



TOWN OF NORTH HAMPTON, NEW HAMPSHIRE
SELECT BOARD
APPROVED MINUTES

REGULAR MEETING –AUGUST 25, 2014 –7PM
NORTH HAMPTON TOWN HALL
231 ATLANTIC AVENUE

Non-Public Session Pursuant to RSA 91-A:3, II (e) – 6:00 PM

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.

Motion by Selectman Stanton to come out of Non-Public Session. Seconded by Selectman Miller. Motion carries 3-0.

Motion by Selectman Stanton to seal the minutes of the Non-Public Session. Seconded by Selectman Miller for discussion. Chair Maggiore stated there was a motion made in the Non-Public Session which was to have Town Administrator Apple act on the unanimous decision that was made by the Select Board under RSA 91-A:3, II (e). Motion carries 3-0.

Roll Call Vote: Maggiore, Aye; Miller, Aye; Stanton, Aye

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.

No comments or questions by the public

3. Consent Calendar

- 3.1 Accounts Payable Manifest of 08/14/2014 in the amount of \$149,044.39
- 3.2 Accounts Payable Manifest of 08/14/2014 in the amount of \$8,890.55
- 3.3 Payroll Manifest of 08/14/2014 in the amount of \$137,959.02
- 3.4 Payroll Manifest of 08/21/2014 in the amount of \$62,540.15

Town Administrator Apple asked the Select Board to add the MS-1 extension form to the Consent Calendar for the board's signature. He further stated the MS-1 is the Inventory of Valuation form that is completed yearly

and due on or before September 1. An extension of thirty (30) days would be needed as the utility values have not been received from the Department of Revenue Administration.

Motion by Selectman Stanton to grant the extension of the MS-1 until October 1. Seconded by Selectman Miller. Motion carries 3-0.

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

4. Public Hearing

Discretionary Preservation Easement Applications and Renewals

Map 017, Lot 080,	148 Lafayette Road,	Owner: Peter Rhoades
Map 008, Lot 111,	79 South Road,	Owner: John and Michele Coughlin
Map 006, Lot 054,	61 Woodland Road,	Owner: Ronald Armstrong
Map 014, Lot 017,	28 Hobbs Road,	Owner: George and Adella Chauncey

Chair Maggiore opened the Public Hearing at 7:10 PM, and read the Legal Notice that was published in the Seacoast Newspaper into the record.

Town Administrator Apple stated Ronald Armstrong had withdrawn his application for Map 006, Lot 054.

Peter Rhoades, 148 Lafayette Road spoke of not only the Historical importance to the town and the state of the Drake Farm, but for the scenic enjoyment of the public.

John Coughlin, 79 South Road spoke of the improvements he has made to his barn over the past ten years.

George Chauncey, 28 Hobbs Road spoke of the improvements he has made to his barn since he first purchased it. Mr. Chauncey stated that during the last revaluation of the town, his barn assessment increased by \$10,000 and he wasn't give a clear answer as to why.

Chair Maggiore closed the Public Hearing at 7:30 PM.

Motion by Selectman Stanton to approve the Discretionary Easement application of two historic barns located at 148 Lafayette Road, Map 017, Lot 080. Both barns have existed in excess of 75 years, and meets one if not more than the requirements as stated in RSA 79-D. Therefore, in consideration of RSA 79-D:3 plus the guidelines published by the New Hampshire Historic Agricultural Structures Advisory Committee, dated August 2002, and the recommendation of the North Hampton Heritage Commission, the barn is deemed to have added a significant public benefit as follows: It adds to the scenic enjoyment of the general public from a public way; the barn is a historically important agricultural structure to the town and state; and the barns physical and esthetic features contribute to the historic and cultural integrity of the community. Accordingly, the value of this easement on both barns in an amount equal to the reduction of 75% of its full value assessment resulting in a corresponding tax liability of 25% of its full value tax. This easement shall commence in the 2015 tax year and is subject to the following conditions to be included in the easement deed: the reason for the determination of the demonstrated public benefit; the amount of the easement granted; the term of ten years not automatically renewed; a compliance inspection provision. Furthermore the easement shall be drawn by the town and recorded at the applicant's expense at the Rockingham County Registry of Deeds in accordance with the statute. The file shall include a copy of the recorded deed, the completed application, any related correspondence from the Heritage Commission and a copy of the minutes of this meeting. If the applicant has incurred any additional tax due to the administrative error that resulted in this application not being reviewed within the 60 day window from the date of application, the applicant is encouraged to submit an appropriate abatement request. Seconded by Chair Maggiore. Motion carries 3-0.

