



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

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**WORKSHOP MEETING – MONDAY, AUGUST 12, 2013 – 4PM  
EXECUTIVE CONFERENCE ROOM**

**REGULAR MEETING – MONDAY AUGUST 12, 2013 – 7PM  
NORTH HAMPTON TOWN HALL**

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- 1. Non-Public Session I Pursuant to RSA 91:A-3 II (e) 4:30 PM– Executive Conference Room  
Non-Public Session II Pursuant to RSA 91:A-3 II (a) 5:00 PM- Executive Conference Room**

**2. 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.

**Motion by Selectman Wilson to seal the minutes of both of the Non-Public Sessions. Seconded by Selectman Miller. Motion carries 3-0.**

**3. Approval of Minutes of Previous Meetings**

**3.1 Select Board Minutes of July 16, 2013**

**Motion by Chair Maggiore to approve the minutes of July 16, 2013 as presented. Seconded by Selectman Miller. Motion carries 2-0.**

**3.2 Select Board Minutes of July 29, 2013 – Public Session I**

**Motion by Selectman Wilson to accept the minutes of July 29, 2013, Public Session I as presented. Seconded by Selectman Miller. Motion carries 3-0.**

**3.3 Select Board Minutes of July 29, 2013 – Public Session II**

**Motion by Selectman Wilson to accept the minutes of July 29, 2013, Public Session II as presented. Seconded by Selectman Miller. Motion carries 3-0.**

**Motion by Selectman Miller to approve the Non-Public minutes of July 29, 2013 at 5:15 PM and at 6:15 PM as written. Seconded by Selectman Miller. Motion carries 3-0.**

**4. Consent Calendar**

*No items*

**5. Communications to the Select Board**

## 5.1 New Hampshire Department of Transportation – Highway Block Grant Aid

## 5.2 Richie McFarland Children's Center – Thank You for Funding

Chair Maggiore read the two pieces of correspondence into the record.

## 6. Report of the Town Administrator

Finances	Personnel
Technology Inventory	Personnel Plan
Statistical Update	Merit Pool Policy
Finance Policies	Reconstruction Town Clerk Building
Hampton Rod and Gun Club	Earned Time Policy
Status of DOL Citation	Storm Water Regulations

Town Administrator Apple read his report into the record. A copy of his report is attached to these minutes.

## 7. New Business

### 7.1 Large Assembly Permit – United Church of Christ/Centennial Hall

Chair Maggiore explained that this application was for a community picnic and a grilling contest. Recommendations regarding the closure of some roads were provided by Chief Page and Chief Cote.

The event organizer, Richard Cote, did not attend the meeting.

The Select Board asked Deputy Chief Maddocks and Chief Cote for their comments on the application.

Chief Cote and Deputy Chief Maddocks stated they would like to see the road between Post Road and Atlantic Avenue (in front of Centennial Hall and the United Church of Christ) closed to traffic.

**Motion by Selectman Miller to approve the Large Assembly Permit Application with the condition that section of road be closed. Seconded by Selectman Wilson. Motion carries 3-0.**

### 7.2 Appointment to Sea Level Rise Commission

Selectman Wilson nominated Shep Kroner to serve on the Sea Level Rise Commission. Selectman Miller seconded. All in favor, nomination carries 3-0.

### 7.3 Presentation from Municipal Facilities Committee

Susan Hills gave a presentation to the Select Board on behalf of the Municipal Facilities Committee. Ms. Hills reviewed the Municipal Facilities Committee mandate, information that was utilized, space needs, construction cost estimates prior to economies of scale, proposed next steps, traffic survey, soil borings, geotechnical report, furniture, ledge profile, preliminary floor plans, recommendations and committee findings.

Ms. Hills stated the committee requests that the Select Board:

(1) Allow for solicitation of RFP's from architectural firms to complete preliminary floor plans for the town complex maximizing shared space and engage the firm with the comprehensive bid subject to Select Board approval;

(2) Complete a ledge profile utilizing borings for determining the size and properties of ledge on the homestead property, at a cost not to exceed \$6,000;

(3) Subsequent to the preliminary floor plans, request the department head's to complete a furnishings inventory including existing furniture/condition that will and will not be moved to the new location, new items necessary for the new location, and a listing of new items that would be helpful to have in the new location;

The committee would then ask Ricci Construction to revise the preliminary cost estimate given the updated floor plans, furnishings and ledge profile.

Chair Maggiore thanked Ms. Hills for her efforts in undertaking the presentation to the Select Board.

The Select Board discussed the Request for Proposal (RFP) process and what the timeline would be.

Chair Maggiore suggested using the same architect (Lavallee Brensinger Archtiects) as the library.

Selectman Wilson asked whether or not Lavallee specialized in libraries, or had they worked on municipal buildings.

Kelly Parrot stated Lavallee Brensinger were the architects that were hired for the Dover and Milford Police Departments, Epping Library, Newington Library, Manchester City Hall, Manchester City Hall Annex, and that they do have extensive municipal building experience.

