



TOWN OF NORTH HAMPTON, NEW HAMPSHIRE  
**SELECT BOARD**  
**DRAFT MINUTES**

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REGULAR MEETING –MONDAY, JUNE 10, 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*

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**1. Call to Order**

Chair Maggiore called the meeting to order at 7:10 PM. Those in attendance were Selectman Wilson, Selectman Miller and Town Administrator Apple.

Chair Maggiore invited all those in attendance to join in the Pledge of Allegiance.

Chair Maggiore stated that due to the unavailability of members of the North Hampton School Board, item 6.5 on the agenda will be continued until the next Select Board meeting.

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

2.1 Select Board Minutes of May 6, 2013

**Motion by Selectman Wilson to approve the May 6, 2013 minutes as amended. Seconded by Chair Maggiore. Motion carries 2-0.**

2.2 Select Board Non-Public Minutes of May 6, 2013

**Motion by Selectman Wilson to approve the Non-Public minutes of May 6, 2013 as written. Seconded by Chair Maggiore. Motion carries 2-0.**

2.3 Select Board Minutes of May 17, 2013

**Motion by Selectman Miller to approve the minutes of May 17, 2013 as amended. Seconded by Selectman Wilson. Motion carries 3-0.**

2.4 Select Board Minutes of May 20, 2013

**Motion by Selectman Miller to approve the May 20, 2013 minutes as emended. Seconded by Chair Maggiore. Motion carries 2-0-1.**

2.5 Select Board Minutes of May 23, 2013

**Motion by Selectman Wilson to approve the May 23, 2013 minutes as emended. Seconded by Selectman Miller. Motion carries 3-0.**

**3. Consent Calendar**

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**Motion by Selectman Wilson to approve the Consent Calendar as amended with the comment that this includes the approval of a Large Assembly Permit, as well as ministerial changes to the Investment and Safety policies. Seconded by Selectman Miller. Motion carries 3-0.**

**4. Communications to the Select Board**

- 4.1 Correspondence from Donna Etela, Chair of North Hampton Heritage Commission
- 4.2 Correspondence from Seacoast Public Health Region
- 4.3 Correspondence from Comcast
- 4.4 Building Inspector's Monthly Report

Chair Maggiore read each of the above referenced communications to the Select Board into the minutes. Copies are attached to these minutes.

Selectman Wilson stated that Code Enforcement officer Kevin Kelley is to be commended for his diligence, thoroughness and courage in dealing with some difficult enforcement cases in the town.

Selectman Miller stated Mr. Kelley is a welcome asset to the team, and is responsive not only to the everyday needs of people wanting to get things done in town, but also to the festering, long term, noncompliance issues.

**5. Report of the Town Administrator**

Finances	Personnel
Committee Nominations	Personnel Plan
Technology Inventory	Merit Pool Policy
Statistical Update	Finance Policies
Municipal Facilities Update	Hampton Rod and Gun Club
Status of DOL Citation	Reconstruction Town Clerk Building
Storm Water Regulations	Facilities
Joint Loss Safety Plan	Earned Time Policy
Junkyard Closures/New Problems	
Pay Grades for Non-Organized Employees	

Town Administrator Apple stated there are three weeks remaining in the fiscal year, and felt the budget will finish on target. The current amount left in the budget is \$367,670. The goal is to return \$75,000 at the end of the year, leaving a net of \$292,670.

Town Administrator Apple updated the Select Board on the following:

- Personnel reviews have been completed, and the Select Board is scheduled to meet in a nonpublic workshop to allocate the merit pool on June 19, 2013.
- Technology inventory will be discussed at a meeting with Portsmouth Computer Group on June 11.
- The municipal records committee has met and adopted a retention schedule. Meetings have been held on Friday's to review records and so far 52 boxes of old documents are scheduled for shredding.
- There is a "move afoot" to have the county commissioners include a charge for a regional dispatch center as a county tax. An estimated cost for North Hampton is between \$5,000 and \$6,000.
- The Town Clerk and the Administrative staff would like the Select Board to formalize the policy that allows beach stickers to be purchased by permanent residents only.