Town Administrator Apple asked Mr. Rhoades if he would be withdrawing his pending matter before the Board of Tax and Land Appeals as a result of the above vote.

Mr. Rhoades gave his consent to the Town Administrator to withdraw the application before the Board of Tax and Land Appeals.

Chair Maggiore thanked Heritage Commission members Donna Etela and Cynthia Swank for their tireless efforts and seeing that the Discretionary Barn Easements have been done properly and will be going forward.

Motion by Selectman Stanton to approve the Discretionary Easement application for a historic barn located at 79 South Road, Map 008, Lot 111. The barn is at least 75 years old and meets at least one or more of the criteria stated in RSA 79-D; therefore in consideration of RSA 79-D:3, plus the guidelines published by the New Hampshire Historic Agriculture Structures Advisory Committee dated August 2002, and the recommendation of the North Hampton Heritage Commission the Select Board deem the barn to have demonstrated a significant public benefit as follows: it adds to the scenic enjoyment of the general public from a public way, and the barn is a historically important agriculture structure to the town and the state. Accordingly, the Select Board set the value of the easement in the amount of a reduction of 25% of its full value assessment resulting in a corresponding tax liability of 75% of its full value tax. This easement begins in tax year 2015, and is subject to the following conditions to be included in the easement deed: the reason for the determination of the demonstrated public benefit; the amount of the easement granted; the term of 10 years not automatically renewed; and a compliance inspection provision. Furthermore, the easement shall be drawn by the town and recorded at the applicant's expense at the Rockingham County Registry of deeds. The file shall include a copy of the recorded deed, the completed application and any related correspondence from the North Hampton Heritage Commission and a copy of the minutes from this meeting. If the applicant has incurred any additional tax due to the administrative error, that resulted in the application not being reviewed within the 60 day window from the date of application, the applicant is encouraged to submit an appropriate abatement request. Seconded by Chair Maggiore. Chair Maggiore withdrew his second to the motion. Selectman Stanton amended his motion to a 50% reduction of its full value assessment. Seconded by Chair Maggiore. Motion carries 3-0.

Motion by Selectman Stanton to approve the Discretionary Easement application for a historic barn located at 28 Hobbs Road , Map 014, Lot 017. This barn is at least 75 years old and meets at least one more of the criteria stated in RSA 79-D; therefore in consideration of RSA 79-D:3, plus the guidelines published by the New Hampshire Historic Agriculture Structures Advisory Committee dated August 2002, and the recommendation of the North Hampton Heritage Commission the Select Board deem the barn to have demonstrated a significant public benefit as follows: it adds to the scenic enjoyment of the general public from a public way, and the barn is a historically important agriculture structure to the town and the state. Accordingly, the Select Board set the value of the easement in the amount of a reduction of 50% of its full value assessment resulting in a corresponding tax liability of 50% of its full value tax. This easement begins in tax year 2015, and is subject to the following conditions to be included in the easement deed: the reason for the determination of the demonstrated public benefit; the amount of the easement granted; the term of 10 years not automatically renewed; and a compliance inspection provision. Furthermore, the easement shall be drawn by the town and recorded at the applicant's expense at the Rockingham County Registry of Deeds. The file shall include a copy of the recorded deed, the completed application, any related correspondence from the North Hampton Heritage Commission and a copy of the minutes from this meeting. If the applicant has incurred any additional tax due to the administrative error, that resulted in the application not being reviewed within the 60 day window from the date of application, the applicant is encouraged to submit an appropriate abatement. Seconded by Chair Maggiore for discussion. Scott Marsh, Assessing Contractor from Municipal Resources Incorporated stated that the easement has been applied to this property since 2010. He further stated he was not sure why the assessment factor changed from a 75% reduction to a 50% reduction in 2013. He further noted that in the motions made it referenced the 2015 tax year, but the applications are for the 2014 tax year. Motion carries 3-0.

Motion by Selectman Stanton to correct his three motions that reflect tax year 2014, vice 2015. Seconded by Selectman Miller. Motion carries 3-0.

Selectman Stanton suggested that he work with the Heritage Commission to come up with a policy to handle discretionary barn easements going forward. The Select Board agreed to have a draft policy at their October 6 meeting for the board's consideration.

5. Communications to the Select Board

5.1 Correspondence from Federal Emergency Management Agency

Chair Maggiore read a portion of the letter the Select Board received from FEMA regarding proposed Flood Insurance Rate Maps (FIRM) and the Flood Insurance Study (FIS) report for Rockingham County. A copy of letter will be posted on the town website.

