



TOWN OF NORTH HAMPTON, NEW HAMPSHIRE
SELECT BOARD
APPROVED MINUTES

REGULAR MEETING –JULY 28, 2014 –7PM
NORTH HAMPTON TOWN HALL
231 ATLANTIC AVENUE

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 Miller, Selectman Stanton and Town Administrator Apple.

Chair Maggiore led the Pledge of Allegiance.

2. First Public Comment Session

Public Comment is an opportunity for residents to ask questions, request information and make comments on issues facing the Town. Individuals ordinarily will be given not more than three (3) minutes to speak, and people who have already spoken will be asked to wait until everyone has had the chance to speak once. The total time devoted to this agenda item is fifteen (15) minutes. Individuals who are not able to speak will be given first opportunity to speak during the Second Public Comment Session at the end of the Meeting.

Kel Dalton, 118 Exeter Road requested the Select Board give an assessment of his proposed plan for the Town Campus. Mr. Dalton's plan represented a new library on the Homestead Property, the demolition of the current library and a new fire station built on that site, and the renovation of the current police station that would be increased in size by utilizing the existing fire station.

3. Consent Calendar

- 3.1 Payroll Manifest of 07/17/2014 in the amount of \$77,090.44
- 3.2 Payroll Manifest of 07/24/2014 in the amount of \$64,131.06
- 3.3 Accounts Payable Manifest of 07/17/2014 in the amount of \$33,653.70
- 3.4 Accounts Payable Manifest of 07/17/2014 in the amount of \$425,879.34
- 3.5 Accounts Payable Manifest of 07/21/2014 in the amount of \$1,799.99
- 3.6 Approval of Abatement Application for Map 002, Lot 057-013
- 3.7 Approval of Abatement Application for Map 021, Lot 001-006
- 3.8 Approval of Abatement Application for Map 013, Lot 071-32C
- 3.9 Approval of Abatement Application for Map 005, Lot 073
- 3.10 Approval of Abatement Application for Map 008, Lot 084

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3.11 Memo from Assessor's Regarding Abatement Withdrawal for Map 006, Lot 133-09B

3.12 Memo from Assessor's Regarding Map 014, Lot 051

3.13 Approval of Abatement Application for Map 006, Lot 045

Motion by Selectman Miller to accept the Consent Calendar as presented. Seconded by Selectman Stanton. Motion carries 3-0.

4. Communications to the Select Board

4.1 Correspondence from Department of Revenue Administration

Town Administrator Apple stated Stephan Hamilton, Director of the State of New Hampshire Department of Revenue Administration (DRA) was in attendance to speak on two issues. The first issue was the audit the DRA submitted last month. Mr. Hamilton was invited to address the issues the DRA reported on from the audit.

Mr. Hamilton stated the letter sent by him on June 9, 2014 to the Select Board, was a synopsis of the assessing review process that is completed once every five years of the assessing practices within each community.

Mr. Hamilton reviewed areas in which the DRA felt the Town of North Hampton could improve in its assessing practices, including current use records. He stated there was nothing else extraordinary noted in the practices currently being used in the assessing department by the town's contracted assessors, Municipal Resource Incorporated.

Selectman Miller asked if there was a comparison of problems identified five years ago compared with the recent review.

Mr. Hamilton stated to the best of his recollection, the prior review contained similar items pertaining to current use record keeping.

The Select Board asked Mr. Hamilton if there would be a delay again this year in setting the tax rate, and Mr. Hamilton stated October 1 is the scheduled date to start setting tax rates this year.

Selectman Stanton stated he believed the DRA did not contact Municipal Resources (MRI) prior to some of the paperwork trail that was investigated, and wondered if they have changed their procedures, and/or how the town can prevent that from happening again, because perhaps the miscommunication that took place resulted in some of the errors that were reported.

Mr. Hamilton stated that the DRA is working on having the best and most effective communication.

Mr. Hamilton explained the differences between the revaluation recently completed and the review of the town's assessing practices and records, and that the letter the Select Board is referring to does not relate to the latest quality of the revaluation.

Joseph Lessard, Municipal Resources explained the new procedure his staff is following regarding the copying of each original current use application and placing a copy in each of the files if the property has been subdivided. Currently the original copy is held in the assessment file with the original assessment card with a notation in each of the newly created lots, but in the future a copy of the original current use record will be placed into each assessment card file.

5. Report of the Town Administrator

Town Administrator Apple stated the gross surplus for FY 2014 is approximately \$8,500.

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A request to have a joint meeting with the North Hampton School Board has been made, and the School Board will take up that request at their next meeting. The Select Board would like to discuss with the School Board the placement of a cell tower on municipal land.

Town Administrator Apple stated collective bargaining will begin in August with the North Hampton Firefighters Union.

Estimates from the lightening strike in July have been submitted to the insurance company, and all items that could be fixed have been completed.

Potential property for the Safety Complex was discussed and Town Administrator Apple stated he would like to have more time to complete this project.

