

Note: Draft minutes are subject to corrections, additions and deletions.

April 26, 2021

Note: The Board has resumed in person meetings.

7:00 PM Public Meeting

PRESENT: Sel. Bridle, Chairman  
Sel. Rage, Vice-chairman  
Sel. Barnes  
Sel. Jim Waddell  
Sel. Rich Sawyer  
Town Manager Jamie Sullivan

#### SALUTE TO THE FLAG

#### I. Public Hearing RSA 674:40-a Acceptance of Munsey Drive

TM Sullivan discussed this is a formality.

Public Hearing opened at 7:02, and closed at 7:03.

Selectman Barnes MOTIONED to APPROVE the Acceptance of Munsey Drive pursuant to RSA 674:40-a, SECONDED by Selectman Waddell. VOTE: 5-0-0

#### II. Public Comment [Time limitation of three (3) minutes per caller] - None

#### III. Announcements and Community Calendar

Sel. Sawyer announced the passing of longtime special police officer Jack Donaldson, and offered condolences, discussing he was an icon to the Town.

Sel. Barnes noted Mr. Donaldson's passing with thoughts to the family. She announced a discussion with Executive Councilor Stevens, and that she is working on a program to get youth back to work. She suggested Sel. Rage reach out to her.

Sel. Rage announced the Village District meeting and voting, with times and registration information. He discussed a meeting with Sen. Shaheen and Sec. of Commerce Gina Raimondo noting they discussed funding coming to NH. TM Sullivan noted the money from the relief package allocated for tourist recovery.

#### IV. Approval of Minutes - None

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## V. Consent Agenda

1. Veteran Renewals: Boucher, Joseph; Bobolas, Harry
2. Veteran Spouse Renewals: Trembley, Mary; Cullen, Lorraine; Bernard, Janet
3. Veteran New: Reiss, Joseph
4. Veteran Spouse New: Cropper, Janet
5. Veteran Spouse & Total Disability New: Gott, Hazel
6. Vet/Vet Total Disability New: Romano, Kathleen & Paul
7. Elderly Exemption New: Cropper, Janet; Costa, Martin; Yeaton, John & Terry; Kelly, Gay; Roy, Gary & Jenetta
8. Blind New: Lang, Edward
9. Elderly Denials: Lang, Edward & Kathryn; Greenhalgh, Joanne

Selectman Waddell MOTIONED to APPROVE the Consent Agenda, SECONDED by Selectman Rage. VOTE: 5-0-0

## VI. Appointments

1. Rene Boudreau, Director Parks & Recreation
  - a. Quarterly Update

Dir. Boudreau discussed a list of new creative ideas from the pandemic that he wanted to highlight. He discussed senior activities and an increase in new seniors registering and noted kayaking, picnic in the park, bone building, tai chi, and painting in the park. He discussed the youth programs, noting Youth Beatz, the Fishing Derby, archery, hip hop dance, paddle boarding and summer camps that are sold out. He noted all programs, with new items always being added, are on the website. He discussed the USS Virginia crew and their assistance with staining the fence at Kid's Kingdom and he noted skateboard cleanup in the future as well as Cinnamon Rainbows offering surf lessons for the crew. He discussed the parks department, noting water meters installed, irrigation turned on, ballfields readied, and work on the skate park issues. He gave a shout out to DPW for help, and noted a possible upcoming challenge with incorporating pre-covid programs with the new ones.

Sel. Rage asked about seniors who are unable to drive. Dir. Boudreau noted we do not have that capability, noting the bus is for destination trips.

Sel. Waddell noted their good social media presence and a good job being done.

Sel. Barnes asked about summer camp and it being already sold out, and the answer was, with covid guidelines, they can only hold 16 kids. She noted all the activities sound great and that Kid's Kingdom looks good, is being well used, and the fence looks nice. She asked about donations and Dir. Boudreau discussed the vandalism with the backboard at Tuck Field. She asked about the \$10,000.00 donation, and the answer was they were looking into an event or other things for when guidelines open up, wanting the best use of the funds.

TM Sullivan noted great job, especially with Beth and the social media.

Chairman Bridle noted the great job they have done with all the pivoting that had to be done. There was general discussion on something for everyone.

