

THE HAMPTON HANDBOOK



HOW THE TOWN OF HAMPTON WORKS,
INCLUDING ALL BOARDS, COMMISSIONS & DEPARTMENTS

Hampton Emergency Numbers

FIRE EMERGENCY.....911
AMBULANCE EMERGENCY.....911
POLICE EMERGENCY.....911

TELEPHONE DIRECTORY

Town Hall - All Departments	926-6766	Marriage Licenses	926-0406
Ambulance Billing	929-5815	Marston School (Grades 3-4)	926-8708
Animal Control	929-4444	Motor Vehicle Registrations	926-0406
Assessments (property)	926-5837	Planning Board	929-5913
Birth Certificates	926-0406	Police (Non-emergency)	929-4444
Building/Electrical/ Plumbing Permits	926-5826	Public Works	926-3202
Cable TV	800-266-2278	Recreation & Parks	926-3932
Cemeteries/Burials	926-6659	Recycling	926-4402
Centre School (Grades K-2)	926-8706	Rubbish Collection	926-4402
Certificates of Occupancy	926-5826	Schools Superintendent	926-8892
Conservation Commission	929-5808	Selectmen	926-6766
District Court	474-2637	Town Attorney	926-5816
Dog Licenses	926-0406	Town Manager	926-6766
Elections/Voter Registration	926-0406	Transfer Station	926-4402
Fire (Non-emergency)	926-3316	Tax Collector	926-6769
Gun Permits (Police Dept.)	929-4444	Water Company (Aquarion)	926-3319
Hampton Academy Jr. High School	926-2000	Welfare Assistance	926-5948
Health - Complaints/Inspections	929-5826	Winnacunnet High School (Grades 9-12)	926-8992
Highways & Streets	926-4402	Zoning & Building Codes	929-5826
Lane Memorial Library	926-3368		

PUBLIC ACCESS

Town Offices: 8:00AM - 5:00PM, Monday - Friday
Tax Collector: 9:00AM - 5:00PM, Monday - Friday (Drive-up service available)
Town Clerk: 9:00AM - 4:30PM, Monday - Friday
Lane Memorial Library: 9:00AM - 8:00PM, Monday - Thursday
9:00AM - 5:00PM, Friday & Saturday
Welfare Office: 9:00AM - 1:00PM, Monday - Friday (By appointment)

www.town.hampton.us

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THE HAMPTON HANDBOOK

This Handbook has been created to make it easier for Hampton residents and business men and women to understand how our Town is governed; what opportunities exist to have our voices heard by the Town government; the responsibilities of each department and commission in Hampton; and how to take advantage of the many services Hampton has to offer.

Hampton is a beautiful, vibrant, diverse, and constantly-evolving Town. Each of us who live and work here have a responsibility to ourselves, our neighbors, and to the future residents of Hampton to ensure that Hampton remains a wonderful, worthwhile community, as it has for over 350 years. We can do our part by understanding and abiding by the rules and regulations that govern our Town. We should also get involved and help to either institute change, or guard against it, depending on our thoughts about the direction our Town is taking.

We hope this Handbook will provide the information and impetus necessary for each individual to play an active role in Hampton's present and future.

NOTE: While this Handbook contains information about legal requirements and provisions that will, hopefully, be of assistance in understanding the workings of Hampton's Town government, it is not intended to provide legal advice for a given case, or to be relied upon for that purpose.

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R.S.A.

Throughout this reference, you will see the term R.S.A., followed by a series of numbers and letters. What do they mean?

R.S.A. refers to the Revised Statutes Annotated.

“Statute - a law passed by a legislative body.” (Black’s Law Dictionary)

According to Wikipedia, “The New Hampshire Revised Statutes Annotated (RSAs) form the codified law of the State subordinate to the New Hampshire State Constitution.”

According to www.nh.gov, “The NH Revised Statutes Annotated (RSA) is the published law code, with annotations to case law, of all New Hampshire statutes. The laws have been enacted throughout the state’s history. The laws can be changed or amended through the legislative process and can also be reversed by a unconstitutional finding by either NH’s State Court, or US Federal Court. The laws create the legal framework under which assessing administration is accomplished in the state.

“The RSA’s are available in book format from Lexis-Nexis Publishing Co. at: <http://www.lexis-nexis.com> and they are also available on-line through the state’s website at: <http://www.nh.gov> or at <http://www.gencourt.state.nh.us/rsa/html/nhtoc.htm>

“The above RSA’s are referred to as ‘statutory law’, laws derived from statutes rather than from constitutions or by judicial decisions.”

As noted in many decisions of the New Hampshire Supreme Court, towns derive their powers from State law as political subdivisions of the State. So Hampton is governed according to the RSAs and court interpretations of them, rather than by “home rule.”

OVERVIEW:

HAMPTON

In the early 1600's, when our country was being settled by the English Colonists, records show that an Indian village had been laid out and was flourishing on what is now the "Meeting House Green" and along the lower part of "Exeter Road". This village was known as the Winnacunnet ("pleasant pines") Settlement. The Indians living there were probably members of the "Wampanoag Tribe" of the "Abenaki" Nation.⁽¹⁾

From March 3, 1636 there is an Order contained in the records of the General Court of Massachusetts: "that there shall be a plantation settled at Winnacunnet and that Mr. Dumer and Mr. John Spencer shall have power to presse men to builde a house forthwith, in some convenient place, and what money they pay shall be repaid".⁽¹⁾

"In the autumn of 1638, Winnacunnet remaining still unsettled, and the time allowed to the inhabitants of Newbury (Mass.) for a removal hither having nearly expired, a petition, signed by Steven Bachiler and others, was presented to the [Massachussets] General Court, asking leave to settle here. Their prayer was granted." The Winnacunnet plantation grant came on October 7, 1638 following a petition to the General Court in Boston, Mass., and an approval by the Bay State Colony Governor, John Winthrop. Settlers started arriving on October 14, which is the generally-accepted date of the founding of Hampton. The settlement, originally known by its Indian name, Winnacunnet, was allowed a town charter on June 7, 1639, according to town records.

Reverend Bachiler had preached in Hampton, England, and he changed the name of Winnacunnet to Hampton when the town was incorporated in 1639. When the first census was taken, over one hundred and fifty years later in 1790, it showed 853 residents in Hampton. That number grew to 2,847 in 1950, and to 14,973 in 2000. The 2005 census estimated 15,450 Hampton residents, making it the 16th largest of New Hampshire's incorporated cities and towns. Population density in 2005 was listed at 1,123.6 people per square mile, making it the 7th highest in the state.⁽²⁾

NOTE: This is an extremely abbreviated telling of the founding of Hampton. The Lane Memorial Library has wonderful volumes that provide rich detail of the history of our town. Those titles are [Joseph Dow's History of Hampton](#) and [Peter Randall's Hampton: A Century of Town and Beach, 1888-1988](#). In addition, the Library and the Library's web site are full of additional information on Hampton history and genealogy. This web address is an excellent place to get started for those who are interested in the history of their Town: <http://www.hampton.lib.nh.us/hampton/history.htm>. The Tuck Museum (40 Park Avenue) is another resource for those interested in Hampton genealogy and history. Learn more about the Tuck Museum on the Hampton Historical Society web site: <http://hamptonhistoricalsociety.org>.

(1) Hampton 325th Anniversary booklet

(2) © 2006, Economic & Labor Market Information Bureau, NH Employment Security

OVERVIEW:

HAMPTON BEACH VILLAGE PRECINCT

The Hampton Beach Village District (better known as the Precinct), according to Peter Randall's Hampton: *A Century of Town and Beach, 1888-1988*, "began as a direct result of the Town's failure to provide what Beach residents and business people determined were necessary and required municipal services." In 1907, according to a Hampton Union interview, Selectman Joseph Brown said the Beach paid one-third of the taxes, "but the district is a source of revenue outside of the tax upon real and personal property. This revenue was sufficient this year, and probably will be for some years in the future, for all improvements and repairs in the district, leaving every cent of taxes for use in other parts of Hampton." Even though the Beach was growing at a much faster rate than Hampton Village, "residents repeatedly opposed town meeting warrant articles to provide such basic municipal services as fire protection and a public water system" at Hampton Beach.

Future Governor John H. Bartlett led a group of residents to petition the Board of Selectmen to form the Hampton Beach Village District. The article passed, and the first meeting for Beach residents was held at Cutler's Cafe on June 26, 1907. "The article established the District's borders as beginning on Winnacunnet Road and running southerly to a point on Hampton River, then along the river to the oceanfront, north to the northeast corner of the Hampton Beach Life Saving Station at North Beach, west on Nook Lane (High Street), to the mill stream, then south to Winnacunnet Road."

In the intervening years, the Precinct budget has expanded, and has been used to pay for a sewer system, fire personnel and equipment, a fire house, street lights at the beach, beach cleaning, a playground at the Beach (originally named the John C. White Memorial Playground, and now known as the Hampton Beach Precinct Playground), beach band concerts, and promotion of the beach as a vacation destination.

Because of disagreements with the Town over the Beach Precinct's representation in town government and its share of Town expenditures, there have been numerous attempts to separate from Hampton to form the Town of Hampton Beach, as well as to eliminate the Hampton Beach District within the Town of Hampton. The first attempt was in 1935 "when State Representative Kenneth Graf of Manchester filed a bill authorizing the creation of the new Town of Hampton Beach." After what was described as a "lengthy and crowded hearing," the state Legislature unanimously defeated the bill. Another attempt was made in 1967, when the Town's voters were asked to take over the Precinct's assets and liabilities. That vote also failed. In 1977, Precinct commissioners said there would be a "non-binding resolution regarding secession" on the 1978 Precinct warrant. Apparently that warrant did not appear, since there is no further discussion of it. The 1980 Town meeting voted down a special article that asked for approval, in principle, to establish Hampton Beach as a separate town. Then, in 1981, an article to abolish the district received majority support, but not the two-thirds vote needed to pass. Additional articles to abolish the Beach Precinct were defeated in 1983 and 1985. During the period of 1980 - 1985, the Town voted several times to change the boundaries of the Precinct. The boundaries were reduced by the Selectmen in January of 1980, but then almost completely restored at that

year's Town meeting. Then, in 1988, the Selectmen approved petitions to eliminate Boar's Head and North Beach from the Precinct.

In 1929, Hampton voters approved an expenditure of \$2,000 for work on the Beach's breakwater, a project for which thousands of dollars had already been allocated. Despite the expenditures, the breakwater was not doing an adequate job of keeping the ocean away from beachfront properties. At its 1931 meeting, the Precinct voted to support a bill pending in the Legislature that would authorize the State to build a more substantial breakwater, and to take ownership of the land east of Ocean Boulevard via a "quitclaim deed." Voters at the Hampton town meeting opposed the legislation, and voted instead to send a committee to the Legislature to ask for an appropriation for breakwaters from "Plaice Cove to Boar's Head, and from the Head south to Haverhill Street." The State, however, approved the legislation.

On October 26, 1933, the Hampton Selectmen deeded a large parcel of land to the State that was bounded on the west by the west side of "Ocean Road," and on the east by the "extreme low water lie of the Atlantic Ocean," From that time on, Hampton Beach has been a State beach, and the revenue from the parking meters along Ocean Boulevard goes to the State (via the State Department of Parks and Recreation) instead of directly to Hampton.

There continue to be lively discussions about the value of the Precinct's financial contributions to the town, via taxes and revenue from the Beach businesses, versus the amount of support the town provides for Beach infrastructure maintenance and improvements.

