

Town of Hampton



*Department of Resources and
Economic Development*



**Hampton Beach Area Commission
100 Winnacunnet Road
Hampton, New Hampshire 03842**

**Town Hall – Selectmen’s Meeting Room
Monthly Meeting –March 27, 2014
7:00 PM**

MINUTES

In Attendance:

John Nyhan, Chairman, Town of Hampton
Fran McMahon- Rockingham Planning Commission
Bob Preston- Hampton Chamber of Commerce
Bill Watson, Vice Chairman-NH Department of Transportation
Rick Griffin, Hampton Representative
Michael Housman, Operations Supervisor, DRED (Seacoast
Parks/Recreation)
Dean Merrill, Citizen at Large
Rich Reniere, Hampton Beach Village District
Chuck Rage, Hampton Beach Village District

Excused: 0
Absent: 0

Other: Anne Marchand, Secretary

Call to Order: The meeting was called to order at 7:00 p.m.

Introduction of Commissioners.

PUBLIC COMMENT – Related to Agenda Items.

Mr. Charlie Preston spoke in connection with the Transportation Grant, and questioned whether the work will encompass Ashworth Ave. and Brown Ave. He also spoke about the work to be done on the parking lot and asked for an opinion before the precinct begins the work. He said that it may be that the Town has to be involved and stated that time is of the essence. He stated that there may be a chance to get turning and cuing lanes and noted that, if the area is signalized correctly, detours for emergencies could be controlled. He asked that the HBAC work with the precinct and take action in order to expedite the proposals.

Mr. Nyhan asked Mr. Rage if there is a plan or update on the parking lot. Mr. Rage stated that there is going to be an entrance and exit on Brown Avenue and Ashworth Avenue. Further, plans are available at the Fire Station. Mr. Rage will see that Mr. Preston has a copy.

Mr. Preston commented that, if the plan is more of a Town issue than State, the Police, Fire, and Public Works should help by moving forward.

Mr. Rage stated that the parking lot is going to be just a parking lot. There will not be a building there; however, there will be fencing around the lot than can be moved without any problem. He also stated that if changes are suggested, the precinct would be willing to discuss them. The lot work will start as soon as possible.

Mr. Preston said it is good there are entrances and exits on both Brown and Ashworth Avenues, and he is sure both lots will have a great year.

Mr. Rage noted the plan will make it easy in leaving the beach.

Mr. Nyhan stated that DOT has nothing to do with the parking lot in that it is a Town location. He also stated that Ashworth Ave. may be encompassed in the Transportation Grant study. He noted the process is moving along, but there are steps to be taken before it is time for the recommendations and implementation. It is not a short-term process.

Mr. Nyhan also proposed that the HBAC request a meeting with the Town Manager and Mr. Preston to review what can be done in that area. Mr. Preston agreed to attend the meeting.

Mr. Reniere asked if Mr. Preston has a proposal or diagram showing the signalization. Mr. Preston said it would be just a regular intersection with lights for the Fire Department. Further, if there is a problem on the bridge, there would be lights which would clear out Ashworth Ave for emergency response vehicles.

Mr. Rage stated that the Village District is meeting with both the Fire and Police Chiefs to discuss evacuation plans. Mr. Rage also stated that there should be direction signage on how one gets to I95, noting that proper signs would make a big difference. Mr. Griffin stated that is the State's responsibility.

REVIEW AND APPROVAL OF MINUTES.

MOTION: It was moved by Mr. Preston to accept the Special Meeting Notes of February 27, 2014 as presented.

SECOND: Mr. Merrill

VOTE: 9 in favor, 0 opposed

MOTION PASSED

MOTION: It was moved by Mr Griffin to accept the Minutes of the February 27, 2014 Meeting as presented

SECOND: Mr. Housman

VOTE: 8 in favor, 1 abstain (Mr Rage)

MOTION PASSED

MOTION: It was moved by Mr. Griffin to accept the March 19, 2014 Conference Call Minutes as presented.

SECOND: Mr. Rage

VOTE: 9 in favor, 0 opposed

MOTION PASSED

APPOINTMENTS: There were no appointments this evening.