Ron Lamarre, from Lavallee Brensinger Architects was in attendance, and the Select Board asked if he would give his thoughts on what the cost would be to hire his firm.

Mr. Lamarre stated given the conceptual nature of the plans, the cost would come down to what it is the town really needs. He suggested a workshop to sit down and brainstorm what the needs are and how the buildings may fit together utilizing the numbers that have already been proposed.

Mr. Lamarre stated a fee can be tailored to what the specific needs are.

Selectman Wilson stated he felt asking the residents of the town to spend \$9.3 million on a safety complex was too much, and he also thought asking for upwards of 40,000 square feet was too much as well.

The Select Board discussed the necessity of having a preliminary floor plan, or the selection of an architect as a step toward coming up with the final plans to put to the voters in March.

Selectman Wilson stated that having a floor plan, would be the means to hone the project down to the parameters that are to be put forth to the voters for a decision.

Mr. Lamarre stated that a workshop would allow for him to come in and deliver a work product. The Select Board could decide whether or not they felt confident in hiring him to complete further work.

**Motion by Chair Maggiore to allow the Municipal Facilities Committee to retain Lavallee Brensinger for the purpose of conducting a workshop with the Select Board and the Municipal Facilities Committee the product of which should be a floor plan and any other visual representations that will allow the Select Board to envision the proposed development. The general guideline to the workshop as to the size of the project should be not to exceed 35,000 square feet subject to open discussion at the workshop. The committee shall also retain suitable experts to determine the quality of soils and a ledge profile on the Atlantic Avenue site, and commission a traffic study of the Atlantic Avenue and Alden Avenue intersection. Thereafter, a full and complete cost estimate of the project suitable for recommendation to the legislative body should be produced at the earliest possible date. Seconded by Selectman Wilson. Motion carries 3-0.**

#### 7.4 Meet with North Hampton Library Trustees

Library Trustee Kelly Parrott presented the Select Board with a power point presentation that showed an overview of the library budget for FY13 and where the monies are expended.

Selectman Wilson asked if the Library Trustees could provide a monthly statement of expenditures to the Select Board as it will help to provide visibility to the entire budget.

#### 7.5 Meet with Town Clerk's Office (Stone Building) Building Project Committee

Town Administrator Apple stated that the project committee has met several times and has concluded that a

substantial portion of the work contemplated in the project scope is premature given the Select Board's intent to put forward a proposal to build new municipal facilities.

The committee recommended avoiding waste, duplicating the effort, and to minimize the impact of construction on the building's character. A recommendation was made to have the majority of the work on the "Stone Building" deferred until after the Town Meeting in 2014.

The committee proposed that in order to comply with ADA requirements and Department of Labor findings, the following items be completed: (1) flattening the threshold to permit wheelchair access; (2) expanding the size of the back door, also to permit wheelchair access; (3) removing the concrete ramp; (4) constructing a new ramp with suitable materials; (5) replacing the heating and air conditioning plant in the building; and, (6) the installation of security measures at the Town Clerk/Tax Collector's window.

Town Administrator Apple stated that with the Select Board's consensus, repairs would start immediately.

The Select Board agreed that repairs should commence as soon as possible.

## **8. Closing Comments**

### **8.1 Closing Comments by Visitors**

George Chauncey, Hobbs Road confirmed with the Select Board the cost for borrowing money was not included in the \$9.3 million estimate. He stated that he wanted to be sure that residents of the town realize the number represented does not include the cost to borrow the money.

Mr. Chauncey suggested it might be helpful to get the "pulse of the people" regarding the project and the amount of money being proposed to be spent before the Town Meeting in March.

Harold Mailhot, Glendale Road stated he was concerned because the "report from the DOT" has not come back, but yet the proposal going forward is to have the police and fire departments on the homestead property.

Mr. Mailhot suggested a "mailer" be sent to all of the residents with information regarding the project.

Donna Drolet, 8 Glendale Road asked what the "dollar value" for the architect would be, and how the bonding process worked.

Kendall Chevalier, 278 Atlantic Avenue asked about bond issues and what the town currently has for outstanding debt.

Paul Marquis, Hobbs Road stated the Select Board will have to work hard to "sell" the project to the residents.

Dan Donahue, Sheperds Lane stated he was appalled at the proposed complex and the notion that the current buildings could not be renovated.

Kathy Kilgore, 220 Atlantic Avenue asked if Selectman Wilson was unaware of the conditions of the buildings two years ago when he was quoted as stating "the townspeople are not for a massive investment in rebuilding the complex."

Selectman Wilson stated he was not aware two years ago of the conditions of the buildings, and the state of disrepair they are in. He further stated that he was made aware in the course of the CIP (Capital Improvement Plan) process over the past two years.

Derek Drolet, 8 Glendale Road asked if the Select Board have any flexibility as far as the plan they have chosen.