- b. Acceptance of Scoreboard donation from Hampton Youth Association value \$6000

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Dir. Boudreau discussed the donation and noted the name change to honor the Cooperstown team and where it will go.

Selectman Waddell MOTIONED to APPROVE the Acceptance of Scoreboard donation from Hampton Youth Association value \$6000, SECONDED by Selectman Sawyer. VOTE: 5-0-0

2. Kristi Pulliam, Finance Director
  - a. Monthly Update

This is the third report of 2021 and the expenditure target is 25%. When you review the attached Revenue report you can see the differences in revenue from 2020 to 2021. The 2021 revenue is lower than 2020 revenue by \$2,787.

The month's total income was \$743,458, of that total, motor vehicles came in at \$362,951; Interest on Taxes at \$14,026; Building Permits at \$24,458; State Aid Water Pollution Control at \$19,817; Departmental at \$17,422; Rye Sewer Agreement at \$21,660; Summer Parking Leases at \$45,972; Land Rent at \$193,778; District Court Fines at \$6,009 and Real Estate Trust at \$22,711.

On the expense side you will find that we are 24.34% spent or under budget by \$178,535. In March of 2020 we were underspent by \$370,466. Across the expense report you will find some lines such as contracted services, membership dues and repairs and maintenance that are significantly over budget. The majority of this is related to annual contracts, such as software support, dues, etc. Under Personnel Administration: Employee Separation is at 74.65%, related to two retirement payouts in January. The Buy-Back Program is at 109.73%, this is a payroll item that is processed in January. The buy-back program is a contractual item. Another line that you will find is expended at 100% is Uniform Pay. This is a contractual item that is paid by the first payroll in April. Building Department: OT wages are at 195%, with a budget amount of \$1,000, the result is a high percentage, although it is only over by a small amount. Hydrants is at 49.53%, this is a semi-annual payment made in January. The other payment will be due in June/July. In DPW some of the lines under Snow & Ice Removal are in the 40% range, this is to be expected as we are coming out of the winter season. Under Welfare you will see some increased spending related to assistance needed by the residents.

I have added the Recycling Fund to this part of the report, it is Fund 41. Fund 24, Recreation has a balance of \$206,864. Fund 25, Cable Committee has a balance of \$498,140. Fund 26, Private Detail has a balance of \$165,075. Fund 27, EMS has a balance of \$379,865. Fund 41, Recycling has a balance of \$114,324. Wastewater System Development Charge has a balance of \$170,331. There are approved expenditures by the Board of \$142,869.

Sel. Barnes noted some observations, sludge and transfer fees down quite a bit, and asked where the revenue goes. Ms. Pulliam commented the transfer station fees that are going into the recycling fund and discussed a split with other fees going to the regular revenue account. Sel. Barnes noted the real estate trust fund way above budget, and higher than last March. She noted seeing the Welfare expenditure increase and she and TM Sullivan discussed possible adjusting for next budget.

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Sel. Waddell noted we are still doing well, and well within budget, and asked about federal money. Ms. Pulliam noted FEMA money will be booked as last year. Sel. Waddell noted still no deficit spending and good job by all.

Sel. Barnes noted Ms. Pulliam's attendance at the last budget committee meeting. She discussed the unanticipated revenue due to covid and the file she received and asked if that went to the budget committee. Ms. Pulliam stated it did, at the same time and they also received the update.

TM Sullivan discussed parking lot leases and noted the ones allotted have all sold out. He noted the employee ones were allotted 115. Ms. Pulliam noted those are sold, with people still calling for them and just a few lease spots available in the lots.

Chairman Bridle reiterated the employee space amounts.

TM Sullivan interjected some considerations, noting taking spots is taking earning spots, and noted the on street resident spots offering options.

Chairman Bridle noted it could be extra revenue.

Sel. Barnes asked how much are the employee spots, and the answer was \$50.00.

Sel. Waddell asked what this is, for the public, and Chairman Bridle explained the employee spot program. There was general discussion of the program. There was general discussion on how many spaces in the lots. Ms. Pulliam noted the lease spaces and noted this year's employee passes are Church St. or Island Path lot. Chairman Bridle noted the employee spaces are not a guarantee.