THE HAMPTON MASTER PLAN

- I. The purpose of the master plan is to set down as clearly and practically as possible the best and most appropriate future development of the area under the jurisdiction of the planning board, to aid the board in designing ordinances that result in preserving and enhancing the unique quality of life and culture of New Hampshire, and to guide the board in the performance of its other duties in a manner that achieves the principles of smart growth, sound planning, and wise resource protection.
- II. The master plan shall be a set of statements and land use and development principles for the municipality with such accompanying maps, diagrams, charts and descriptions as to give legal standing to the implementation ordinances and other measures of the planning board. Each section of the master plan shall be consistent with the others in its implementation of the vision section. The master plan shall be a public record subject to the provisions of RSA 91-A. The master plan shall include, at a minimum, the following required sections:
 - (a) A vision section that serves to direct the other sections of the plan. This section shall contain a set of statements which articulate the desires of the citizens affected by the master plan, not only for their locality but for the region and the whole state. It shall contain a set of guiding principles and priorities to implement that vision.
 - (b) A land use section upon which all the following sections shall be based. This section shall translate the vision statements into physical terms. Based on a study of population, economic activity, and natural, historic, and cultural resources, it shall show existing conditions and the proposed location, extent, and intensity of future land use.
- III. The master plan may also include the following sections:
 - (a) A transportation section which considers all pertinent modes of transportation and provides a framework for both adequate local needs and for coordination with regional and state transportation plans. Suggested items to be considered may include but are not limited to public transportation, park and ride facilities, and bicycle routes, or paths, or both.
 - (b) A community facilities section which identifies facilities to support the future land use pattern of subparagraph II(b), meets the projected needs of the community, and coordinates with other local governments' special districts and school districts, as well as with state and federal agencies that have multi-jurisdictional impacts.
 - (c) An economic development section which proposes actions to suit the community's economic goals, given its economic strengths and weaknesses in the region.
 - (d) A natural resources section which identifies and inventories any critical or sensitive areas or resources, not only those in the local community, but also those shared with abutting communities. This section provides a factual basis for any land development regulations that may be enacted to protect natural areas. A key component in preparing this section is to identify any conflicts between other elements of the master plan and natural resources, as well as conflicts with plans of abutting communities. The natural resources section of the master plan should include a local water resources management and protection plan as specified in RSA 4-C:22.
 - (e) A natural hazards section which documents the physical characteristics, severity, frequency, and extent of any potential natural hazards to the community. It should identify those elements of the built environment at risk from natural hazards as well as extent of cur-

- rent and future vulnerability that may result from current zoning and development policies.
- (f) A recreation section which shows existing recreation areas and addresses future recreation needs.
 - (g) A utility and public service section analyzing the need for and showing the present and future general location of existing and anticipated public and private utilities, both local and regional, including telecommunications utilities, their supplies, and facilities for distribution and storage.
 - (h) A section which identifies cultural and historic resources and protects them for rehabilitation or preservation from the impact of other land use tools such as land use regulations, housing, or transportation.
 - (i) A regional concern section, which describes the specific areas in the municipality of significant regional interest. These areas may include resources wholly contained within the municipality or bordering, or shared, or both, with neighboring municipalities. Items to be considered may include but are not limited to public facilities, natural resources, economic and housing potential, transportation, agriculture, and open space. The intent of this section is to promote regional awareness in managing growth while fulfilling the vision statements.
 - (j) A neighborhood plan section which focuses on a specific geographical area of local government that includes substantial residential development. This section is a part of the local master plan and shall be consistent with it. No neighborhood plan shall be adopted until a local master plan is adopted.
 - (k) A community design section to identify positive physical attributes in a municipality and provide for design goals and policies for planning in specific areas to guide private and public development.
 - (l) A housing section which assesses local housing conditions and projects future housing needs of residents of all levels of income and ages in the municipality and the region as identified in the regional housing needs assessment performed by the regional planning commission pursuant to RSA 36:47, II, and which integrates the availability of human services with other planning undertaken by the community.
 - (m) An implementation section, which is a long range action program of specific actions, time frames, allocation of responsibility for actions, description of land development regulations to be adopted, and procedures which the municipality may use to monitor and measure the effectiveness of each section of the plan. (NH RSA 674.2)

THE HAMPTON BEACH AREA MASTER PLAN

The following is the "Overview," reprinted from the Hampton Beach Area Master Plan:

"The Town of Hampton and the NH Department of Resources and Economic Development have prepared this Master Plan to establish a comprehensive vision to address many land use, transportation, public access, recreation, open space, and other quality of life issues that currently reduce the success and enjoyment of Hampton Beach. The Hampton Beach Master Plan Advisory Committee has guided the planning process, representing diverse interests and jurisdictions within the area. The Cecil Group, Inc., has provided professional assistance in creating a detailed plan to address these issues and make recommendations to help fulfill a vision of a substantially improved beach area. The recommendations include actions that should be undertaken in phases, and continuing towards fulfillment of the overall vision over the next fifty years.

"Substantial public and private investments will be needed to achieve the level of revitalization and the quality of life that the community and state have sought for this area. Over the long run, much of this reinvestment will occur within the private sector, responding to new opportunities to achieve higher value at Hampton Beach. The central area of the Beach requires significant improvements to ensure a vital and successful future as a mixed-use hospitality, entertainment and residential district. Neighborhoods, homes, and the services needed by the residents should be upgraded. A complete reorganization of traffic and parking will need to occur, to reduce congestion and create a more pleasant and valuable environment. Infrastructure improvements such as water and sewer lines will be required. Public and private investments are required to expand the diversity of and enhance the quality of recreational opportunities at Hampton Beach, so that a more diverse population is attracted. Investments in the marina and the adjacent lands are needed to make the area more enjoyable and aesthetically pleasing.

"This Plan reviews key conditions and trends that will influence the future. It provides an assessment of the needs for Hampton Beach in the future. It then lists recommendations for land use, infrastructure, transportation, economics, tourism and the environment that are linked to achieving the vision for the future. It also provides implementation strategies that will allow for the phased accomplishment of these recommendations."

The complete Hampton Beach Master Plan is available on the Lane Memorial Library website (<http://www.hampton.lib.nh.us/hampton/town/masterplan/index.htm>).

HAMPTON BEACH ANNUAL EVENTS

- THE PENGUIN PLUNGE, BENEFITTING SPECIAL OLYMPICS NH - (Super Bowl Sunday)
- HAMPTON BEACH TOW RODEO - (mid-late May)
- HAMPTON BEACH CATAMARAN REGATTA - (late June)
- SAND SCULPTURE COMPETITION - (mid-late June)
- FIREWORKS - (every Wednesday evening from late May through early September, plus July 4 and other special occasions)
- CHILDREN'S FESTIVAL - (early-mid August)
- MISS HAMPTON BEACH PAGEANT - (late July)
- HAMPTON BEACH VOLLEYBALL TOURNAMENT - (mid-August)
- HAMPTON BEACH IDOL COMPETITION - (late August)
- SEAFOOD FESTIVAL - (first weekend after Labor Day weekend)

For more information about Hampton Beach events, visit:

<http://www.hamptonbeach.org/annual-events.cfm>

or call: 603-926-8717



HAMPTON

AN "SB 2" FORM OF GOVERNMENT

The SB 2 (Senate Bill #2) form of government was instituted by the New Hampshire state legislature in 1995. It is the response to concerns that too many towns' residents no longer attend traditional town meetings. The traditional town meeting is when the town's voters gather together to both discuss and vote on the town budget and other articles and proposals. Voting at such town meetings is either by raised hands or, when requested, by secret ballot. SB 2 is also known as the "official ballot" form of government.

Under SB 2, a town-wide meeting, called a "Deliberative Session," is held about a month prior to the town election. At this meeting, the proposed budgets and all accepted warrant articles are presented for discussion. While the wording and dollar amounts of proposed ballot measures (budgets and warrant articles) may be amended at this meeting, no actual voting on those proposals takes place at the Deliberative Session.

Residents vote in an SB 2 election at a town polling place throughout a designated day. They may also vote by absentee ballot. When adopting SB 2, towns or school districts may hold elections on the second Tuesday in March, the second Tuesday in April, or the second Tuesday in May. Hampton has chosen the second Tuesday in March for its town vote. The election dates may be changed by majority vote for a warrant article proposing the date change. If a vote is taken to approve the change of the local election date, the new date becomes effective the following year.

In 2002, according to the University of New Hampshire Center for Public Policy Studies, 171 towns in New Hampshire had a traditional town meeting style of government, while 48 had SB 2. Another 15 municipalities, most of them incorporated cities, had no annual meeting. The study found that 102 school districts had traditional town meeting, 64 had SB 2 meeting and 10 had no annual meeting.

Because traditional-meeting communities tend to be smaller, only one-third of the state's population was governed by traditional town meetings in 2002, and only 22 percent by traditional school-district meetings.

Municipalities that have adopted the SB 2 form of government may switch back to the traditional town meeting form if the voters approve such a change by a 3/5 majority vote.

WARRANT ARTICLES

Actions at Town meeting occur from voting on questions known as warrant articles. The warrant, or list, of those articles is, by law, the responsibility of the Selectmen to formulate. Most warrant articles originate from the Board of Selectmen or the Planning Board (in the case of zoning ordinance articles or amendments). However, any registered voter in a New Hampshire town has the right to petition to have an article placed on the warrant. The subject of the warrant articles can be wide-ranging, including spending articles, zoning and/or Building codes, town policy issues, etc. The budget submission date and the final date for submission of petitioned articles (other than zoning-related articles) is the second Tuesday in January. (Section 40:13 Use of Official Ballot) Petitioned articles concerning zoning matters are required by State law to be submitted by an earlier deadline (in December) than the January deadline that applies to non-zoning articles.

Petitioned warrant articles are petitions, submitted to the Board of Selectmen, that must bear the signatures of at least 25 registered Hampton voters who support the article, or 2% of all of the registered Hampton voters, whichever is less. It is recommended that more than 25 signatures be obtained, so that a proposed article will have enough signatures, even if some of them are declared invalid. The Town Clerk checks the signatures on each petition carefully to make sure they are each legal. Without enough legal signatures, a warrant article cannot be placed on the ballot. Warrant articles may also be sponsored by the Board of Selectmen or the Planning Board, and those do not require the petition signatures.

It is generally preferred that a warrant article be worded as a question that can be answered with a "yes" or "no." That will make it easier for people to know if they are voting for or against it when they go to the polls. The warrant articles are printed in each year's Town Report, so a person interested in creating a new warrant article may check the prior year's Report to see how different warrant articles have been worded.

Most town departments are prohibited from helping residents with their proposed warrant articles because of a potential conflict of interest. However, there are other places where one can go for assistance: For help creating warrant articles that deal with zoning, building code, or town planning issues, call the Rockingham Planning Commission (603/778-0885) for guidance.

For "money" warrant articles, the New Hampshire Department of Revenue Administration can provide assistance. The Hampton representative at DRA is Jeane Samms. Call her (603/271-3397), or send an e-mail to her (jsamms@rev.state.nh.us) if you have questions about your warrant article, or to ask her to review a draft of it for you. You can also get guidance from the DRA web site (<http://www.revenue.nh.gov/index.htm>). Click the Municipal Services/Property Appraisal icon part way down the left side of the home page. Then click on the Municipal Services Division heading. Next, scroll down to Technical Assistance and click on Towns/Cities & Village Districts. Under Topic, find Suggested Warrant Articles for Towns & Village Districts, and click on that to read or download the articles. These documents will give you good background information on the different types of warrant articles, as well as suggestions on preparing yours.

Warrant articles and budgets will be posted, and copies will be made available to the general

public no later than the last Monday in January.

All warrant articles on the ballot will be discussed at the town's Deliberative Session (see next section). It is only at the Deliberative Session that accepted warrant articles can be amended. If you have submitted a warrant article, it is strongly advised that you be at the Deliberative Session to explain and support your article.