Selectman Miller asked if the Town Administrator could provide his report to the Select Board with the packets they receive on the Friday before a scheduled Monday meeting.

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**Motion by Selectman Wilson that eligibility for a North Hampton beach parking sticker is restricted to residents of the town, that is, those who can present a North Hampton automobile registration in their name when they seek to buy a parking permit. Seconded by Selectman Miller. Motion carries 3-0.**

Chair Maggiore stated that he and Town Administrator Apple were in attendance at the ribbon cutting ceremony for the new bathhouse at the North Hampton State Beach. Chair Maggiore thanked Senator Stiles for her assistance in getting this project done.

## **6. New Business**

### **6.1 Continuation of Public Hearing on Fees**

Chair Maggiore reopened the public hearing on proposed fees at 8:08 PM.

Selectman Wilson stated he was not sure if he agreed with adding all of the new fees under the Fire Department because he felt that it would be charging a resident twice; once through taxes and once through a user fee.

Town Administrator Apple stated the fees are representing a cost that goes above and beyond what would be paid through property taxes.

Selectman Wilson stated that he would like a very clear argument the fees proposed are for work above and beyond what the department is expected to do. He further stated he is more than happy to go along with the new proposed fees in the fire department if it can be demonstrated to him that these are pieces of work that should not be considered normal activities of a fire department.

Selectman Wilson asked the Recreation Director, Jim O'Hara if it was correct that he had decided to not raise the fees for Tai Chi and tennis as he had originally requested.

Mr. O'Hara stated that the most important thing that he wanted to address this year is the summer recreation camp fees. He further stated that he would defer any other increases to a later year.

Chair Maggiore closed the public hearing at 8:22 PM.

Chair Maggiore stated that he would like to ask Chief Cote to come to a future Select Board meeting to answer questions the board has regarding his proposed fees.

**Motion by Selectman Miller to approve the proposed fees beginning with the Police Detail Rate and all subsequent pages with the amendments that Mr. O'Hara has indicated with respect to Adult and Youth Tennis and Tai Chi and which goes into effect on July 1, 2013. Seconded by Selectman Wilson. Motion carries 3-0.**

### **6.2 Discussion of Building Maintenance on Town Buildings – George Chauncey**

Chair Maggiore stated that this information is being handled through the Town Administrator's office at this time.

### **6.3 Presentation by Rockingham Planning Commission**

Selectman Wilson introduced Cliff Sinnott, Executive Director from the Rockingham Planning Commission. The Rockingham Planning Commission provides very important services to all of the towns in the region, including North Hampton. Selectman Wilson stated that a lot of things that happen quietly would not happen without the assistance of the Rockingham Planning Commission, specifically a lot of the transportation planning that effects the whole region.

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Mr. Sinnott presented the Select Board with a power point presentation entitled "Rockingham Planning Commission: An Introduction and Overview of Services."

Mr. Sinnott explained that the (RPC) Rockingham Planning Commission is a public regional planning agency; a quasi governmental public entity; voluntary association of local governments and a political subdivision of the state.

The RPC was established in the 1970s by RSA 36:45-58. The RPC is one of nine regional commissions in the state and includes 26 communities. Not all Rockingham County municipalities are members of the RPC. The RPC is governed by a Board of Commissioners that are appointed representatives from member towns and cities. Membership is maintained through annual dues.

The RPC's purpose is to assist member towns with planning assistance, carry out regional planning, and to foster coordination and collaboration between towns. The RPC is advisory not regulatory with a focus on land use, transportation, natural and cultural resources.

Mr. Sinnott reviewed the RPC's powers and duties in accordance with RSA 36:45-58, as well as the role of the commission and commissioners responsibilities. Mr. Sinnott stated that there currently is an open position for a commissioner from North Hampton.

Selectman Miller asked Mr. Sinnott what he felt North Hampton should be focusing on that is not currently being focused on.

Mr. Sinnott stated that short term focus should be on the Storm Water permit that is the current focus in this part of the region. A longer term issue is care for the elderly in the community, and how well the town is set up to handle service needs for them.