Chairman Bridle discussed he would like to increase the employee spaces to 150, but limit the amount that can be purchased from 20 to 5. Ms. Pulliam discussed reasoning for that, noting some that have 20, want more.

Selectman Sawyer MOTIONED to APPROVE the Release of 35 more Employee Parking Spaces with a Limit of 5 per employer, SECONDED by Selectman Waddell.

Sel. Barnes reiterated the number we are selling at \$50.00, and there was general discussion of no guarantee, the lots not always filling up, and still having revenue increases.

VOTE: 5-0-0

## VII. Town Manager's Report

1. TM Sullivan read the current Covid numbers for the state and in Hampton, and thanked residents who directed him to the town numbers.
2. TM Sullivan read the current vaccination numbers for the state.
3. We have received the resignation of Fire Chief Jamie Ayotte, effective May 21<sup>st</sup>. We wish him and his family all the best in his future endeavors.
4. We received notice from the Core of Civil Engineers that they will be repairing the north jetty wall.
5. Aquarion is continuing their work on the water line on High Street and please pay attention to traffic controls.
6. Chief Hobbs is requesting the Board allow them to retain one vehicle that would have been traded for the parking enforcement increase.

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7. Just a reminder of the new ten digit dialing procedure and make changes accordingly.

Sel. Sawyer asked if a vote is needed on the cruiser.

Selectman Sawyer MOTIONED to ALLOW the Police Dept. to increase the Vehicle Fleet by One, SECONDED by Selectman Waddell.

Sel. Barnes noted we are switching three and TM Sullivan noted instead of trading all three, we will keep one. There was general discussion on the cost and value of the trade in and the budget line.

VOTE: 5-0-0

Sel. Rage asked about a one way sign outside of the casino and cars going the wrong way, noting the sign is gone. TM Sullivan will look into.

Sel. Barnes asked how many parking enforcers we have, and TM Sullivan noted there are other hires in the works. She noted they will use the car we just added, and they discussed. She noted the meeting at the state park this morning and asked if there will be a spring meeting, and, noted not knowing about this morning's meeting. TM Sullivan discussed the circumstances of this morning's meeting. They discussed the meeting. She noted that we received a letter from DRA about equalized valuation. She discussed the numbers in the letter and what they mean and TM Sullivan recommended speaking to the Assessor, and he will do that.

Sel. Waddell asked how far along is the plan for the kiosks at the parking lots, and the answer was it is moving along, but do not have an installation date yet.

Chairman Bridle noted all wishing Chief Ayotte the best in his next endeavor.

## VIII. Old Business

### 1. Resident Parking Lots: Kings Highway & High Str./Cusack Road & High Str.

Sel. Waddell discussed thinking we should increase the public parking noting we have increased for residents and people needing to go to the businesses there.

Chairman Bridle noted taking a ride down there and agreed, commenting on the 3-hour limit.

Sel. Sawyer discussed how many spaces for residents and the public. He noted a conversation with the owner of Cinnamon Rainbows. He noted we should take a look at this and we have some time.

TM Sullivan discussed a final plan for next meeting. There was general discussion that was a good idea and possible time limits.

Sel. Barnes noted emailing Executive Councilor Stevens about projects, and she met with former Dir. Jacobs on his last day. She discussed the councilor wanting a meeting for a site walk of the projects on Friday. TM Sullivan commented he will contact her and set up.

Sel. Sawyer discussed a budget committee meeting on Tuesday, requests for the Finance Director that she is handling and a presentation by Jay Diener.

## IX. New Business

### 1. Tax Deeding Extension

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Atty. Gearreald on behalf of the Tax Collector, noted the upcoming tax deeding on May 10<sup>th</sup>, and noted being contacted by the estate of Lorraine O’Neill who had several parcels involved. He discussed a probate court order that has a parcel being sold (4 Auburn) to pay taxes on the others. He noted some have been paid and listed those remaining to be paid. He noted the request from the estate for the extension, and noted the tax collector’s recommendation to do so and that he recommends also.

Chairman Bridle reminded all that this is for 2018 taxes.