Hampton's voters go to the polls on the second Tuesday in March to vote for or against candidates for various local offices, the town budget, and all of the warrant articles.

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THE DELIBERATIVE SESSION

As an SB 2 town, Hampton holds a Deliberative Session each year. The Hampton Deliberative Session is usually held in the Winnacunnet High School auditorium, and is open to all registered voters in Hampton. At this meeting, all budget articles and all properly-submitted warrant articles (except those having to do with the school system) are presented and discussed. Articles can and often are amended at this meeting, with the amendments being approved (or rejected) by vote of the registered voters in attendance. While the subject matter of a warrant article cannot be changed, almost anything else about the article can be: If it is a money article, the amount of money proposed can be changed to a greater or lesser amount, or even to zero dollars. If the article is asking voters to support an issue, it can be amended so that it asks them to NOT support the issue.

It is only at the Deliberative Session that accepted warrant articles can be amended. Any registered voter can (and should) attend the Deliberative Session, and any registered voter can propose an amendment to any article, or speak for or against an amendment to any article.

According to Section 40:13, III, "The first session of the annual meeting [the Deliberative Session], which shall be for the transaction of all business other than voting by official ballot, shall be held between the first and second Saturdays following the last Monday in January, inclusive of those Saturdays..." Hampton's Deliberative Session is on the first Saturday in February.

The amended articles will appear on the ballot in March*, when the town votes on candidates for various local offices, the town budget, and all of the warrant articles. Voting is at the Marston School on High Street.

The Hampton Deliberative Session is broadcast live on channel 22, and then is rebroadcast several times before voting day. Residents can watch the Deliberative Session from home but, obviously, they cannot have a role in the decisions that are reached at the Session if they are watching from home.

* According to Section 40:13, VII, "The second session of the annual meeting, to elect officers of the local political subdivision by Official ballot, to vote on questions required by law to be inserted on said local official ballot, and to vote on all warrant articles from the first session on official ballot, shall be held on the second Tuesday in March..."

THE BOARD OF SELECTMEN

In most early New England towns, the adult population gathered annually in a town meeting to act as the local legislature, approving budgets and laws. Day-to-day operations were originally left to individual oversight, but when towns became too large for individuals to handle such work loads, they would elect an executive board of, literally, select(ed) men to run things for them.

Hampton has been governed by a Board of Selectmen since at least 1644. The Selectmen in 1644 were William Fuller, Thomas Moulton, Robert Page, Philemon Dalton, Thomas Nudd, Walter Roger, and William Howard. Currently, the Board includes 5 Selectmen. Each of them is elected by the Town's voters to three-year terms. The terms are staggered so that not all the terms expire in the same year.

According to RSA 41:8, "The selectmen shall manage the prudential affairs of the town and perform the duties by law prescribed. A majority of the selectmen shall be competent in all cases." The basic function consists of calling the Town meeting, preparing the warrant, calling elections, setting certain fees, overseeing certain volunteer and appointed bodies, creating basic regulations, and supervising the Town Manager and other Town officials, such as the Tax Assessor, who work directly under the Board of Selectmen.

The Board of Selectmen meet every Monday evening at 7:00 in the Selectmen's Meeting Room on the lower level at Town Offices Building. All residents are welcome to attend the Selectmen's meetings. To get on the agenda for a Selectmen's meeting, contact Administrative Assistant Maureen Duffy (929-5908) at least 5 days prior to the meeting. The Selectmen's meetings are broadcast live on Channel 22, and are rebroadcast several times throughout the week.

The Selectmen's' meeting agendas and meeting minutes are available as downloads from the Town of Hampton web site (<http://www.town.hampton.nh.us>).

Contact information for each of Hampton's Selectmen is available on the Town of Hampton web site.

One of the most unusual duties of the Selectmen is outlined in RSA 51:2 Perambulation of Town Lines: "The lines between the towns in this state shall be perambulated, and the marks and bounds renewed, once in every 7 years forever, by the selectmen of the towns, or by such persons as they shall in writing appoint for that purpose." The reason for the regular perambulation is to ensure that the town boundary markers (granite posts, usually 4 ft. tall by 1 ft. square, with the towns that meet at that point marked on the appropriate sides of the posts) are in place. Usually, representatives from the towns that meet on each border will walk together to find the makers. It has been said that one of the reasons for doing so every 7 years is to reasonably ensure that someone is still around who remembers where the markers are! Hampton's borders were last perambulated in 2001.

THE TOWN MANAGER

The Hampton Town Manager is appointed by the Board of Selectmen, usually to an open-ended term. The Town Manager and/or the Board of Selectmen may determine when the term will end.

The Town Manager functions as the administrative head of all Town departments, however he does not supervise the offices of the Town Clerk or Town Treasurer. He is responsible for the general supervision of the business affairs of the Town, as well as the expenditure of funds appropriated for town purposes. He is responsible for reporting to the Board of Selectmen on a monthly basis regarding receipts and disbursements under his control, and on an annual basis (in January) about the projected expenditures for the Town for the coming year. The Town Manager works with the heads of Town departments to set the preliminary budget for the Town each year. The proposed budget then goes to the Board of Selectmen for review and amendments/approval, and then on to the Budget Committee.

The Town Manager is also responsible for supervising government operations and implementing the policies established by the Board of Selectmen.

The Town Manager may approve vouchers for obligations incurred by any department under his supervision. It is only in his absence that the Selectmen can approve those vouchers without the Town Manager's approval.

The Town Manager is not responsible for making bylaws, borrowing money, assessing or collecting taxes (except in certain situations as stipulated in RSA 37:16), granting licenses, planning streets, assessing damages or other judicial functions normally the responsibility of the Board of Selectmen or other Town officers.

The voters of each town in New Hampshire can, at town meeting, approve or defeat a warrant article creating or eliminating the position of Town Manager.

The Town Manager's office is on the 2nd floor, at the back of Town Offices Building. The phone number for the Town Manager is 603-926-6766. You can also leave a message for the Town Manger, or schedule an appointment with him through the Administrative Assistant at 603-929-5908. It is advisable to call and schedule an appointment when you want to meet with the Town Manager.

TOWN OF HAMPTON WEB SITE

<http://www.hampton.nh.us>

The internet address above is for the official web site of the town of Hampton. On it, you'll find:

- Contact information for most of Hampton's boards, commissions and departments
- Town officer contact information
- Agendas for, and minutes from many town board and committee meetings
- Descriptions of many of the boards and departments, and guidelines/rules for working with each of them
- Forms and permit applications (some of which may be downloaded)
- The most recent Hampton Annual Report
- Meeting and activity calendars
- Hours of operation for most departments and facilities
- When appropriate, proposed budgets and warrant articles, and election results
- Channel 22 (town TV station) viewing schedule

CHANNEL 22

HAMPTON'S LOCAL ACCESS TV

Hampton area residents can tune into Channel 22 on Cable TV for Community bulletins, Recreation notices and important and/or emergency information about our community. Channel 22 also broadcasts many of our Town Government Board meetings (including all of the Board of Selectmen, Planning Board, and Zoning Board meetings) and local community events. The annual Deliberative Session is broadcast on Channel 22. Most meetings are broadcast live, and then rebroadcast several times to accommodate viewers on different schedules. Civic groups may also send a request to have Channel 22 broadcast their bulletins.

The Channel 22 viewing schedule can be downloaded from the Town of Hampton web site.

(from the Hampton web site: <http://www.town.hampton.nh.us>)

TOWN DEPARTMENTS & COMMITTEES

The following pages include descriptions of the many departments and committees in Hampton. Under each heading is a statement of the organization's duties and responsibilities; when residents can/should work with that organization; and contact information for that organization.

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ANIMAL CONTROL

Hampton's Animal Control Officer (ACO) is Peter MacKinnon. He is dispatched from the Police station. The number to call for the Animal Control Officer is 603-929-4444

The ACO is called out to handle any incidents involving wild or domestic animals. This can include everything from loose dogs to bats in the attic. Mr. MacKinnon is a very experienced Animal Trainer.

Any stray dogs or cats that are captured by the ACO are taken to the Baker-Wells Veterinary Clinic on Route 1 in Hampton Falls (603-926-5500). If you would like to find out if your pet was picked up, call the Baker-Wells Clinic or the Hampton Police Department during regular business hours.

Hampton requires dogs to be leashed and vaccinated against rabies. There is also a "pooper scooper" law requiring owners to clean up after their dogs. Additionally, dogs in Hampton are required to be registered. Please contact the Hampton Town Clerk's Office (603-926-0406) for information on how to register your pet. All dog licenses are renewable each April.

Rabies is a true hazard in Hampton. Numerous animals have fallen victim to this disease in town. Indications of rabies in an animal include acting strangely and/or being unafraid of humans. It is uncommon for nocturnal animals to be out during the day time, and that is often an indication of a rabid animal. They may wander around acting confused or appear to sleep out in the open on porches and breezeways. If there is any doubt, do not approach them, and keep both the family and pets away. Call the Animal Control Officer immediately.

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ASSESSOR'S OFFICE

The Assessor's primary responsibility is to estimate the fair market value of Hampton property at least once in every five years, as well as to try to maintain assessment equity between neighborhoods during the interim years so that taxpayers contribute a fair share of support for the community services they receive. For these services to continue, other agencies, as well as the town, must levy taxes. State laws define the powers of these taxing agencies and the kinds of properties that are exempt from taxes, such as schools, churches and charitable organizations.

A property's market value is defined as "the most probable sale price of a property in terms of money in a competitive and open market, assuming the buyer and seller are acting prudently and knowledgeably, allowing sufficient time for the sale, and assuming that the transaction is not affected by undue pressures." (Property Appraisal and Assessments Administration, IAAO, Copyright 1990)

The Assessor's Office oversees all Town tax exemptions and credits, and assists the public with inquiries into the public records for property descriptions, abutter lists, maps, owners, copies, etc. The office also handles the Town of Hampton's leased lands.

The 2006 Hampton tax rate was \$19.31 per \$1,000 of assessed value. This represents the Town's portion of the tax rate. There are additional, separate rates for education funding, and for Rockingham County. The new annual tax rate is usually announced toward the end of the calendar year, and is used when determining the following year's taxes. The Hampton tax rate for 2007 was \$19.79 per \$1,000 of assessed value.

Hampton has two other tax rates that raise money to fund the Hampton Beach Village District. Those rates (for 2006) are \$20.38 for commercial and rental properties in the Precinct, and \$19.67 for single family/non-rentals in the Precinct that apply yearly for the "Precinct Exemption". These rates raised an additional \$436,811 for the operation of the HBVD in 2006.

The following are the tax exemptions available to Hampton residents. More information about these exemptions is available on the Hampton web site or at the Assessor's Office. All exemption requests must be filed on or before April 15th of the same year for which the exemption is being requested.

- The **ELDERLY EXEMPTION** is available to Hampton residents over 65, who have been a resident of NH for at least 3 consecutive years, and who meet certain income and asset criteria.
- A **BLIND EXEMPTION** is available to Hampton residents meeting statute qualifications, and who have been New Hampshire residents for at least 1 year prior to April 1st.
- A **VETERAN'S CREDIT** is available to Hampton residents who meet certain statute qualifications, and who have been New Hampshire residents for at least 1 year prior to April 1st. This credit is also available to surviving spouses.
- A **DISABLED EXEMPTION** is available to Hampton residents who are on Social Security for

Disabled Persons under Title II or XVI of the Federal Social Security Act, and who have been New Hampshire residents for at least 1 year prior to April 1st.