CHAIRMAN'S REPORT:

1. Annual Report – Appointment with BOS

Mr. Nyhan reported that there is a requirement to meet with the Board of Selectmen to report on the yearly activities of the HBAC. This includes a brief update of what has taken place during 2013, as well as the goals and objectives for 2014. He has made a request to the Board for an Appointment.

2. Update meeting with Planning Board re: Transportation Grant

Mr. Nyhan is prepared to go before the Planning Board in order to bring them up to date on the Transportation Grant activities. He wants to ensure the local Commissions and Boards are aware of the steps involved with the Grant. Mr. Nyhan will send a notice to the Commissioners once the date has been confirmed. It is tentatively scheduled for the April 16th Meeting.

3. Commissioner Presentations – Master Plan

Mr. Nyhan announced there would be no Master Plan presentations this evening; however, he provided a schedule as follows:

Land Use – Mr. Nyhan and Mr. McMahon – HBAC Meeting of April 24, 2014

Infrastructure – Mr. Housman – HBAC Meeting of April 24, 2014

Reevaluation and Recommendations – Mr. Rage and Mr. Reniere - HBAC Meeting of May 22, 2014

Economic Review – Mr. Watson and Mr. Preston –HBAC Meeting of May 22, 2014

Environment – Mr. Merrill and Mr. Griffin – HBAC Meeting of May 22, 2014

Transportation - All Members – Ongoing

Mr Nyhan stated that, by doing the five presentations in April and May, it will prepare the Commission for the next session beginning in September.

TREASURER's REPORT (Housman)

Mr. Housman reported there is no change since the last meeting, with the balance being \$19,765.75. He is checking on the procedure to set up a Petty Cash Account for the HBAC.

MOTION: It was moved by Mr. Griffin to accept the Treasurer's Report as read

SECOND: Mr. Reniere

VOTE: 9 In Favor 0 Opposed

MOTION PASSED

TRANSPORTATION GRANT

1. Consultant Selection Criteria (Watson)

Mr. Watson provided the Commission with information regarding the selection criteria. He stated that Decision Lens was used with the goals outlined by criteria. This information, he stated, is the summary of all the work done in the past month, starting with the work in February, by the HBAC.

When engineers are selected in NH to do planning and engineering work, the funding source requires they be qualification based, then negotiate the work scope and fee. On the Decision Lens handout, he stated that page 1 is an overall criteria for the consultant and the next 3 – 4 pages are definitions that go along with the criteria. He noted that on the back page, the results from the work session in February are shown. Comprehension and quality came out to be the two top criteria that were of most importance to the Commission.

Each of the three proposals were walked through, each proposal in and of itself and evaluated against the criteria. The results, he reported are shown on the right side of the report, back page. The votes were in that order: VHB, Nitsch Engineering and Parsons Brinkerhoff.

Mr. Watson said he met with the DOT's Selection Committee this date and the federal resources were favorable with the process used, as well as the work of the HBAC Subcommittee. The seven voting members of the Selection Committee read the reports and recommended a firm.

It is expected that within a few weeks, the Assistant Commissioner will concur, which will allow the negotiation phase to take place, possibly taking up to four weeks. Following this, the proposal will go to the Governor and Executive Council for approval.. It may be the beginning of June before work is started on the contract. He also noted that the consultants chosen will want to meet with the HBAC.

Many groups will become involved and it is critical to make sure they become involved early and often. There should be a representative input of all groups making up Hampton Beach. To complete the update of the Master Plan, it may take from 12 to up to 14/16 months. And, it will be the rest of 2014 and the winter of 2015 before talking about design or implementation.

On question of Mr. Nyhan, Mr. Watson said that the Executive Council works through the summer and if the Assistant Commissioner signs off in a few weeks, the proposal could go to the Executive Council in May or June.

Mr. Reniere asked what the role of William Rose will be in the project, and Mr. Watson stated that Mr. Rose is the Project Manager. Mr. Watson also noted that he was not in this process as a DOT Administrator, but rather as a member of the HBAC. Mr. Reniere also stated that, as the committee was going through the benchmarks, it was a very impressive and impartial process.

Mr. Nyhan stated that he is working on a plan to do a quarterly update of in-kind contributions from the HBAC and will have this available at the April meeting. This will be in spread sheet form and show how much money, in-kind, has been made to this point. \$75,000 in in-kind must be verified.