### **8.2 Closing Comments by Select Board Member**

9. **Adjournment**

Meeting adjourned at 10:19 PM.

Respectfully submitted,

**Janet L. Facella**

PAUL L. APPLE  
TOWN ADMINISTRATOR  
papple@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*

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**TOWN ADMINISTRATOR'S REPORT**  
**AUGUST 12, 2013 SELECT BOARD MEETING**

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**ADMINISTRATION**

There will be a staff meeting tomorrow at 10:30 a.m. followed by a "Yalta" meeting at Noon.

**FINANCES**

**Fire Overtime**

Fire Department overtime is 56 hours for the week ending August 1<sup>st</sup> and 98 hours for the week ending August 8<sup>th</sup>. A more detailed report will be forthcoming at the end of the month. I have sent a request to meet with the Union regarding an FY 2014 plan for overtime. I anticipate this meeting will occur during the first week in September.

**Police Overtime**

The Police Department reported 86.5 hours of overtime for the week ending August 1<sup>st</sup> and 49 hours of overtime for the week ending August 8<sup>th</sup>. The "bump" during the first week in August was anticipated and should not affect overall budget performance.

**Highway Overtime**

The Department of Public Works reported no overtime for the week ending August 1<sup>st</sup> and 0.5 hours for the week ending August 8<sup>th</sup>.

**Fiscal Year 2013**

A copy of the unaudited final report for FY 2013 is attached to this report at Exhibit A. The current surplus increased from \$32,546 to \$33,028 based on adjustments and transfers. The auditors will be here during the last two weeks in August, and I should be able to provide you with an updated report at that time.

## **Fiscal Year 2014**

A report of current expenses in FY 2014 is attached at Exhibit B. The total amount appropriated is \$5,858,492. \$884,181 has been spent since July 1, of which \$174,798 was spent during the first two weeks in August.

## **PRIORITIES**

A copy of the Select Board follow-ups is attached at Exhibit C. A copy of the Board's Goals for the year is attached at Exhibit D.

## **Department Reports**

I have asked department heads to resume the practice of submitting written reports to you on a monthly basis. The department heads will report to you on August 26, 2013.

## **Personnel**

There are no significant personnel issues on which to report.

## **Facilities**

There are no significant items to report regarding facilities.

## **Projects**

*Facilities Committee.* The Facilities Committee received preliminary cost estimates for the Plan NH drawing, consisting of approximately 41,000 square feet. He also estimated a design in which conference and meeting room space is shared between the Library and the Administrative Offices, consisting of approximately 39,000 square feet. A copy of those estimates was provided to you by email on August 5, 2012.

The cost in both analyses is a gross number. It does not take into account the library's fund raising obligation. Also, in addition to the actual building cost (price per square foot), John has added lines for: (1) furnishings; (2) design costs (8% of total); and (3) Contingency (10% of total).

The Committee is before you this evening to seek permission to hire an architect to do an initial design with as much combined space as possible.

*Personnel Plan.* There is nothing new to report.

*Technology Inventory:* I received a draft report from PCG, and I met with David Hodgdon, Tom McCormick and Brian Page to review it on August 7, 2013. We had some changes to it, and Mr. Hodgdon will shortly deliver the final report, at which time I will provide to you by email.

*Earned Time Policy:* There is nothing new to report.

*Statistical Update:* A report prepared by Project Manager Paul McKenney of Vision Appraisal is attached hereto as Exhibit E. Vision has billed approximately 67% of the available funds on this project.

*Finance Policies:* We have not developed a specific timeline to complete this assignment, for reasons already communicated to you. I suggest that now may be the time to consider whether we have the appropriate level of service for the work required.

*Junkyard Closures and/or New Problems:* Mr. Kelley reports a consistent flow of new complaints. Mr. Kelley is before you this evening to execute a public safety order regarding unsafe buildings.

*Hampton Rod and Gun Club:* The Club has retained counsel and will defend the administrative allegation by DES.

*Reconstruction of the Town Clerk's Building:* The project committee's interim report is in your packet, and the committee is before you this evening.

*Storm-Water Regulations.* Nothing new to report.

*Public Hearings.* I am awaiting information from the Fire Department regarding fees.

*Mutual Aid.* Work on the RFQ is underway.

*Municipal Records.* Jan and Barbara continue to meet regularly to review records for disposal. We are scheduling another date for the shredder to come on site.

*Emergency Dispatching.* Awaiting a response from our Representative.

*LGC.* Awaiting a response from Secretary of State Gardner.

*Economic Development.* The Committee has met three times and elected Mr. Wilson as chair. We have conducted a SWOT analysis and essentially focused our attention on three areas: (1) what do businesses look for when they locate in a particular place; (2) how should the North Hampton brand be communicated; and, (3) what infrastructure needs do we have and how can they be improved to attract business. We have asked consultants to come in and discuss each of these issues over the next three months.