 10:40 PM.

Respectfully submitted,

Janet L. Facella

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