Chairman Bridle MOTIONED to hereby move to grant the requested extension of 3 months from May 10, 2021 to August 10, 2021 on the current tax deeding deadline of May 10, 2021 on the 2018 taxes owed on 12 Auburn Avenue, 13-15 Auburn Avenue, 17 Auburn Avenue, and 4 Auburn Avenue Extension to enable the Probate Court ordered sale of 4 Auburn Avenue Extension by the Estate of Lorraine R. O’Neill to go forward at which time the outstanding 2018 taxes on all these properties will be paid, and all property taxes owed on 4 Auburn Avenue Extension will be paid, SECONDED by Selectman Barnes. VOTE: 5-0-0

Public Works: Purchasing Policy Waivers § 718-4 Less than three bids, § 718-4.B.3 Cost Variance, § 718-5.1. Policy Waivers

- a. Award of Bid 2021-002 Part B Paving
- b. Award of Bid 2021-003 Crack Sealing
- c. Award of Bid 2021-004 Herbicide Application

Bid 2021-002 Part B Paving

TM Sullivan discussed and noting needing an official record of Part B Paving and discussed the reasoning for the waivers. He noted the recommendation from DPW and cost factors.

Selectman Barnes MOTIONED to APPROVE to Provide the concurrence on the 718-4.B.3 of the Town’s purchasing policy and purchasing procedures, due to the award other than the lowest bidder at a price variance and authorize the Town Manager to sign the purchase requisitions for \$64 a ton for the base course and course materials from Pike Industries for the 20-21 paving season, not to exceed \$50,000.00, SECONDED by Selectman Waddell. VOTE:5-0-0

Bid 2021-003 Crack Sealing:

Selectman Sawyer MOTIONED to APPROVE to allow the Town Manager to enter into a contract with Seal Coating Inc., dba Indus, not to exceed a value of \$25,000.00 to apply crack sealing to various town roads in the town of Hampton, with the concurrence on the 718-4.B.3, as less than three bids were received, SECONDED by Selectman Rage. VOTE:5-0-0

Bid 2021-004 Herbicide Application:

TM Sullivan noted this was not done last year and some areas need attention.

Selectman Barnes MOTIONED to APPROVE to allow the Town Manager to enter into a contract with Lawn Boy Landscaping, LLC, not to exceed a value of \$15,126.00 a year, for 2021, 2022, 2023, with future funding to be subject to the appropriation of Town meeting,

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for herbicide applications with the concurrence and accordance of the 718-4.B.3, as less than three bids were received, SECONDED by Selectman Waddell. VOTE: 5-0-0

2. High Street Cemetery Tree Removal Purchasing Policy Waivers § 718-3. Purchase of Supplies, Materials, and Services & § 718-5.1. Policy Waivers

TM Sullivan discussed the need for the removal of trees.

Selectman Barnes MOTIONED to APPROVE the Board of Selectman to authorize the payment not to exceed \$10,000.00 for the removal of a stand of large pine trees by Knowles Tree Service in the High Street Cemetery, funds to be paid from the Hampton Cemetery Association Trust, SECONDED by Selectman Waddell.

Sel. Barnes asked if this were the same fund we took out from last week and the answer was correct. TM Sullivan discussed the reasoning. They discussed how good the cemeteries are looking.

Chairman Bridle asked if there were thoughts on any replanting, and the answer was a great idea, being mindful of what they would be years down the road. TM Sullivan noted a great project idea. Chairman Bridle discussed a project of painting the cement wall. VOTE: 5-0-0

3. Discussion of Open Full-time positions

TM Sullivan discussed the Board's request of looking into full time positions and recommendations. He discussed the Assistant Building Inspector's position, noting searching for several months and a substantial problem of finding qualified candidates who would take the job for our salary. He discussed the challenges in that department, and will come back to the Board with some recommendations.

He noted going out to advertise for the Deputy Director of DPW position.

He discussed what his recommendation would be should the Deputy Town Manager decide to move on. He discussed recommending pursuing a full-time Human Resource Director and what that would be.

Chairman Bridle asked if HR would be for all departments and the answer was the entire town. TM Sullivan further detailed what the position would cover.