- Land dedicated to **open space** may qualify for Current Use Taxation or for a Conservation Easement. **This application must be filed by April 15th.**
- If you own a property which is in the 'Hampton Beach Village District', and the property is single family and you do not derive any income from the property, you can apply for a **PRECINCT EXEMPTION** which allows you a reduced "Precinct" tax rate. **This application must be filed yearly by April 15th.**
- A **SEWER ABATEMENT** is available to the owners of property that does not have public sewer available to them. **This form must be filed annually by March 1st.**
- A **DISCRETIONARY PRESERVATION EASEMENT**, based on RSA 79-D ,encourages the owners of historic barns and other farm buildings to maintain and repair their buildings by granting them specific tax relief and assuring them that assessments will not be increased as a result of new repair work.Applications (available at the Town Offices Building) must be submitted by April 15. Information and eligibility requirements are available at http://www.nh.gov/nhdhr/programs/barn_property_tax.html.

The tax year in Hampton is April 1 - March 31. Two tax bills are sent to property owners each year; one that is usually payable by July 1, and the second that is usually payable by December 1. Because the official tax rate is not set by the State Department of Revenue Administration until the fall of a given year, bills for the first half of the annual property taxes are based upon an estimate, using half of the previous year's tax rate. After the official rate is issued, the full year's taxes are calculated. To calculate the second tax bill, the estimated first half bill is subtracted from the full year's taxes, and the balance is billed for payment, usually by December 1.

When applicable, the Assessor's office is responsible for collecting timber taxes for tree cutting. Any property owner who wants to cut trees should contact the Assessor's Office before the work begins.

If you have questions about your assessment, call 929-5837 or visit the Assessor's Office on the left side of the main floor at the Hampton Town Offices Building, Monday-Friday between 8 a.m. and 5 p.m. You can also visit the Hampton web site (<http://www.town.hampton.nh.us>) for more detailed information about how the Hampton tax rate is established each year, for access to the Assessor's Database, and for downloadable forms for several of the exemptions listed above.

BUDGET COMMITTEE

The Hampton Municipal Budget Committee is responsible for establishing each year's operating budget for Hampton's three taxing districts; the Town, the School District, and the Beach Precinct. The Town budget process starts with meetings between the department heads and the Town Manager to develop the departmental budgets. The Town Manager then approves or adjusts those budgets and submits them to the Board of Selectmen. The Selectmen approve or revise the departmental budgets and send the statement of proposed expenditures and revenues for the following year to the Budget Committee. The Budget Committee holds work sessions with the Town Manager, Board of Selectmen, and Department Heads to review the departmental budgets and anticipated revenues for the following year. The Budget Committee can support or modify the departmental budgetary recommendations. At the end of this process, the Budget Committee considers all of the input they have received and sets the operating budget figure and estimated revenues, and submits them to a Public Hearing and then the Deliberative Session. The Budget Committee is required by statute to hold a public hearing on the proposed operating budget not more than 25 days before the Deliberative Session, and before the operating budget is finalized for the ballot. In addition, the Committee also reviews any special money warrant articles proposed by the Selectmen or the public, and will "recommend" or "not recommend" them to the Public Hearing. The same procedure is followed for the Hampton School District and the Beach Precinct budget requests.

The operating budget is presented to Hampton's voters at the annual Deliberative Session in a warrant article whose wording is prescribed by RSA 40:13.XI(c). Any registered voter can offer amendments to the proposed budget amount at that time. Those individual amendments, as reflected in the new proposed budget amount, may be approved or defeated by a majority vote of those present. The operating budget amount that comes out of the Deliberative Session is what goes on the ballot for the March vote. That budget cannot be more than 10% higher than the amount approved by the Budget Committee, not including bonded debt articles.

If the budget is defeated at the polls, the default budget figure will serve as the operating budget for the year. According to RSA 40:13 IX(b): "A 'Default budget' (as used in this subdivision) means the amount of the same appropriations as contained in the operating budget authorized for the previous year, reduced and increased, as the case may be, by debt service, contracts, and other obligations previously incurred or mandated by law, and reduced by one-time expenditures contained in the operating budget."

Each year, the Selectmen are required to calculate and disclose the default budget total and how it was derived, prior to presenting the Budget Committee's operating budget for voter approval. Thus, voters will be able to view both the proposed operating budget and the default budget.

Once a budget is approved by the voters, the Board of Selectmen have the ability to move funds within the budget, so long as the total approved budget amount is not exceeded. That is why the Budget Committee presents a bottom-line figure for the operating budget, rather than specific line-item recommendations.

The Hampton Municipal Budget Committee consists of 12 members-at-large, each of whom is

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elected to a 3-year term. The terms of the members-at-large are staggered so that not all are up for re-election each year. There are also 3 appointed members, representing the Board of Selectmen, the School Board, and the Hampton Beach Precinct.

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Residents may contact the Chairman of the Budget Committee or any of the individual members with questions or comments. Contact information for the Budget Committee is available on the Hampton web site.

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The Budget Committee meets at 7:00PM on the third Tuesday of each month, except in July and August, when the Committee does not meet at all. The meetings are in the Board of Selectmen meeting room, downstairs at Town Offices Building. Additional meetings and hearings are held during November, December and January as the operating budget is being finalized. The dates and times of the work sessions and public hearings are posted in September or early October. Monthly meeting agendas are posted at least a week in advance.

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Budget Committee meetings are always open to the public, and are televised on Channel 22. The public is invited to comment on issues presented at Budget Committee Public Hearings.

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BUILDING DEPARTMENT

The Building Department issues all New Home Building Permits, General Building Permits, Demolition Permits, Sign Permits, Mechanical Permits, Plumbing Permits, Electrical Permits, Certificates of Occupancy, and Seasonal and Year Round Rental Certificates of Occupancy. Building department permits are required for all new construction, including repairs, renovations, additions, remodeling, demolition, siding, roofing (new or re-roofing), fences, sheds, pools, garages, electrical work, plumbing work, HVAC and/or mechanical work (such as furnaces, boilers, hot water heaters, etc.).

Building Department permits are also required for any demolition work. Demolition permits must also be submitted to the Heritage Commission, which documents all buildings in Hampton that are being destroyed. If the work is to be done in the Wetlands Conservation District, the Conservation Commission must also sign your Demolition Permit.

Permit applications, with all necessary fees, must be applied for in person at the Building Department at Town Offices Building. Once they are submitted, permit review and approvals generally take 3-10 days.

For required inspections, call the Building Department at 603-926-5826 to be put on the schedule. Except for emergencies, a minimum of 24 hours notice is needed for a scheduled inspection.

Visit the Building Department offices at the Town Offices Building or go to the Building Department page on the Hampton web site (<http://www.town.hampton.nh.us>) for more information on permit requirements, applications and fees; building codes; required inspections; and other information related to constructions/repair work in Hampton.

The Building Department is on the main floor at the Town Offices Building, and is open 8am-5pm, Monday through Friday. The Department phone number is 603-929-5826.

Under the Hampton Zoning Ordinance, the Building Inspector, in addition to the Board of Selectmen, has the authority initiate enforcement actions if there is a violation of the Ordinance.

IF YOU ARE NOT SURE YOU NEED A PERMIT FOR YOUR PROJECT, CONSULT WITH THE BUILDING DEPARTMENT BEFORE YOU START ANY WORK.

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CABLE TV ADVISORY COMMITTEE

The Cable TV Advisory Committee was established when Cablevision was awarded the cable TV contract in Hampton, in the 1980s. The Committee manages the operation of Hampton's cable television channel, including operating the equipment, maintenance of the equipment, and making decisions and/or recommendations for equipment upgrades and expansion.

One percent of the gross cable television revenues in Hampton are allocated to the Committee for salaries and equipment. Purchases under \$1,000 and emergency expenditures of up to \$500 can be made by the Chairman of the Committee without approvals. All other expenditures must be approved by the Board of Selectmen. The Committee is working to upgrade all its equipment to digital formats, which will be the new broadcast standard in 2008.

Hampton Cable TV started by broadcasting the meetings of the Board of Selectmen. Now the regular meetings of the Board of Selectmen, Zoning Board, Planning Board and Budget Committee are broadcast live, as well as replayed several times to give as many residents as possible the opportunity to watch the meetings. In addition, the Committee broadcasts the annual Deliberative Session, Winnacunnet High School wrestling matches, Hampton Academy Junior High School graduation ceremonies, and special events and meetings, as requested.

The Committee operates from a permanent studio, adjacent to the Board of Selectmen's meeting room downstairs at the Town Offices Building. There is also a video-equipped van for remote broadcasts (live or taped) of various events, including the Deliberative Session at the Winnacunnet High School auditorium, and Winnacunnet home football games.

The Committee includes 6 members, 1 alternate, and a Board of Selectmen's representative. The members and alternates are appointed by the Board of Selectmen for 3-year terms. All members have technical expertise, and are actively and directly involved in broadcasting for Hampton Cable TV. In addition, the Committee, along with the Town Manager, negotiates and administers the contract with the town's cable TV carrier.

The Committee meets quarterly, and as needed for special purposes. The meetings are held in the Board of Selectmen's meeting room in the Town Offices Building, and are open to the public. The minutes of each meeting are posted on the bulletin board at the entrance to the Town Offices Building.

Contact information for the Cable TV Advisory Committee is available through the Hampton town web site (<http://www.hampton.lib.nh.us/hampton/town/cabletv.htm>).

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CAPITAL IMPROVEMENT PROGRAM (CIP) COMMITTEE

The Capital Improvement Program Committee is authorized by the State under RSA 674:5 for towns, such as Hampton, in which a Master Plan has been created. The committee is to “prepare and amend a recommended program of municipal capital improvement projects projected over a period of at least 5 years. The capital improvements program may encompass major projects being currently undertaken of future projects to be undertaken with federal, state, county, and other public funds. The sole purpose and effect of the capital improvements program shall be to aid the mayor or selectmen and the budget committee in their consideration of the annual budget.”

According to RSA 674:6, “the capital improvements program shall classify projects according to the urgency and need for realization and shall recommend a time sequence for their implementation.”

The CIP Committee, based on input from the town’s departments and school boards, classifies projects based on urgency, need, and adherence to the Master Plan. The Committee will recommend a sequence for implementation of these projects. The recommendations may also include estimated costs for each project, along with probable operating and maintenance costs; estimated revenue, if applicable; and existing sources of funds or the need for additions sources of funds necessary for the implementation of each project. The CIP Committee’s recommendations go to the Board of Selectmen and the Budget Committee for consideration in preparing the next year’s annual budget.

Hampton’s CIP Committee is chaired by a member of the Planning Board and includes at least one member each from the Planning Board, the Budget Committee, and the Board of Selectmen. It also includes the Town Finance Director, and representatives from the Winnacunnet School Board, Hampton School Board, Hampton Beach Village District Precinct, and at least one ‘citizen at large.’ The representatives from each participating board are chosen by those boards each year. Citizens interested in becoming a member of the CIP Committee should notify the Planning Board in the middle of March.

The CIP Committee meets in the Manager’s Meeting Room on the second floor at the Town Offices Building. Meetings typically start in May or early June, and continue for about 4-6 weeks, or until all town departments have presented to the Committee, and the CIP recommendations have been formulated. Meetings are held on Mondays from 4:00 to 5:00pm. The meetings are open to the public.

To contact the CIP Committee, call Chairman Tracy Emerick at 603/926-8316 or 603/498-6002. You can also reach Chairman Emerick via e-mail at temerick@masiello.com.

CEMETERY TRUSTEES

In 1979, a vote at a November special town meeting established the Cemetery Trustees to handle funding for the town's cemeteries, and to take over operation of the cemeteries from the Hampton Cemetery Association. The HCA had operated the cemeteries for 75 years. (1) The Trustees continue to serve as the governing body for the cemeteries.

