



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

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NON PUBLIC MEETING - AUGUST 24, 2016 - 6:30PM -EXECUTIVE CONFERENCE ROOM  
REGULAR MEETING - AUGUST 24, 2015 -7PM  
NORTH HAMPTON TOWN HALL  
231 ATLANTIC AVENUE

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*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. Non-Public Session pursuant to RSA 91-A:3, II(d)**

**Motion by Selectman Stanton to come out of Non-Public Session. Seconded by Selectman Miller. Roll call vote: Maggiore, Aye; Miller, Aye; Stanton, Aye.**

**Motion by Selectman Stanton to seal the minutes of the Non-Public Session. Seconded by Selectman Miller. Motion carries 3-0.**

**3. 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 during the First Public Comment Session will be given first opportunity to speak during the Second Public Comment Session at the end of the Meeting.

**4. Consent Calendar**

4.1 Payroll for 08/20/2015 in the amount of \$200,043.14

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4.2 Accounts Payable for 08/13/2015 in the amount of \$75,760.30

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

## **5. Communications to the Select Board**

### 5.1 Correspondence from American Legion Hamptons Post 35

Chair Maggiore read the letter into the record inviting the Select Board and Town Administrator to September 11 services at the American Legion in Hampton.

Chair Maggiore read an email that he had received from Judy Day regarding the placement of a new library on property that is adjacent to Dearborn Park.

Library Trustee, Kelly Parrott spoke against building the library at Dearborn Park. Mrs. Parrott stated she felt it was another “push” to get the library out of the town center.

Nancy Monaghan stated she and a group of women meet on a monthly basis and after the last failed warrant article thought maybe they could help to get a library built by finding another location. She further stated they are only trying to help the library in any way they can, and they are certainly not working against them.

Danielle Strater spoke against building the library at Dearborn Park. She stated the fields are used on a consistent basis not to mention other activities including, but not limited to Winterfest.

Judy Day stated this was an idea and a vision that she had and hopes that people will see it as just that.

Cynthia Swank stated the Capital Improvement Committee also learned of this project on August 21, and had started to “warm” to the idea when thinking of the location as it is close to the community gardens and Centennial Hall. She further stated she would like to see some exploration of the idea and not just a “no” this isn’t possible.

## **6. Report of the Town Administrator**

A copy of the Town Administrator’s report is attached to these minutes.

Town Administrator Apple asked the Select Board to accept the MS-1 deadline extension to October 1. He explained the utility valuations had not yet been received by the Department of Revenue Administration and would not be available until after the September 1 deadline.

**Motion by Selectman Stanton to approve the MS-1 deadline to October 1, 2015. Seconded by Selectman Miller. Motion carries 3-0.**

Town Administrator Apple gave a brief update on the Rails to Trails Committee stating he had met with the not for profit corporation established to encourage trail management. The

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committee is awaiting DOT comments on the trail management draft which will be presented to the Select Board at a later time.

**Motion by Selectman Stanton to empower the Town Administrator to write a letter in full support of the Rails to Trails and to send copies to North Hampton's State Representatives, Senator Stiles, Executive Counselor Sununu and Governor Hassan. Seconded by Chair Maggiore. Motion carries 3-0.**

7. **New Business**

7.1 Approval of Rockingham Planning Commission Circuit Rider Assistance Contract

**Motion by Selectman Stanton to approve the Rockingham Planning Commission Circuit Rider Assistance Contract in the amount of \$18,042.00 Seconded by Selectman Miller. Motion carries 3-0.**

7.2 Document Management System – Rick Mooney

Mr. Mooney introduced himself as an Intern from the UNH Public Administration program that has been working under Town Administrator Apple for the past several months.

Mr. Mooney gave a Power Point presentation on what document management who do for the Town of North Hampton. He stated there would be transparency to the public, reduce paper costs, and allow for right to know request retrievals more quickly and efficiently.

Mr. Mooney gave an example of the City of Dover's current system on their website. He also reviewed costs for a five user license and yearly costs thereafter.

Selectman Stanton asked if there would be a need to hire a part time employee to run this and Mr. Mooney stated it could be something added to the current Administrative Assistant's duties. Mr. Mooney did recommend outsourcing the scanning of the documents as it would be less expensive.

Town Administrator Apple stated this system would be different from an archival system and would certainly not replace it.

The Select Board agreed to take this item up at an upcoming budget workshop.

7.3 North Hampton Library Trustees – Supplemental Budget Appropriation

Susan Grant, Library Director stated the library is faced with an unanticipated change in health care plans and are facing a shortfall in funds not only for changes in health care coverage's but staff coverage as well.

Ms. Grant asked the Select Board if the town could fund \$1,500 towards these costs.

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Town Administrator Apple stated the balance in the Health Care Stabilization fund is in excess of \$90,000 keeping in mind that the 14-15% of the 24% increase has not been deducted yet.

Secretary's Note: Mrs. Parrott was speaking from the audience and her comments were not captured on tape.

**Motion by Selectman Stanton to expend \$1,500 from the Health Stabilization Fund if upon certification from the Library Trustees it becomes necessary at any time during fiscal 2016. Seconded by Selectman Miller. Motion carries 3-0.**

Selectman Stanton asked Director Grant about information regarding selling alcohol at their Harvest Fest, and she stated the request has been rescinded.

7.4 Meet with Citizens Regarding Municipal Facilities Proposal  
(This item was taken up earlier in the agenda)

7.5 Acceptance of Resignation of Kyle Willett from North Hampton Police Department

Chief Maddocks stated that Officer Willett has decided to return to school full time to earn his college degree.

**Motion by Selectman Stanton to accept Officer Willett's resignation, but to extend an offer of part time employment. Seconded by Selectman Miller. Motion carries 3-0.**

**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.

Selectman Stanton asked the board members if they had a chance to review the draft letter he had composed to the Rockingham County Commissioners.

The Select Board spoke about the pros and cons of utilizing Trustees of the State to perform various jobs in North Hampton.

**9. Second Public Comment Session**

See Item 2, above.

**10. Approval of Minutes of Previous Meetings**

10.1 Approval of Minutes of August 10, 2015

**Motion by Selectman Stanton to approve the minutes of August 10, 2015 as presented. Seconded by Selectman Miller. Motion carries 3-0.**

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**11. Adjournment**

Meeting adjourned at 9:00 PM.

Respectfully submitted,

Janet Facella

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