Selectman Miller asked if the present state budget that is yet to be passed has money to purchase the right of way to the railway beginning in Hampton and going to Portsmouth.

Mr. Sinnott stated that the Department of Transportation has done an appraisal and has received a price that they are currently evaluating. The federal funding of 80% has been approved to acquire the property and the 20% which is the non federal piece, has to go before a joint committee of the Senate and the House because he believes the purchase will be funded using toll credits.

Selectman Wilson stated that in the 15 to 16 years that he has lived in town, he has been attending and been involved with the RPC at different levels, particularly through the Planning Board, and it, in his opinion, is one of the most cost effective and highly responsive organizations he has ever worked with. He further stated that the town receives all of the services of a planner that is very cost effective, and is a tremendous asset to the town at very little cost.

**Motion by Selectman Miller to suspend the rules to allow business to continue after 9:00 PM. Seconded by Selectman Wilson. Motion carries 3-0.**

#### 6.4 Request by Heritage Commission to List Town Clerk's Building on National Registry

Donna Etela, Chair of the Heritage Commission asked the Select Board for their permission to proceed with a nomination to the National Register for the Town Clerk's building. Mrs. Etela stated that when the Heritage Commission asked to put the Town Hall on the National Register, they also asked for \$2,000 to pay a historical architectural historian to write up the proposal; however Peter Michaud from the Department of Historical Resources believes that Mrs. Etela and Ms. Swank have the knowledge to do the work themselves. Mrs. Etela stated that she is hopeful to have completed the project by October, 2013.

Selectman Wilson asked if the building is placed on the National Register, how does that effect the flexibility with the building.

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Mrs. Etela stated that depending upon what is done to the building, it could result in the building being removed from the National and State Registers.

Selectman Miller stated that one of the things that has to happen to the Town Clerk's building is that it has to be handicapped accessible.

**Motion by Selectman Wilson to authorize the Heritage Commission to pursue a listing of the Town Clerk's building on the National Register. Seconded by Selectman Miller. Motion carries 3-0.**

#### 6.5 Requests for Proposals on Town Clerk's Office

*(Secretary's Note: This item was removed from the Consent Calendar and placed under New Business)*

Town Administrator Apple stated that Request For Proposals were sent out to nine architectural firms, and three responses were received. He further stated that he met with Tom McCormick and John Hubbard to review the three proposals received, and it was Mr. Hubbard's thought that either the proposal from Mr. Barker or Ms. Gorham would both be preferable over the higher costs of the proposal from Mr. Mires.

Town Administrator Apple stated that they have received three very radically different approaches, but they were the only three received out of nine firms that were asked to submit a proposal.

Lauri Etela, Exeter Road stated that he has been an architect for many years, and in his opinion two of the three firms that responded to the request for proposal were incomplete.

Town Administrator Apple stated that the RFP did have a very comprehensive list of what was needed.

Selectman Wilson stated he felt the only option at this point was to go with Dennis Mires as he addressed all of the issues on the RFP.

**Motion by Chair Maggiore to accept the Request for Proposal for repairs and renovations submitted by Dennis Mires and Associates with a cost not to exceed \$28,500. Seconded by Selectman Miller. Motion carries 3-0.**

#### 6.5 Update by North Hampton School Board on Progress of Construction at North Hampton School

*(Secretary's Note: The School Board was unable to attend the meeting, therefore this item was removed from the agenda.)*

### **7. Closing Comments**

#### 7.1 Closing Comments by Visitors

#### 7.2 Closing Comments by Select Board Member

Chair Maggiore stated that Friday, June 14, 2013, and Saturday, June 15, 2013 is the North Hampton Charrette, and encouraged all residents to participate.

Town Administrator Apple stated that there is a walking tour scheduled for town facilities from 10:30 AM until 12:30 PM so that members of the public can take a look at the buildings.

### **8. Adjournment**

Chair Maggiore adjourned the meeting at 9:47 PM.

Respectfully submitted,

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Janet L. Facella, Administrative Assistant

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