The Cemetery Trustees are comprised of three elected members. Each of their terms is for three years. The Trustees meet 2-3 times per year. Their meetings are open to the public, and their minutes are posted in the lobby at the Town Offices Building. Contact the Cemetery Trustees at 926-6659.

There are nine cemeteries in Hampton:

- The High Street Cemetery, established in 1858, is the only active cemetery in Hampton.
- The Pine Grove Cemetery on Winnacunnet Road was opened in colonial times; was the first public cemetery in Hampton; and is thought by many to be one of the oldest cemeteries in the country.
- The Ring Swamp Cemetery is on Park Avenue, near Winnacunnet High School.
- Ye Old Neighborhood Cemetery is on Exeter Road.
- Bride Hill Cemetery is on Exeter Road, and is now on private property.
- Elkin Cemetery is also on Exeter Road.
- Shaw Cemetery is on Lafayette Road, across from the campgrounds near Rt. 101.
- The Mary Batchelder Cemetery is on Mary Batchelder Road.
- The Landing Road Cemetery is on Landing Road.

(1) "Hampton: A Century of Town and Beach -- 1888-1988" (Peter E. Randall, Publisher, 1989)

CONSERVATION COMMISSION

Efforts to reclaim and develop the 1,500+ acres of salt marsh in Hampton go back as far as the 1920's, and came very close to being successful in the late 1950s. Thanks, in part, to the efforts of Ruth Stimson, the plans for highways, motel complexes, residential developments, and even an airport on reclaimed marsh land never came to be. "Led by Stimson and the members of the Hampton Garden Club, the Town voted in 1962 to acquire by gift or as a result of purchases by state or federal agencies 350 or more acres of marsh east of Route 1 for conservation purposes and to establish a seven-member Marsh Conservation Committee to study the preservation situation."⁽¹⁾ So began serious efforts to conserve Hampton's natural resources.

The Hampton Conservation Commission was enabled by State Statute in 1963, and established by Town Meeting vote in 1965 to protect and preserve the existing freshwater and saltwater wetlands and wetland buffers in Hampton, and to oversee all of the Town's natural resources. It is in the public interest to protect the valuable functions these areas serve, such as providing groundwater protection; storm water control; nutrient and pollution filtering; habitats for fish, wildlife and flora; and recreation and aesthetic enjoyment.

The Conservation Commission consists of 7 members who are appointed by the Board of Selectmen for 3-year terms. Alternate members are also appointed by the Board of Selectmen, and can take the place of any absent regular member at Commission meetings. All members must be residents of Hampton.

WHAT ARE WETLANDS?

- Freshwater wetlands include any marsh, swamp, bog, or meadow that is subject to permanent or periodic flooding by fresh water, including any surrounding or abutting soil designated as poorly drained or very poorly drained. Freshwater wetlands can also be defined by the types of vegetation present.
- Tidal (saltwater) wetlands are defined by the State of New Hampshire as the area 100 feet or less from the highest observable high tide.

HOW DOES THE HAMPTON CONSERVATION COMMISSION WORK?

- The Commission advises the Hampton Planning Board regarding requests for Town Special Permits, which are required for all site work within a wetlands, or within 50 feet of a wetlands. This 50 ft. border is known as the wetlands buffer. The area including the wetlands and the buffer is referred to as the Town Wetlands Conservation District.
- The Commission reviews applications for State DES (Department of Environmental Services) Wetlands Bureau Permits, and forwards recommendations to the State. The Commission helps the State ensure that the regulations of the New Hampshire Shoreland Protection Act are followed. The Shoreland Protection Act applies to any projects within 250 feet (the protected shoreland) of most costal waters, large ponds, and/or major streams and rivers.
- All Hampton Demolition Permits must be approved and signed by the Conservation Commission.

HOW TO WORK WITH THE CONSERVATION COMMISSION

- If your property abuts a salt mash, pond, stream or mucky area; if there is standing water at

(1) "Hampton: A Century of Town and Beach -- 1888-1988" (Peter E. Randall, Publisher, 1989)

any time of the year within 50 feet of your project; and/or if your project entails crossing a stream or wet area, you may need a State Wetlands Permit and/or a Town Special Permit for your project. Contact the Commission (929-5808) if you need help determining if permitting is required for your project. Keep in mind that the Commission members are all volunteers, and that your calls will be returned as quickly as possible.

New Hampshire State Wetlands Bureau Permit applications can be obtained at the Town Clerk's office. Hampton Special Permit applications can be obtained at the Planning Board office. Both offices are on the main floor at the Town Offices Building.

The Conservation Commission meets on the 4th Tuesday of every month at 7:00pm in the Board of Selectmen's Meeting Room on the lower level at the Town Offices Building. These meetings are open to the public, and the public may speak in support of or against any application. The meetings are not televised. The Commission holds site walks on the Saturday prior to its meetings to view the properties that will be discussed at each meeting. These walks are also open to the public.

To be placed on the agenda for a meeting, contact the Commission and submit your permit application(s) to the Town Clerk (for State Department of Environmental Services permit applications) and/or Planning Office (for Town Special Permit Applications) at least a week prior to the meeting. If you are applying for a Town Special permit and/or a State DES permit, make sure your applications are complete prior to submission. Instructions for completing both applications are provided with the permit applications. If you have any questions about the completeness of your application(s), please contact the Conservation Commission ASAP. Keep in mind that full and complete plans for your project must accompany your application(s). If your application is not complete at the time of your appointment, the Commission may not be able to vote on your proposed project, and you may have to reschedule your appointment for the following month's meeting.

In addition to advising the Planning Board and the state DES regarding permit applications, the Conservation Commission can, with the approval of the Board of Selectmen, negotiate for the purchase of conservation land and/or the granting of conservation easements. These purchases or easements may be in the name of the Conservation Commission, on behalf of the town of Hampton.

The Conservation Commission phone number is 603-929-5808. The Town employs a Conservation Coordinator who is in the office several days a week. If there is no answer, leave a message and your call will be returned.

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ENERGY COMMITTEE

The Hampton Energy Committee was formed in 2007. Voters approved a warrant article at Town Meeting that year that, amongst other things, called for the Town to “appoint a voluntary committee to recommend local steps to save energy and reduce emissions.”

The goals of the Committee are to promote energy conservation and efficiency, and to explore ways to reduce carbon emissions among the town’s residents, businesses, and in municipal affairs. According to the Committee’s Mission Statement, “These goals will be accomplished through educational activities and programs designed to encourage people to pay attention to their energy needs, consumption habits, and short and long term interests. The Committee will make recommendations to and cooperate and communicate with Town officials, boards and commissions as well as public and private groups with similar concerns, and with the appropriate agencies of the State, regional and federal governments.”

The Committee consists of seven to eleven members who are appointed by the Board of Selectmen for staggered two year terms. Advisory members, including scientists, educators, representatives of business and civic organizations, etc., are invited to join the Committee on an ‘as-needed’ basis. Advisory members can participate in all meetings, but do not have a vote.

The Committee will include three working subcommittees, each of which will focus on residential, business, or municipal energy issues.

The Energy Committee meets on the first and third (as needed) Thursday of each month at 7:00PM in the second floor conference room at the Town Offices building. All meetings are posted at the Town Offices building and on the Town web site at least 24 hours prior to the meeting. The meetings are open to the public, and the public is welcome to provide input.

To contact the Energy Committee, send an e-mail to the Chairwoman, Ann Carnaby, at ann@tracytheatreoriginals.com

FINANCE & MIS DEPARTMENT

In the last ten years or so, as Hampton has continued to grow and the town's financial needs have become more complex, additional staff has been added to handle these needs. The current Finance & MIS Department includes a Finance Director and staff covering the payroll, accounts payables and accounts receivables, plus maintaining the Town's computer system, network and web site.

The Finance & MIS Department is one of Hampton's service organizations. It accounts for all collected revenues, consisting of property taxes and fees, and then dispenses those funds to the school districts, Beach Precinct, and the County. The remaining balance is then used to pay the Town's obligations.

The Finance Director's duties include reporting on the Town's finances; assisting the Treasures in managing the Town's cash flow; work with the department heads to manage the Town's budget; and serving as the Town's contact for the New Hampshire Department of Revenue. The Finance Director reports to the Town Manager, and supervises the following staff:

- The Payroll Supervisor is responsible for all aspects of payroll for the Town, including State (MA,ME) and Federal Taxes withholding; W-2s; Worker's Compensation; plus Human Resources and benefits as they relate to Town employees.
- The Receivables Clerk is responsible for billing, collecting and recording departmental and Transfer Station fees and charges, daily deposits, parking lot leases, financial account analysis and special departmental projects.
- The Payables Clerk is responsible for the complete Accounts Payable cycle, which includes processing purchase orders, invoices, and producing account's payable checks; and annually processing the Town's 1099s.
- The MIS person is responsible for maintaining the Town's computer systems, as well as those in the Public Works and Fire Departments; hosting three e-mail domains; maintaining, and updating the Town's web site; and for all DNS records.

Sludge tickets, used to pay for processing sludge through the Town's wastewater system, may be purchased at the Finance & MIS Department.

The Finance & MIS Department participates in meetings held by other departments and committees in Hampton, but does not hold public meetings on its own.

Residents can reach the Finance & MIS Department at 603-929-5815. The Department is housed on the second floor of the Town Offices building.

FIRE DEPARTMENT

Between 1900 and 1908, the voters and the Board of Selectmen in Hampton repeatedly refused to authorize the funds necessary to purchase fire control equipment for the town. At the 1900 Town meeting, the vote was against an allocation of \$500 for a "Chemical Engine." And in 1905, the Town meeting voted against authorizing \$500 for the Selectmen to contract with the local water supply company for a fire hydrant and water system for the village. In 1908, a committee was established to investigate different types of fire-fighting apparatus and the process for setting up a village fire district, and to report their findings at the annual meeting. It was to be a "Village" fire district because Beach residents, not happy with the lack of progress in fire fighting, had already formed their own fire district. It was this issue of fire protection that led to the establishment of the Hampton Beach Village District. At the 1909 Town Meeting, \$1,000 was authorized for a chemical fire wagon and to set up a Village fire district, excluding the Beach. In July 1912, the first Hampton Fire Department was formed.⁽¹⁾

The 2007 Hampton Fire Department has 43 members, and is operating out of two fire houses - one at Hampton Beach, and one near the Town Offices Building on Winnacunnet Road. The services provided by the Fire Department include: Fire suppression, emergency medical services (EMS), fire code enforcement, fire prevention and safety programs, hazardous materials response, woodland/marsh fire threats, water rescue, technical rescues, car seat inspections, blood pressure checks, station tours, fire apparatus visits, and more. The Fire Department operates 4 pumper trucks, a ladder truck, 3 rescue ambulances, and a 29' rescue boat that is also equipped with a pumper.

The Fire Prevention Bureau is responsible for inspection of all public and commercial building to ensure fire safety and compliance with fire and life safety codes. The Bureau reviews all plans for new construction and building modifications, investigates fires for cause and origin, and is involved in all fire prevention education and training programs. The Bureau received a new fire safety house trailer in 2006, paid for in large part with FEMA funds. The trailer is used by Hampton personnel, as well as those from surrounding towns, to conduct fire safety classes at schools and other locations.

The Hampton Fire Chief serves as the town's Emergency Management Director, working with other departments to respond to natural disasters, such as storms, floods, hurricanes and earthquakes, as well as man-made disasters such as terrorism, utility interruptions and hazardous material leaks.

Residents may obtain Burn permits from the Fire Department. All outside burns require a permit from the town or state, and must be conducted according to Fire Department regulations.