Sel. Barnes noted the good job being done by the Building Department. She noted the many changes going on, seeing the HR position, and reminded the Board of the warrant article regarding new positions going to Town Meeting, and letting the taxpayers know what they would be. She noted Jay Diener and his discussion of employment needs, and discussed that would be four potential new positions and the need for transparency.

Sel. Sawyer discussed the Flood Plain position, but the other would be a policy change.

Sel. Barnes noted Mr. Diener's 19 recommendations, and it not being discussed at the Board, noting things should be talked about at Board level.

Sel. Sawyer noting not wanting to be premature as Mr. Diener has not presented to the BOS yet.

There was general discussion of Mr. Diener being invited in.

Chairman Bridle noted it not being four positions.

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TM Sullivan discussed paying attention to the headcount and authorized strength, and explained creating a new position. He discussed existing positions being labeled differently and adjustments and changes that could be made.

Sel. Barnes noted the starting of paying full time positions, transparency needs, and it technically not in the budget. TM Sullivan noted he disagreed, noting a potential salary increase.

Sel. Sawyer asked if the positions are receiving benefits now, and the answer was they are budgeted positions with benefits.

Sel. Waddell asked about privatizing the building position and the answer was not permanently, but it is being supplemented right now. They discussed what that person does.

Sel. Waddell asked if the main stumbling block is salary and the answer was for the qualified, yes, it is the pay.

Sel. Barnes discussed a recent PRC meeting where one of the properties under the grandfathered section of the trash policy is having a change of use, noting she verified that. She noted exceptions to the policy have to come to the Board and she asked if the Board will address.

Chairman Bridle noted it has not come to the Board yet. TM Sullivan reiterated what the policy says. Sel. Barnes noted it is 40 Ashworth Ave. TM Sullivan stated if that is a change, it should come to the Board. There was general discussion of the pickup of bins and the properties there, and if a change has been made.

TM Sullivan noted items at PRC have not been approved yet and once action is taken, the policy would be followed.

Sel. Barnes asked, when was the last time we had an Assistant Building Inspector, getting paid full-time. TM Sullivan noted he would get that information for her, and, discussed the assistance we have had. She reiterated her position on new salaries being paid, and the transparency needed, and that she considers it to be a new full-time position.

X. Closing Comments - None

At 20:16 PM, Selectman Sawyer MOTIONED to go into a non-public session under RSA 91-A:3, II, (a) [personnel] and (e) [litigation], SECONDED by Selectman Rage, which was passed unanimously by roll call vote.

Roll call vote: Vice-chairman Sel. Rage: yes, Sel. Waddell: yes, Sel. Sawyer: yes, Sel. Barnes: yes, Chairman Bridle: yes. VOTE: 5-0-0

PRESENT: Rusty Bridle, Chairman  
Chuck Rage, Vice-chairman  
Regina Barnes, Selectman  
Jim Waddell, Selectman  
Richard Sawyer, Selectman  
Jamie Sullivan, Town Manager  
Mark Gearreald, Town Attorney

Sealed Minutes:

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[The Minutes were sealed by roll call vote once the Board returned to its public session]

At 20:38 PM, a MOTION was made by Selectman Waddell, SECONDED by Selectman Barnes to leave the non-public session, which was approved unanimously by roll call vote.

Roll call vote: Vice-chairman Sel. Rage: yes, Sel. Waddell: yes, Sel. Sawyer: yes, Sel. Barnes: yes, Chairman Bridle: yes. VOTE: 5-0-0

At approximately 21:22 PM, back in public session, Chairman Bridle MOTIONED, SECONDED by Vice-chairman Rage, to seal the minutes of the non-public session under RSA 91-A:3, III on the basis that disclosure of the minutes could adversely affect the reputation of any person, other than a member of the Board, or jeopardize the actions to be taken or render the proposed action ineffective, which was approved unanimously by roll call vote.

Roll call vote: Vice-chairman Sel. Rage: yes, Sel. Waddell: yes, Sel. Sawyer: yes, Sel. Barnes: yes, Chairman Bridle: yes. VOTE: 5-0-0

## XI. Adjournment

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Russell Bridle, Chairman