



Department of Resources and
Economic Development



**Hampton Beach Area Commission
Meeting Minutes, December 17, 2008
Training Room, Hampton Police Station**

In Attendance:

John Nyhan- Chairman, Town of Hampton
Brian Warburton, Vice Chairman, DRED (Seacoast Parks/Recreation)
Bill Watson- Secretary/Treasurer- NH Department of Transportation
Fred Rice, Town of Hampton
Chuck Rage- Hampton Chamber of Commerce
Geannina Guzman-Scanlon- Hampton Beach Village District
Eric Steltzer- OEP Representative
Fran McMahon- Rockingham Planning Commission
Jamie Steffen- Hampton Town Planner (Administration)
Candice Sicard- Secretary

Excused:

Tom McGuirk- Hampton Beach Village District

Chairman Nyhan called the meeting to order at 7:00 p.m.

Consideration of Minutes: 11/20/08:

Page One: Correction in titles; Mr. Warburton's title shall read Vice Chairman & Mr. Watson's title shall read Secretary/Treasurer.

Correction to spelling, change Eric Stelzen to Eric Steltzer.

Page Two: Replace "Mr. Rice has not yet heard from representative Stiles on the status of the bill she is preparing to amend the HBAC annual schedule and to stagger terms of members." And changed to "Mr. Rice was notified that representative Styles is preparing to amend the HBAC annual schedule. The bill being drafted will stagger terms of members and change the end of the term date every year."

MOVED by Mr. Warburton to accept the minutes as amended

SECOND by Mr. Rice

VOTE: 8-0-0 MOTION PASSED

Page Two

Consideration of Minutes: 12/04/08:

Correction to header: Add "Emergency Meeting"

MOVED by Mr. Warburton to accept the minutes as amended

SECOND by Mr. Rice

VOTE: 6-0-2 MOTION PASSED Mr. Steltzer & Mr. Watson Abstain

Old Business

Grant for Administrative Support & Commission's A/R & A/P Process (Nyhan)

Chairman Nyhan reported a donation check for \$1000.00 was submitted to the town of Hampton this month which will then be voted on at the Board of Selectmen meeting in order for the money to be accepted. The purpose of this donation is for the town to cover cost of providing administrative support to the HBAC for the next nine months.

The Chairman and Mr. Warburton had recent discussions with DRED and specifically Karen Dorset in order to better understand the financial process that the HBAC has to follow in order to accept contributions. There is a HBAC account set up and once the Commission accepts checks at our monthly meetings, the funds will then be forwarded to DRED's accounts receivable department. From there the funds will be deposited in HBAC account.

In paying expenses, once the Commission approves a service to be provide and a related invoice (under \$500), the invoice will be submitted to DRED for payment. If the service being provided is between \$500 - \$2499, then the Commission must follow a RFP process with the selected vendor being approved by the HBAC and the Commissioner of DRED. For services costing more than \$2499, the same RFP process will be followed with additional approval required by the Governor's Council.

Mr. Rice suggested that every invoice be signed by two people, which in turn provides a check and balance safeguard. Also, DRED should know the HBAC's procedure so they do not to issue a check unless there are two signatures present from commissioners. Chairman Nyhan also stated that DRED will provide financial reports on a monthly basis.

Chairman's Report

Hampton Beach Redevelopment Campaign- Brief Update (Nyhan)

Chairman Nyhan wanted thank everyone who attended the meeting at Ashworth Hotel. The meeting went well with more than 100 people in attendance.

Page Three

Earlier in the month, there was an educational video produced that will not only be shown on channel 22 but it also will be sent to local public TV channels around the state.

Chairman Nyhan informed the Commission that he and Commissioner Warburton will be meeting next Tuesday at 3:00pm with DRED Commissioner Bald and Ms. Ignacio for the Governor's office. The Chairman noted that he would be going to meeting with documentation showing importance of project and why it deserves full funding. There was discussion about the phased in approach that was discussed but as of now the Commission is aiming to receive full funding for project.

Chairman Nyhan also discussed the importance of Scott Spradling involvement which provided great coverage by the media of the December 10th meeting. There were a number of media stories including the front pages in Manchester Union, Portsmouth Herald and the Hampton Union. There was also coverage by a state wide radio station. Chairman Nyhan noted that it may be to early to discuss phase two of the Spradling contract but that it may be brought up later once the Commission knows more about additional donations to the campaign.

Finally, from the December 10th meeting, there were two checks received. One check was from the Hampton Village District for \$1000 and Chuck Rage from the Pelham Hotel donated \$100 dollars. Chairman Nyhan requested the Commission accept the two donations.