For any fire emergencies, call 911 immediately or the Hampton Fire Department at 926-3315.

To have a child's car seat installed and inspected, and to receive instructions on the proper installation and use of car seats, call 926-3316.

To have your blood pressure checked, stop at one of the Hampton Fire Stations. If you cannot

(1) "Hampton: A Century of Town and Beach -- 1888-1988" (Peter E. Randall, Publisher, 1989)

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get to a fire station, the Fire Department can come to you to do a blood pressure check. Call 926-3316 for a blood pressure check at your location.

To arrange for a fire station tour, fire apparatus visit, or a public speaker from the Fire Department, call 926-3316.

For more information about the Fire Safety House trailer, call the Fire Prevention Bureau at 929-1920.

HAMPTON BEACH AREA COMMISSION

The Hampton Beach Area Commission (HBAC) was established in 2003 by the New Hampshire Legislature via RSA 216-J. The HBAC provides information and advice to the Town of Hampton and to state agencies to help achieve the goals of the 50-year Hampton Beach Master Plan.

The Hampton Beach Master Plan is a “joint project of the Town of Hampton and the State of New Hampshire to create a common vision for the area, and translate that vision into a working program of specific actions that will incrementally improve the Beach and its environment.

“The Plan has been designed to enhance the substantial assets of this area and reverse negative trends that are largely the result of the unusual history of the community. It includes a program focused on the next few years, but it also contains a vision for the long-term.” (1) For those interested in reading the Hampton Beach Master Plan, it is on the Lane Memorial Library web site (<http://www.hampton.lib.nh.us/hampton/town/mastplan.htm>). It can also be viewed at the Library or at the Town Offices Building.

The HBAC’s goals are taken from the RSA which established the Commission:

- Consult and advise the state and town on implementation strategies for the Hampton Beach master plan, including capital improvements;
- Assist in the promotion, periodic review, and recommendation of updates of the Hampton Beach master plan;
- Assist the state and town in acquiring lands and rights in lands, to ensure a consistent management of the plan;
- Assist the town to develop building and zoning code language and design review guidelines and procedures for the plan area; provide advice and counsel to the state and the town on proposed land use developments and capital projects for consistency with the plan;
- Consult with the Hampton Beach businesses and residents to promote the plan.

In 2004, The HBAC conducted a series of “visioning workshops” to start the process of moving from plans to preliminary design work. These sessions created the framework for the infrastructure improvement to be implemented by the Town.

In 2005, the Commission’s subcommittees began setting goals for community development, beachscape, zoning and redevelopment, and transportation and parking.

In 2006, the Commission consulted with the state Department of Transportation regarding necessary improvements to the Hampton River Bridge.

Ongoing projects include the development of a “design guidelines booklet” which focuses on material, color, texture, and landscaping options for developers designing buildings in the Hampton Beach Precinct. The booklet should help developers work within the framework of the Victorian “Seacoast Village” theme that is preferred for future construction. The Commission is

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also working with the Rockingham Planning Commission and regional economic development agencies to obtain a grant for a revision to the Transportation and Parking sections of the Route 1A Corridor Plan that will address the parking needs of the entire beach area.

The HBAC membership includes: Two members from the Town of Hampton, appointed by the Board of Selectmen; Two members from the Hampton Beach Village District, appointed by the HBVD commissioners; one member from the Hampton Chamber of Commerce, appointed by the Chamber's board of directors; one member from the Rockingham Regional Planning Commission, appointed by its board of directors; the Commissioner of the Department of Resources and Economic Development for New Hampshire (or a designee); the Commissioner of the NH Department of Transportation (or a designee); and the Commissioner of the New Hampshire Office of Energy and Planning (or a designee). The terms are for 3 years, and the current term expires in 2009.

Telephone and e-mail contact information for all HBAC members can be found on the town library's web site (www.hampton.lib.nh.us/hampton/town/hbac.htm).

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The HBAC meets at 7:00PM on the 4th Thursday of each month at the Hampton Police Department Headquarters Training Room. There are no meetings in June, July or August. The meetings are open to the public, but they are not open for public comment unless an individual requests to be added to the agenda. Residents with questions, comments, and/or suggestions should contact the Commission member who represents the resident's constituency. That Commissioner will present the issue for consideration at a regularly-scheduled meeting. The HBAC meetings are not televised.

HERITAGE COMMISSION

The Hampton Heritage Commission was established by vote of the Town Meeting on March 16, 1996 in accordance with RSA 674:44a. Its purpose is the proper documentation, recognition, use, and protection of resources, tangible or intangible, primarily man-made, that are valued for their historic, cultural, aesthetic, or community significance within their natural, built, or cultural contexts.

As part of the effort to document the historic and cultural resources in the town of Hampton, the Commission has sponsored projects to map and record the grave markers in the Pine Grove and Ring Swamp Cemeteries, and to document houses recorded on the 1841 map which are still standing. Because Hampton is rapidly growing and changing, the Commission documents all buildings which are demolished as a record of the earlier face of the town.

All demolition permits require the Heritage Commission's signature. Instructions and a short demolition permit application may be downloaded from the town of Hampton web site (<http://www.town.hampton.nh.us/heritage/index.html>). Demolition permits are only granted at the Commission's monthly meetings.

The Hampton Heritage Commission has established a Heritage Marker Program program to recognize buildings in Hampton that contribute in some positive way to the appreciation and understanding of the town's unique architectural and historical heritage. They are intended for buildings that are at least 50 years old, that are well maintained, and that retain the integrity of their original design. The program is voluntary and does not impose any property restrictions. The markers will identify buildings of historical and architectural significance, and will serve to heighten community awareness, while encouraging the continued care and preservation of buildings and neighborhoods. These hand-painted building markers are custom made for us by Old Colony Artisans. Featured on each marker is the date of your house's construction, and the Winnacunnet pine tree logo that was originally used during Hampton's Tercentenary Celebrations in 1938. The cost for the markers is \$65.00. If you have any questions please call Maryanne McAden, Project Coordinator, at (603) 944-0280 or Elizabeth Aykroyd at 926-3536.

The Commission meets on the second Wednesday of each month at 7:00PM in the Selectmen's Meeting Room, downstairs in the Town Offices Building. All meetings are open to the public.

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HIGHWAY SAFETY COMMITTEE

The Hampton Highway Safety Committee was established, as allowed by New Hampshire statute, to apply for and receive grants for highway safety-related activities. The Highway Safety Committee is also responsible for recommendations to keep Hampton safe for residents, motorists and pedestrians.

The HSC reviews building project plans, and makes recommendations for safety modifications where appropriate.

The HSC meets in the 2nd floor conference room at the Town Offices Building on the 4th Monday of each month, at 1:00PM. Hampton residents are invited to attend HSC meetings.

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INSURANCE REVIEW COMMITTEE

The Insurance Review Committee was established in 1999 by two members of the Board of Selectmen and the Town Manager. The Committee is an advisory group, formed to help the town deal more cost-effectively with municipal insurance matters. Casualty, property, worker's compensation, and liability insurance issues all fall within the Committee's purview. The Committee also advises the town regarding negotiations with insurance providers.

The Committee is called in when there are insurance contracts to be renewed, and workman's compensation claim costs versus premiums to be reviewed. The Committee advises the Town on steps that can be taken to reduce insurance premiums, such as having department heads and town employees attend various courses that would lead to premium reductions. In its first year, the Committee helped the Town save \$150,000 over a three-year period by recommending changes on its contracts with insurance providers.

The Committee consists of 3 members, the Town Manager, and a Board of Selectmen's representative. The members are each appointed by the Board of Selectmen to 3 year terms.

The Committee meets on an as-needed basis, with meetings called by the Town Manager. These meetings are not open to the public. Reports from the meetings are presented at Board of Selectmen meetings, by either a member of the Committee or the Board of Selectmen's representative to the Committee.

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LEASED LAND REVIEW COMMITTEE

About 100 years ago, the land at Hampton Beach was all owned by the town. In April, 1897, the Hampton Beach Improvement Company was granted a 99-year lease on all the town-owned land from (at the time) Island Path to the mouth of the river. The annual rent on this parcel was set at \$500.

A successful petition at the 1962 Town Meeting authorized the Selectmen to form a committee to consider the sale of the leased land. The committee advocated against selling the leased land in their report at the 1964 town meeting. The topic was raised more than a few times over the ensuing years. Finally, in 1982, a study committee recommended the sale of the leased land. At the March, 1982 Town Meeting, residents approved a measure that asked state legislators to submit two bills, one of which created the Leased Land Real Estate Commission, which would oversee the sales of the property. A special meeting was called for May of that year, at which residents voted by 223-187 to sell the leased land. In 1983, the legislators passed the necessary laws to set up the Commission, and to establish a Real Estate Trust Fund, into which the proceeds of the leased land sales would be placed.⁽¹⁾

People who had held a lease up to the expiration could continue to lease their properties, or they could purchase them. If they chose to buy, the Town Assessor would set a value on the land, and present that value to the Leased Land Review Committee. With the Assessor's input the Leased Land Review Committee would negotiate with the potential buyer. As of 2007, there are still 27 parcels that are leased from the town.

The Leased Land Review Committee is comprised of 5 members, all of whom are appointed by the Board of Selectmen. They each serve for 5-year terms.

The Committee meets when there is a prospective buyer for a leased land lot. Those meetings are held in the Board of Selectmen's meeting room, downstairs in the Town Offices Building. The meetings are open to the public. Meeting dates and times will be posted when they are scheduled.

To contact the Leased Land Review Committee, please visit the Hampton web site (<http://www.hampton.lib.nh.us/hampton/town/leasedland.htm>).

(1) "Hampton: A Century of Town and Beach -- 1888-1988" (Peter E. Randall, Publisher, 1989)

LEGAL DEPARTMENT

The Legal Department handles litigation that is brought by and against the Town, advises elected and appointed Town officials, Town boards, commissions, and departments, and represents the Town's interests before regulatory agencies. The Department reviews contracts to be entered into by the Town, as well as Condominium documents, as requested by the Planning Board. The Department also coordinates the services of outside counsel when the Department's proceeding directly would pose a conflict, or in employment and labor law matters.

The Legal Department does NOT provide legal services or advice to residents or businesses in Hampton.

The Legal Department offices are on the second floor of the Town Office Building. You can reach the Legal Department at 929-5816.

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LANE MEMORIAL LIBRARY BOARD OF TRUSTEES

There have been Library Trustees in Hampton since the Town's first public library was established in 1881. It is not clear if the Trustees were elected or appointed at that time.

The Library Trustees are the governing board of the Lane Memorial Library. The Trustees are responsible for the management of the library, for representing the library to the community, and for acting as representatives of the community to the library.

As stated in RSA 202-A6: "The library trustees shall have the entire custody and management of the public library and of all the property of the town relating thereto, including appropriations held pursuant to RSA 202-A:11, III, but excepting trust funds held by the town." The Trustees create the bylaws, rules and regulations by which they conduct business and govern the library. They are responsible for the creating and making public the annual operating budget for the library. They are also responsible for the expenditure of all funds raised on behalf of the library for everything from support and maintenance, to books and materials upgrades or updates.

The RSA mandates that the Town elect an odd number of Library Trustees, and that they each serve staggered 3-year terms. Up to 3 Alternates may be elected to the Library Board of Trustees. Trustees must be residents of Hampton, and have knowledge of the library.

Contact information for the Library Board of Trustees can be found on the town web site (<http://www.hampton.lib.nh.us/hampton/town/library.htm>). The Chairman can be reached via e-mail at trustees@hampton.lib.nh.us.