5.2 Correspondence from Hamptons Post 35

Chair Maggiore read a letter from G. Berkley Bennett, Jr. Commander of Hamptons Post 35, inviting the Select Board to a rededication of the Global War on Terrorism Memorial Monument, on Thursday, September 11, 2014 at 6:00 PM at the American Legion Post 35 Hall at 69 High Street in Hampton.

6. Report of the Town Administrator

Town Administrator Apple reported on the following items:

- Overtime in the Fire Department showed an increase for the reporting period August 12 through August 25.
- Police and Highway Department overtime is within acceptable parameters.
- Fire Department Collective Bargaining will begin on August 28
- Cell Tower on Municipal Land
- Lightening Strike update
- Route 1 Land Acquisitions
- Outside notice board has arrived and will be installed shortly
- Delinquent Tax Payer Policy drafted and waiting board approval
- Earned Time Policy
- Finance Policy
- Reconstruction of the Town Clerk's building
- Storm Water Regulations
- Economic Development working on vision statement
- CIP reviews
- Director of Public Safety
- Recreation activities update

7. New Business

7.1 Proposal for New Clock Hands on Town Hall Clock - George Chauncey

Mr. Chauncey stated he had received a proposal to replace the four pair of hands on the clock in the Town Hall from D'Avanza Clock Repair. The cost to replace a total of eight hands will be \$3,950.00 with all work conforming to the Secretary of the Interior's Standards for Rehabilitation.

Mr. Chauncey stated he had done some research into the Dorothy and Paul Hobbs Special Fund, and found that the money given to the town is interest accrued since the account was started and the purpose of the fund is to be divided with 20% to be used for the maintenance of the Town Hall clock, and 80% to be used for town beautification projects with priority given to the maintenance of the bank at the end of the town green on Exeter Road.

Selectman Miller asked Mr. Chauncey if he had sought other bids. Mr. Chauncey stated he had searched throughout New Hampshire, Massachusetts and Vermont and cannot find anyone that does this type of repair work. He further stated that Mr. D'Avanza has worked on the Town Hall clock for over 20 years.

Motion by Selectman Miller to suspend the policy to solicit three bids, as there is likely only one vendor that performs this type of work. Seconded by Selectman Stanton. Motion carries 3-0.

Motion by Selectman Stanton to authorize George Chauncey to proceed with the scope of work outlined in the proposal dated August 15, 2014 submitted by D'Avanza Clock Repair for a cost of \$3,950 to be taken from the Dorothy and Paul Hobbs Town of North Hampton Special Fund 2436-3. Seconded by Selectman Miller. Motion carries 3-0.

7.2 Review and Acceptance of Draft Delinquent Taxpayer Policy

Motion by Selectman Stanton to adopt the Delinquent Taxpayer Policy as presented, effective August 25, 2014. Seconded by Selectman Miller. Motion carries 3-0.

7.3 Discussion of Next Steps for Town Campus

Motion by Selectman Miller to empower the Town Administrator to seek a guaranteed maximum price for the construction of the plan for the Public Safety Complex for Article 1, and the new library and renovation of town offices for Article 2, constructions costs for Article 1 and 2. Seconded by Selectman Stanton with the addition of the RFP date as September 15, responses by October 15, decision by October 31, and a GMP by November 30. Motion carries 3-0.

7.4 Review and Acceptance of Information Security Policy

Town Administrator Apple stated the Town Clerk's office is now accepting credit card payments, and in order to accept credit cards, the companies require the town have an information security policy. Additional work has been completed updating the IT programming in order to comply with their security policies. He further stated this policy in no way conflicts with the existing information use policy, it supplements it. The policy has been reviewed by the Town Administrator and the Town Clerk and it is the Town Administrator's recommendation that the Select Board adopt it.

Motion by Selectman Miller to adopt the Information Security Policy effective August 25, 2014. Seconded by Selectman Stanton. Motion carries 3-0.

7.5 Nomination of Assistant Building Inspector

7.6 Establish Scenic Byways/Rails to Trails Committee

7.7 Appointment of Paul Cuetara, Phil Wilson, Chris Ganotis and Jeff Hillier to Scenic Byways/Rails to Trails Committee

7.8 Consider Contract Award for Town Clerk/Tax Collector Office (Stone Building)

7.9 Appoint Anne Ambrogi as Citizen Representative to CIP Committee

8. **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.

9. Second Public Comment Session

See Item 2, above.

10. Approval of Minutes of Previous Meetings

10.1 Select Board Minutes of August 11, 2014

11. Adjournment