6. New Business

6.1 Meeting with North Hampton Public Library Trustees re: Town Campus

Chair Maggiore reported on the Select Board's efforts of making sure they have done due diligence in turning over "every stone and leaf" in order to find out if there is any available land in addition to what the town currently has.

The possibility of building on Route One is being explored as a "Track 2" option, with "Track 1" being the original proposed plan of the Safety Complex on the Homestead Property and the Library and Town Offices being built in the space where the fire and police station currently stand.

Town Administrator Apple stated one of the concerns mentioned in the campus survey was a question as to whether or not the town thought about finding a piece of property for the safety complex on Route One. The Select Board is taking a thorough and intensive look at this option to see what is available.

Discussion ensued regarding whether or not the Select Board should put out a bid for a construction manager on "Track 1," as "Track 2" isn't particularly probable, and "Track 1" is the one that has been planned for.

Fundraising by the library was also a topic discussed, as well as the possibility of having one bond or two.

Kelly Parrott, North Hampton Public Library Trustee asked where the "Track 2" land was located, because according to her, details have not been shared with the public.

Chair Maggiore stated the reason it had not been shared with the public, was because meetings have been held in non public sessions. He further stated that now because it was being discussed in public, he could state the land is located on Map 007, Lot 118 and a town owned piece of property known as Map 017, Lot 041-003.

Ms. Parrott asked what is preventing the Select Board from sharing the costs involved.

Town Administrator Apple stated there are no costs currently to discuss because they are still in discussions on these properties. He further cautioned that when discussing the costs of land, it is not advisable to have those conversations in public.

Ms. Parrott asked whether "Track 2" would change the overall cost of the project or would it just change the physical location.

Chair Maggiore stated that is what the Select Board is currently working on in non public sessions.

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Ms. Parrott asked what the deadline is for the appraisal on property being considered, and whether or not the Select Board will be endorsing "Track 1" or "Track 2." She stated they are further behind this year than last year, and there is a lot of ground work that needs to be done.

Town Administrator Apple stated he feels that perception is wrong because if they proceed along "Track 1," all of that work was done last year, and all that needs to be done is receiving the guaranteed maximum price. He further stated the next step would be to put bids out on a construction manager for "Track 1." He further stated his recommendation is to proceed along "Track 1" and move forward.

Selectman Miller stated he hoped the Select Board agreed to ask for a direct comparison, in present day dollars to go out and get a maximum guaranteed price on exactly what is already known so that they will be comparable.

Selectman Stanton stated some important issues such as the fire department apparatus have not been discussed. He further stated, if the fire apparatus is changed then it may affect the bay size.

He further stated he did not see any rush to make a decision as he has not seen anything that states by waiting the project will cost more; there has been an assumption stated, but by stating an assumption doesn't make it true. Selectman Stanton stated they had heard for a number of years that interest has gone up, but yet there has not been any appreciable increase in interest rates that he knows of over the last few years.

Selectman Stanton agreed it would be ok to get cost comparisons from last year to this year, with the understanding that all of the Select Board are not in agreement with doing the exact same project as last year.

Selectman Miller stated he would like to note that by agreeing to the cost comparison that he is not agreement with the going with three bays and/or a quint fire truck.

Town Administrator Apple stated that based on these discussions, his direction is to ask Mr. Ricci or BPS to update the figures (give an estimate on) based on the passage of time for last year's plan.

Ms. Parrott asked the Select Board if they were planning to expend money to do soil testing, ledge testing and any other type of testing on the properties being looked at on Route One. She also asked if there was a cost to the town for the property appraisal on these potential properties, and where the money to pay for these costs would come from.

Town Administrator Apple stated they weren't at the point at which to decide about soil testing, etc. but yes there would be a cost to the town for the property appraisal. He further stated the money would be expended from the Building Maintenance Fund.

Ms. Parrott asked whether or not money could be expended from the Fire Department Capital Reserve Fund #4 for the construction of a new Public Safety Complex.

Town Administrator Apple explained to Ms. Parrott that the voter's had changed the use of that Capital Reserve Fund #4, and that revenue from the ambulance goes into that fund, with 15% of the money to be used for maintenance, and 85% to be used for capital acquisitions. Money has been withdrawn from that account to purchase the ambulance and bunker gear.

Chair Maggiore asked Ms. Parrott for an update on the library's fundraising efforts, and what the total amount is that has been currently donated.

Ms. Parrott stated they are still waiting to start their fundraising efforts in earnest, and they cannot do that without a solid plan and location.

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Chair Maggiore stated the Select Board needed to know where the fundraising effort stood so a decision can be made whether or not to go forward with the library.

Discussion continued between Chair Maggiore and Ms. Parrott, whereby ultimately Ms. Parrott would not give the dollar amount raised or pledged thus far for the library.

Secretary's Note: A female commented from the audience, but could not be heard as she was not at the podium speaking into a microphone.

Motion by Selectman Miler to allow the Select Board authorize the Town Administrator to spend no more than \$5,000 to acquire an updated price for the town complex as it was proposed last year and then a proposal with the safety complex and the library and administration separately, with permission to get the figures from two different contractors. Seconded by Selectman Stanton. Motion carries 3-0.