The Library Board of Trustees meets on the third Thursday of each month, at 7:00PM at the Lane Memorial Library. These meetings are open to the public, and the agenda is posted prior to each meeting. To place an item on the agenda, contact the Chairman at least 48 hours prior to the meeting. Minutes from the Library Board of Trustees meetings are posted on the Town web site.

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MOSQUITO CONTROL COMMISSION

A vote at the 1975 Hampton Town Meeting approved the creation of the Hampton Mosquito Control District (HMCD), under the provisions of R.S.A. 437-A of New Hampshire State laws. The boundaries of the District are the boundaries of the Town. Subsequently, a three-member Hampton Mosquito Control Commission (HMCC) was appointed.

The Mosquito Control Commission is responsible for overseeing activities that help control the mosquito population (and more recently, the spread of EEE and West Nile Virus) in Hampton. Initially, the Commission hired a supervisor (usually an entomology major from UNH) and two assistants who worked from April until early September mapping breeding sites, performing some site reduction, applying State-approved chemicals to breeding sites for the control of mosquito larvae and pupae (larviciding), applying air-borne insecticide via road spraying to knock down the adult mosquito population (adulticiding), and trapping adult mosquitoes for species and count identification.

Larvaciding destroys mosquito larva before they hatch by the application of chemicals to ponds, marshes and catch basins (there are over 2,000 catch basins alone in Hampton). Larvaciding is generally done in April, at the beginning of the mosquito season.

Adulticiding kills active mosquitoes by spraying chemicals into the air. The chemicals are sprayed from trucks that travel the local roads. This procedure is more expensive than larvaciding, and is usually effective for about 3-4 days. Adulticiding can only be done when the weather (temperature and wind speed) meet specific criteria.

In 1991, when it became increasingly difficult to find qualified personnel to fill the part-time positions, the HMCC opted to contract out the services, and that is still the practice. Presently, Hampton is using Dragon Mosquito Control, Inc (DMC) to perform the services needed to reduce the mosquito population. At times, Dragon Mosquito Control workers have to cross private property to get to larviciding sites.

If a resident would prefer that DMC not cross their property, they must notify the firm in writing at **Dragon Mosquito Control Inc, PO Box 46, Stratham, NH 03885**. Also, if one does not want DMC to spray for mosquitoes (adulticide) in front of his/her house, they should also notify DMC in writing. Legal notices telling residents of the upcoming mosquito control activity and how to get in touch with DMC are printed in the local newspapers each year in April.

In the late 1980s, a hired Mosquito Control supervisor and a volunteer from Hampton collaborated on the construction of Greenhead Fly traps, to be placed on the marshes, with the goal of reducing the troublesome Greenhead Fly population. Although this was not part of the HMCC's original mission, it has become a very popular program; so much so that money is now included within the HMCC annual budget for the maintenance and placement of these traps each year. New traps have been built by volunteers, as well as by the company now providing mosquito

control services. Hampton now has an inventory of 160 Greenhead Fly Traps.

The Mosquito Control Commissioners are appointed by the Board of Selectmen for 3-year terms. The Commission holds monthly meetings through the summer, usually at the Lane Memorial Library. Those meetings are posted at the library and at the Town Offices Building, and are open to the public.

Hampton residents who have concerns or questions related to mosquito control should call the town's Administrative Assistant (929-5908), or Dragon Mosquito Control (964-8400), or a member of the Commission (names listed in Town Report).

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PARKS & RECREATION

Recreation can increase community pride, build self esteem, build family unity, create memories, and offer social interaction. Numerous programs offered by the Hampton Recreation & Parks Department provide proof of those benefits. Whether it's walking, participating in youth sports classes, adult basketball and softball leagues, enjoying our after school program or summer day and sport camps or having fun with senior activities, recreation truly provides outstanding benefits.

Parks can help protect the environment, increase property value, and help make you healthier, happier, and less stressed. Citizens of Hampton need look no further than Tuck Field, Eaton Park or Lewis Brown Park to find perfect examples of how parks can be beneficial. For example, Lewis Brown Park was used as a dump site for years and is now a site that provides for walking, flag football, skateboarding, volleyball, in-line skating and hockey. Property values adjacent to the park have increased along with a remarkable improvement in the environment.

Hampton Parks and Recreation organizes a wide variety of events and program on a year-round basis, and is responsible for all of the town-owned parks and playing fields in Hampton. The Department is proactive in creating and providing programs and events for toddlers to seniors that keep them healthfully involved, active, and away from less desirable activities.

Events and programs include (but are not limited to):

- Co-sponsored events, such as the Hampton Rod and Gun Club and Kittery Trading Post Fishing Derby, and the Pepsi Punt Pass & Kick competition.
- Special events, including the Strawberry Festival, Arts in the Park, and summer concerts at the Hampton Gazebo.
- Youth activities, including Sk8 Night at Rye, Red Cross Babysitting, Shorin-ryu Karate lessons, Littlefield Network Tennis, and First Tee Golf.
- Summer camps, such as LEGOS Robotics Camp, Proven Results Conditioning Camp, Tuck Field Camp, Soccer Tots Camp, Cheerleading Camp, and a variety of Holodek Technology and Gaming camps.
- Adult Activities, including Adult Golf Lessons, Hampton Walkers, Yoga for Seniors, Tuesday Bridge Games, and the Senior Brunch Bunch.
- Trips to Foxwoods; the Christmas Tree Shop and South Portland Mall; theatre trips to Boston; a Red Sox night at Fenway; and even travel overseas such as the November 2007 trip to Italy.

Hampton Parks:

- Bicentennial Park (High St and Ocean Blvd)
- Ruth G. Stimson Park (next to Bicentennial Park)
- Founder's Park (Park Ave and Cuss Ln)
- Joe Billie Brown Park (Plaice Cove area)
- Marelli Square (downtown, Lafayette Rd)
- Lewis Brown Park (Hardarts Way) - Skateboarding, in-line hockey rink, volleyball court and football field

Hampton Playgrounds:

- Kid's Kingdom Playground (Park Ave)
- Academy Ave Playground (across from Lane Memorial Library)
- Five Corners Playground (High St, Little River Rd)
- Locke Road Playground (Locke Rd and Winnacunnet Rd)
- Tuck Field Toddler's Park (Park Ave)
- Philbrick Children's Park (Reddington Landing)

Hampton Fields:

- Tuck Field (Park Ave) - 1 softball diamond, 2 baseball diamonds, 4 tennis courts, 2 basketball courts, 1 soccer field, picnic tables
- Eaton Park (Park Ave) - 1 softball diamond (lighted)

Hampton's public parking lots also come under the supervision of the Parks and Recreation Department. There are 3 public lots in Hampton that charge for parking: Ashworth Avenue (in front of the Hampton Police Station); Island Path (between Ashworth Avenue and Brown Avenue); and between Highland Avenue and Church Street (just past Brown Avenue, heading east). These lots usually charge for parking between May 1 and the second weekend in September (after the Seafood Festival). The Ashworth Avenue lot will also charge for parking for off-season concerts at the Casino.

Hampton also has four parking lots that are reserved for vehicles with resident parking stickers. Those lots are at the east end of High Street (across Ocean Boulevard at North Beach); at the corner of Ocean Boulevard and High Street, across from 931 Ocean Boulevard (formerly Kennedy's), including all spaces facing the ocean; on Ancient Highway, across Ocean Boulevard from the end of North Shore Road; and on Church Avenue (on the right side, past the church, going toward Rt. 101). Resident parking stickers are available at the Town Clerk's office at the Town Offices Building, and proof of residency is required to obtain a sticker. The stickers are good for two years.

Contact the Hampton Parks and Recreation Department or visit their page on the Hampton web site (<http://www.town.hampton.nh.us>) to see the full list of current events, programs, activities, camps, and trips, and to download some of the registration forms. Also contact the Department to sign up for activities, and/or to reserve playing fields.

The Parks and Recreation Department offices are on the upper floor of Town Hall, toward the front of the building, and are open Monday - Friday, 9:00AM-5:00PM. Call the office at 926-3932, or send a fax to 926-6768. You are welcome to visit the Department offices any time you have a question or suggestion about any of their events or activities. You can also reach the Department by e-mail (parks-rec@hamptonnh.gov).

PLANNING OFFICE

The Planning Office is home to the Town Planner and 'headquarters' for Planning Board activities. The Town Planner serves as the liaison between the Planning Board and the public, helping landowners understand the regulations for development, and helping abutters to proposed projects understand the potential impacts. In addition, the Planner works with other town departments, such as the Building Department, to ensure projects approved by the Planning Board are built as planned. The Planning Office also works with various departments and boards, such as the Zoning Board of Adjustment and the Conservation Commission, on code and regulation development, zoning ordinance amendments, long-term planning, and updates to the town's Master Plan.

Information and services available at the Planning Office include:

- Assistance and guidance with completing Planning Board applications.
- Application review for conformance with Site Plan Review and Subdivision regulations.
- Recommendations for approval or denial of applications for Site Plan Review, Subdivision of Land, and Special Permits (wetland impacts).
- Assistance to the public in understanding the town's zoning ordinances with respect to Site Plan and/or Subdivision applications.
- Information on the Hampton Master Plan, including the Hampton Beach Area Master Plan.
- Hazard mitigation grants and projects.
- Current and past Planning Board application files.
- Planning Board meeting minutes.

The Planning Board meets on the 1ST and 3RD Wednesday of each month at 7^{PM} in the Board of Selectmen's Meeting Room, downstairs at the Town Offices Building. These meetings are broadcast live on Channel 22. Those wishing to appear before the Planning Board must apply for a hearing at least 15 business days prior to the first meeting in the month they want to be heard. All permit applications must be complete and must be submitted prior to the meeting. Visit or call the Planning Board office to find out which permit applications are required for your project, and for assistance in completing them.

Visit the Planning Board page on the Hampton web site (<http://www.town.hampton.nh.us>) for a list of Planning Board members; schedules and deadlines; fee information; forms and regulations downloads; and helpful links.

The Town Planner can be reached at 929-5913. The Planning Board fax number is 929-2941. The Planning Board office, on the main floor at the Town Offices Building, is open Monday through Friday, 9^{AM} - 5^{PM}.

POLICE DEPARTMENT

"During most of the nineteenth century,... Hampton's police department was only a part-time operation, with men called into service as needed." (1)

"In July 1900, the News-Letter reported that contractor Charles E. Mason built, for \$100, a Beach police station adjacent to the Manchester House. "It is 12 by 16 feet, and contains three cells and an officers' room. It was built in four days, and has had one occupant." (1)

"In 1900, Ellsworth Brown of Seabrook (who the Hampton Union said had no police experience) was listed as receiving payment of \$217.50 as chief of police, the first time that title appears in the town reports." (1)

The primary mission of today's Hampton Police Department is to maintain peace and order, prevent and solve crime, and foster partnerships within the community. The Department is housed in a 24,000 sq. ft. facility on Brown Avenue in Hampton. The Police Department business office is open Monday through Friday, 8:00AM to 4:00PM. The non-emergency phone number at the Police Department is 603-929-4444. The fax number is 603-926-0570.

The Hampton Police Department has an authorized staff of 34 full-time and 70 part-time Officers, with 9 civilian employees who answer the phones, handle radio dispatch, and do all the clerical and record-keeping work. The Department is led by the Chief of Police, a Deputy Chief, and two Lieutenants.

The Uniformed Patrol Division is responsible for proactive patrols, traffic enforcement, and response to calls. The Division works on foot, in patrol cars, and on motorcycles, bicycles and horseback during the busy summer months. The Division also has 4-wheel ATVs that provide access onto the sand beaches.

In partnership with the community, the Department has placed Police Officers in Winnacunnet High School and Hampton Academy Junior High School as School Resource Officers. In addition, officers provide Drug Abuse Resistance Education (D.A.R.E.) to grade school children to help them learn how to avoid involvement with drugs, gangs and violence.