MOVED by Mr. Rice for the commission to accept the \$1000.00 donation from the Hampton Village District and \$100.00 from Chuck Rage, the Pelham Hotel

SECOND by Mr. Warburton

VOTE 7-0-1 MOTION PASSED Mr. Steltzer Abstained

Project Reports:

1. Community Development- Tom McGuirk

- Design Guidelines Booklets

Chairman Nyhan noted that Mr. McGuirk conveyed to him that the booklets will be ready in January.

2. Beachscape- Geannina Guzman-Scanlon

- Village District / Unutil Banners Agreement

Mrs. Guzman-Scanlon said that she has ordered the hardware and 24 banners half will be summer and half will be off-season or winter related which should arrive any time.

3. Zoning & Redevelopment- Fran McMahon

Mr. McMahon noted that there was a Planning Board meeting on December 17, 2008 where there were public hearing regarding zoning amendments. One zoning amendment that affects the beach is the change in setbacks for multifamily homes in the business seasonal district. There will be a second public hearing on January 7, 2009 where the Board will finalize their proposals, which will appear on the March 2009 ballot.

4. Transportation & Parking- Bill Watson

- **Parking Study- Potential Grant- Letter of Interest Submitted**
Chairman Nyhan and Mr. Watson submitted letter of interest to the Rockingham Economic Development Council for a grant worth up to \$10,000.00 for a parking and transportation study. The Chairman was notified by REDC that they had received a letter of interest and that they would formally review and respond back with a list of questions after the holidays.

- **Town Manager Meeting- Bridge discussion- Delayed**
No update at this point. A meeting with the Town Manager will be scheduled in the near future.

5. Funding Sources- Grants/Research- Geannina Guzman-Scanlon

Chairman Nyhan stated that he had a conversation prior to the meeting with Mr. Charles Preston who passed on some contact information of a person (Deb Girard) who is involved in grants for the Salisbury State Parks. Also, in a recent conversation with Representative Nancy Styles, she indicated while attending a national conference she met a woman (Bobby Gallop) from Grant Guidance Allowance in Columbia, Tennessee. Ms. Gallop would be interested in talking to the Commission regarding applying for federal grants. Chairman Nyhan passed these leads and some additional ones over to Ms. Guzman-Scanlon for her follow up. Finally, Chairman Nyhan noted that Mr. Steltzer had offered that in January he would help set up meeting with Megan McPherson who is a grant writer, and may be very educational.

6. Other

a. State Park Report- Brian Warburton

Mr. Warburton thanked everyone who was involved in the emergency efforts. He explained that the state parks were not immune to storm but Hampton parks did ok.

Since September 5, 2008 the state parks system has been without director, as of this morning Ted Austin from Norwich Vermont will be the new director. Mr. Warburton thanked people for the outpouring of support.

Mr. Warburton noted they would be deciding shortly the vendor of choice for pay stations at the beach much like the ones displayed in Manchester and Portsmouth. He

explained that there is couple of nice things being added to the beach this year including an increased amount of recycling.

b. Status of Earth, Sea and Space Museum- Fred Rice

Mr. Rice noted that this is moving slowly and currently he is trying to get signatures from local business owners for support of this project.

No further old business

New Business

1. Public/Business input- Communication Recommendations (Nyhan)

Chairman Nyhan said he is recommending a scaled down public input plan from last month. If the public wants to provide a recommendation or ask questions to the Commission, they should go through their local representatives. However, on a trial basis prior to the January, February and March meeting Chairman Nyhan will arrive at 6:00 pm (one hour prior to the start of the HBAC normally scheduled meetings) for interested people to share their thoughts or concerns, or to ask questions about any HBAC projects.

Chairman Nyhan suggested that in addition to the annual report, a quarterly report be completed and submitted to the organizations that make up this Commission for their review. Mrs. Guzman-Scanlon suggested that there be an e-report created and posted on the internet.

After further discussion, the Commission agreed to Chairman Nyhan's recommendations.

2. Other new business

Chairman Nyhan referred back to the campaign. He explained that in a meeting prior to the one on December 10th, he had a one hour meeting with Speaker Norelli, where she offered to try to coordinate a meeting with key NH legislators and our Washington delegation regarding possible federal funding sources for the beach project. Mr. Watson noted that the Local Government Center is also trying to convene a meeting to talk about stimulus efforts for local communities.

No further new business.

Adjourn

MOVED by Mr. Warburton to adjourn

SECOND by Mr. Stelzen

VOTE: 8-0-0 MOTION PASSED

Meeting adjourned 8:26pm