6.2 Acceptance of a Grant from Aquarion Water Company to the Conservation Commission

Chris Ganotis, Chair of the Conservation Commission stated a lot of time was spent working on the application for the receipt of this award of \$1,000 from Aquarion Water Company. He further stated the funds received will help with water quality testing on the Winnicut River.

Motion by Selectman Stanton to accept the sum of \$1,000 granted to the North Hampton Conservation Commission by Aquarion Water Company as part of its Environmental Champions award, and that said amount be transferred to the commission's FY 2015 operating budget. Seconded by Selectman Miller. Motion carries 3-0.

6.3 Approval of Paving Bids for North Road, Willow Avenue, River Road and Old Locke Road

John Hubbard reviewed the proposals that had been submitted for paving from three contractors. Mr. Hubbard stated bids were received from Bourassa Construction in the amount of \$320,297; Pike Industries in the amount of \$330,430; and from Bell & Flynn in the amount of \$337,500.

Mr. Hubbard recommended the Select Board accept the terms of the paving proposal from Bourassa Construction and to authorize the Town Administrator to execute an agreement to proceed with the associated road work for North Road, Willow Avenue/Causeway Road, River Road and Old Locke Road.

Motion by Selectman Stanton to accept the terms of the paving proposal from Bourassa Construction in the amount of \$320,297 and to authorize the Town Administrator to execute the agreement to proceed with the associated roadwork. Seconded by Selectman Miller. Motion carries 3-0.

6.4 Discussion of the Time Period for Placement of Political Signs

Selectman Stanton stated perhaps it should be suggested to the Planning Board to have the political sign ordinance done away with, and to refer to the Revised Statute Annotated instead. Having the ordinance only adds to the responsibilities to the Code Enforcement Officer who is already quite busy enforcing other things.

Selectman Miller read the Zoning Ordinance on Political Advertising Signs.

Discussion ensued whether or not the current town ordinance included local elections only, or all elections.

The Select Board agreed to have Chair Maggiore bring it to the next Planning Board meeting in regard to having it removed from the ordinances.

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Motion by Selectman Stanton to reconsider the June 30, 2014 motion that was made regarding political signs. Seconded by Selectman Miller. Motion carries 3-0.

Motion by Selectman Miller that the Select Board chose the dates for the erection and the removal of signs so that there are no dates. Seconded by Selectman Stanton. Motion carries 3-0.

6.5 Discussion of the Public Safety Director Position

Selectman Stanton asked that page one, paragraph five be amended to read:

“During times of a declared federal, state or county emergency, natural disaster, severe weather, storms or flooding, or any emergency management circumstance, such as an Active Shooter, ...”

Town Administrator Apple suggested changing this paragraph to read the Public Safety Director will also be the Emergency Management Director.

Selectman Stanton asked that page two, bullet eight be amended to read:

“Primary advisory to the Town Administrator to select, train...”

Motion by Selectman Stanton to accept the Public Safety Director Position description as stated in the document. Seconded by Selectman Miller. Motion carries 3-0.

Town Administrator Apple asked to take the next step in filling this position by posting internally. The Select Board concurred with Town Administrator Apple.

7. Any Other Item that may legally come before the Board

The Board reserves the right to take action on any item relative to the prudential administration of the Town's affairs which circumstances may require.

Motion by Selectman Stanton to reimburse the General Fund the following amount from Capital Reserve Accrued Benefits Liability Account Fund for the accrued benefits liability maintained by the Trustees of the Trust Funds for the revenues and expenditures incurred during the months of July 2013 through June 2014 in the amount of \$23,350.49. Seconded by Selectman Miller. Motion carries 3-0.

8. Second Public Comment Session

See Item 2, above.

9. Approval of Minutes of Previous Meetings

9.1 Select Board Minutes of June 30, 2014

Motion by Selectman Stanton to approve the June 30, 2014 minutes as amended. Seconded by Selectman Miller. Motion carries 3-0.

9.2 Select Board Workshop Minutes of July 10, 2014

Motion by Selectman Miller to approve the July 10, 2014 minutes as amended. Seconded by Selectman Stanton. Motion carries 3-0.

9.3 Select Board Workshop Minutes of July 15, 2014

Motion by Selectman Stanton to approve the minutes of July 15, 2014 as presented. Seconded by Selectman Miller. Motion carries 3-0.

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Selectman Stanton stated he felt it important to let Primex know the details of the structural assessment on the fire station, so as to avoid potential coverage issues should something happen down the road. The Select Board were in agreement to have Town Administrator Apple contact Primex and let them know.

Selectman Stanton asked if we could solicit volunteers to paint the flag pole in front of the fire station that is rusted.

Selectman Stanton stated he will be holding office hours at the library on Friday, August 1 between 10:00 AM and 11:00 AM.

10. Adjournment

Meeting adjourned at 9:45 PM.

Respectfully submitted,

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