Mr. McMahon stated that timing is key. Some of the technical work is straightforward but has limitations because of the nature of the beach. Data collection is done in June, July, and August. Further, many people and groups will need to be consulted as the plans are being put together. He cautioned that this will not be wrapped up in a 12-month period and one should remain realistic.

Mr. Watson provided the Commissioners with the just released draft of the Ten Year Transportation Improvement Plan for 2015 – 2024 for those projects only Highway and Turnpike funded. This was passed by the House on March 25, 2014. It now moves on to the Senate. He noted that nothing has changed in the plan for this region. All local projects are in the ten-year plan.

He also reported there was a major discussion in the House Public Works Committee which included their recommendation of a four-cent gas tax increase. If this should pass, it is to be spent on Capital Projects on the roads and bridges only. The four-cent tax would result in \$32 million in the first year the tax is implemented.

He noted in the back of Ten Year Plan booklet are maps which represent \$13 million in additional road resurfacing and \$12 million for reconstruction of State secondary roads. Secondary roads, he stated, are not eligible for federal funding. The remaining \$7 million would be for the proposed bridges now in the State Aid Bridge Program. This would move up the bridge projects one year if the Towns can raise a 20% match.

Mr. Nyhan noted that on Page 25, the Hampton Branch Rail Corridor appears as an improvement to purchase and plan. Mr. Watson stated this is an approved project which DOT is interested in acquiring. The corridor consists of 9 miles and it would cost \$4 million to purchase and plan. This would allow for a bike trail, or similar use. He noted this has never been in a 10-year plan before. He also noted that the state wants to protect the land so if the opportunity arises for rail in the future, the corridor is protected. He also stated that Towns will be consulted on future uses of the corridor.

Mr. Watson concluded by stating that the \$25 million in total for resurfacing and reconstruction of roads will be divided between the six maintenance districts. Hampton is a part of District Six.

OLD BUSINESS

1. DRED Updates (Housman)

Mr. Housman stated that on April 1, 2014, parking operations will begin at Hampton Beach and he thanked the Police Department for their use of the electronic message boards. He also announced there will be a Community Meeting at the Seashell on April 26, 2014 at 9:00 a.m. He will provide more information at a later date. He further stated this will be a way to introduce

the new Seacoast Manager, Brian Wilson, to the community. Mr. Housman also stated he will invite Mr. Wilson to the HBAC April meeting.

2. Seacoast Supervisor Interviews (Merrill)

Mr. Merrill thanked the Commission for assigning him to this committee. He announced that Brian Wilson, a NH native and currently a Connecticut resident has been chosen as Seacoast Supervisor. Mr. Wilson is excited about this position and will begin on April 18, 2014. Mr. Merrill stated that Mr Wilson has a good background, was educated at UNH, and is currently a Recreational Director for several towns in Connecticut. He also commented that this was a good and thorough hiring process.

Mr. Nyhan thanked Mr. Merrill for working on this assignment.

3. “Right to Know” Training Seminar

Mr. Nyhan reported on his conversation with the AG’s Office regarding the “Right to Know” Training Seminar. This was a follow-up on the request by Mr. Jones at the February 27, 2014 HBAC meeting. He spoke with the attorney who stated it is important for the HBAC members to have this discussion in a non-public meeting prior to the regularly scheduled meeting on April 24, 2014. The attorney further stated that he is not opposed to the HBAC being proactive on this matter and recommended searching out a consultant who is familiar with the Right to Know Regulations. He also suggested that the HBAC host and contact other boards and groups in Town to schedule a public/educational session on the regulations, inviting private citizens as well. He is recommending the non-public meeting and the public education meeting be kept separate.

4. Other Old Business

NEW BUSINESS:

1. Mr Rage reported that the Hampton Beach Village District will hold their yearly meeting, including voting, on Friday, March 28, 2014 at 7:00 p.m. at the new Fire Station on Brown Avenue.

ADJOURN:

MOTION: Mr. Housman moved to adjourn the meeting at 7:55 pm,

SECOND: Mr. Merrill

VOTE: 9 in favor, 0 opposed to adjourn the meeting at 7:55 p.m. MOTION PASSED

Respectfully Submitted,
Anne Marchand, Secretary