The Detectives in the Criminal Investigative Division investigate felony and other crimes, and provide evidence gathering and storage expertise to the Department. They also prepare and present felony cases to the County Attorneys Office for prosecution at Rockingham County Superior Court.

The Prosecution Office handles all traffic violations, town ordinance violations, and misdemeanor crimes at the Hampton District Court. The Office also handles juvenile issues at the Portsmouth Family Court.

The Animal Control Officer (see page 19) works through the Hampton Police Department. His function is to enforce state and local ordinance relating to domestic dogs and cats. In addition, he has experience with a broad range of animals, and can assist in wild animal removal and

(1) "Hampton: A Century of Town and Beach -- 1888-1988" (Peter E. Randall, Publisher, 1989)

retrieval. He also has experience dealing with rabid animals. The Animal Control Officer can be reached at 603-929-4444.

Applications for pistol permits are available at the Police station. To qualify for a permit, you must be a resident of Hampton, and not be prohibited from possessing firearms. There is a \$10 processing fee, and the permits are valid for 4 years.

The Police Department is responsible for enforcing state and local parking ordinances. The average parking fine is \$30, and an additional \$30 is due if the fine is not paid within 5 days. Parking violations can be appealed via a form that can be downloaded from the Police Department page on the Hampton web site (<http://www.hamptonpd.com>), or picked up at the Police station.

Hampton's Winter Parking Ban is in effect from November 15 to March 15, from 1:00AM to 7:00AM daily. Parking is prohibited on any public street or highway during the ban. During a winter storm Snow Emergency, parking is prohibited on public streets and highways for the duration of the Emergency. Violators may be subject to tickets and towing. Information about the Winter Parking Ban and Snow Emergencies is available by calling 603-929-4444, and through local media announcements.

Homeowners and businesses in Hampton are not required to register security alarm systems, but it will simplify responses to alarms if the Police Department has the information on file. Call 603-929-4444 to provide the Department with your location and emergency contact information. Hampton's ordinances allow two false alarms per calendar year. Additional false alarms are billed at \$50 each. The policy of the Police Department is to err on the side of safety and respond to any alarm call received, even if it has been canceled.

Copies of incident or accident reports are available through the Records Division at the Police Department. There is a fee of \$25 for the first 5 pages of a report.

If you have an emergency, dial 911 or 926-3333. To report a crime or suspicious activity, or to request a Police officer in Hampton, call the Police Department directly at 603-929-4444.

CrimeLine is a service through which you can anonymously provide tips to the Police. You can call the Hampton CrimeLine at 603-929-1222 if you have information that may lead to solving a crime. The CrimeLine offers cash rewards for information that leads to an arrest or indictment for a past crime. You can also contact the CrimeLine by e-mail at hamptonscrimeline@yahoo.com. The CrimeLine is a partnership between Hampton business owners and the Police Department.

PUBLIC WORKS

The Public Works Department is responsible for trash pick-up and recycling pick-up, public road maintenance (including paving and repair), the town sewer system, wastewater treatment, snow removal, and operation of the Transfer Station.

The Transfer Station is on Hardart's Way, and is open every day but Tuesday. Check the Public Works page on the town web site (<http://www.town.hampton.nh.us>), or call 929-5930 for Transfer Station hours of operation. Most trash, yard waste, and recyclable materials can be disposed of at the Transfer Station. Only items from Hampton will be accepted at the Transfer Station. A nominal fee is charged for some items, such as computer monitors, batteries, stuffed furniture, insulation, etc. The Transfer Station is now recycling Fluorescent bulbs and similar mercury bulbs for \$1-3 per bulb, and ballast from Fluorescent fixtures for \$5-10 per ballast, depending on size. Other mercury products, such as rechargeable batteries, thermostats, cell phones, etc. are accepted at no cost. Credit and debit cards (Visa, MasterCard, and Discover), checks and money orders will be accepted when payment is required for specific items or over-the-limit weight. Go to the Public Works page on the Hampton web site for a complete list of items that carry fees, and items that will not be accepted at the Transfer Station. Free compost is available at the Transfer Station for Hampton residents.

A "swipe card" for your vehicle is required to use the Transfer Station. There is no charge for the swipe cards, which can be obtained at the Transfer Station. Hampton residents must show a valid drivers license and vehicle registration to obtain their cards. Non-resident property owners must also show a property tax bill. The swipe cards should be renewed annually, in the month in which the vehicle registration is renewed. If you do not have a swipe card, or are from out of town and need to use the Transfer Station on a short-term basis, please contact the Department of Public Works.

The Public Works Department is at 1 Hardart's Way. The phone number is 926-4402. The fax number is 926-1913.

For curbside rubbish collection, all trash must be in containers (trash bags alone will not be accepted).

- Containers must have a cover.
- Containers must not exceed 32 gallons. The Town may pick up larger containers if they are not piled above the rim, and if they do not exceed 75 pounds. Pickup of these larger containers is not guaranteed.
- Container weight cannot exceed 75 pounds.
- Trash should be placed at curbside on the night before your scheduled pick-up.
- Please recycle when possible. It saves the Town of Hampton money and helps the environment. Recycling is a condition for businesses to trash pickup more than one day per

week.

- In the Seasonal Business District, boxes and corrugated material should be broken, flattened, neatly stacked and secured. Bundles should not exceed 24" x 24" x 12".
 - Trash cannot be put out until 11:00PM on the night prior to scheduled pick-ups.
 - If you participate in the recycling program, you must have a recycling container and actively recycle your trash.
 - For additional information, please call the Highway Department; 926-4402.

Residential rubbish Collection Schedule:

<u>Area of Town</u>	<u>Collection Day</u>
Ocean Blvd. from Winnacunnet Rd. south to the Seabrook town line, and west to the marsh.	Monday
Lafayette Rd, both sides, and west to the Exeter line.	Tuesday
North of High St. to North Hampton town line.	Wednesday
High St., both sides, to Ocean Blvd, and southwest to Hampton Falls town line.	Thursday
Ocean Blvd. from Winnacunnet Rd. north to North Hampton town line, west to Eel Creek, except lower end of Winnacunnet Rd. and High St.	Friday

Commercial Rubbish Collection Schedule with Recycling

<u>Type of Business</u>	<u>Collection Day</u>
Schools and stores Eating places	Monday - Friday Monday - Friday* Sat - Sun (summer)
Hotels, motels, apartment complexes with 6+ units Filling stations	Mon, Wed, Fri Monday, Friday
<i>* Summer season begins the 3rd Monday in June, and ends the 2nd Saturday in September.</i>	

Scheduled collections on holidays will be picked up the next day. Additionally, during severe inclement weather, no pick-ups will be made until the following week on the scheduled day.

The annual household hazardous waste collection will be on the 2ND Saturday in May in the parking lot behind the former town office (on Winnacunnet Rd, next to the Fire Station). The actual date and time will be posted on the Town web site, and on Channel 22.

RECREATION AND PARKS ADVISORY COUNCIL

The Recreation and Parks Advisory Council has four objectives:

- To advise the Recreation Director in regard to planning and evaluation of all recreation facilities and programs in Hampton.
- To encourage coordination of the recreation activities provided by all local organizations to create a seamless, unified recreation schedule.
- To present and describe the recreation program to public officials and the general public.
- To assist with securing the appropriation of appropriate funds to support the breadth and depth of programs needed for an expanding community.

The Council is comprised of 13 members. Nine of them are registered voters, and are chosen to represent a diverse cross section of Hampton residents (such as parents with children of various ages, students, middle-aged adults, and seniors). The other members are representatives from the Hampton Youth Association, the School Board, the Board of Selectmen, and the Budget Committee. The members of the Council are each appointed for 3 year terms.

The Council meets on the 4th Wednesday of each month in the Town Offices Building Conference Room (on the second floor). The meetings start at 6:30, and are open to the public.

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SHADE TREE COMMISSION

The Hampton Shade Tree Commission was created with the approval of Article 27 at the Town Meeting in 1975. The Town Manager at the time, Peter Lombardi, wrote to the Shade Tree Commission chairman, Roland Paige, about the new policy regarding trees on town land. The Board of Selectmen had voted that trees removed by the recommendation of the Shade Tree Commission would be replaced with another tree. The replacement tree would be planted at a suitable location on town property, and need not be at the same location from which a tree was just removed. Today's Shade Tree Commission serves the Board of Selectmen in an advisory capacity. The Commission recommends policy and plans regarding the planting, care and removal of trees on town property. The Commission is not responsible for trees on privately-owned land.

The Commission is comprised of 3 members who are appointed by the Board of Selectmen for 3-year terms. The Commission meets on an 'as-needed' basis. When meetings are scheduled, they are posted, and the meetings are open to the public. Minutes from these meetings are posted on the bulletin board inside the entrance to the Town Offices Building.

If a resident sees a tree on town land that they believe needs to be cut down, they should contact the Board of Selectmen (926-6776). The caller should try to determine that the tree is on town land, and not on private property. If it is not clear who owns the property on which the tree sits, the Commission can use Town tax records to try to make that determination. When the complaint is registered, members of the Commission will inspect the tree and then issue a recommendation to the Selectmen. Generally speaking, only trees that are diseased or a safety risk will be removed. The resident will be notified, in writing, of the Selectmen's decision. Healthy trees that just appear to be inconveniently located will not be recommended for removal if they don't meet the other criteria.

The Shade Tree Commission does not currently have a budget for replacement trees. Replacement trees are planted only if and when healthy trees are donated to the Town.

SUPERVISORS OF THE CHECKLIST

The Supervisors of the Checklist are responsible for maintaining the list of registered voters in Hampton (the checklist). There are three Supervisors of the Checklist, each of whom is elected by town vote to a six-year term.

New residents of Hampton or residents who have attained legal voting age register to vote at the Town Clerk's office in the Town Offices Building. However, it is the Supervisors of the Checklist who approve each addition to the list of registered voters.

The Supervisors of the Checklist meet 4 times annually to review and approve or reject new voter applications. The reasons for possible rejection might be because someone is not a Hampton resident, is too young, or is not a US citizen. Often the issue is inadequate documentation having been provided. These situations are most often quickly and easily resolved.

The Supervisors of the Checklist's meetings are noticed in the newspapers, and are open to the public. They are required by law to hold a meeting 10 days prior to each election. Residents who wish to register to vote, and registered voters who wish to change their affiliation from "Undeclared" to a political party can do so at one of these meetings. Check with the Supervisors of the Checklist or the Town Clerk regarding requirements and timing limitations for registering to vote and/or changing your political party affiliation.

The Supervisors of the Checklist are present at each year's Town Deliberative Session, School Board Deliberative Session, and at the polling place on every election day. Residents may register to vote at the Deliberative Sessions or on election day, as long as they have the required identification and proof of residency. While anybody may attend the Deliberative Sessions, only registered voters may speak or vote at those meetings.

To contact the Supervisors of the Checklist, please leave a message at the Town Clerk's office.

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TAX COLLECTOR

Hampton collects property taxes from all property owners twice each year. The taxes are usually due the later of July 1st and December 1st (or the next business day, if those dates fall on a weekend), or 30 days from the mailing of the tax notices. New Hampshire State law requires that the tax bills be mailed at least 30 days prior to their due date, and that no late-payment interest can be charged for a minimum of 30 days from the date the bills are mailed.

Since the new tax rate is not determined until the Fall each year, the July tax bill is 1/2 of the rate of the previous year's full tax. Each year's new tax rate is based on the Town budget, contractual obligations, and new expenditures from warrant articles passed by the voters in March of that year. The December tax bill will be based on the new tax rate, and will be for the full year's taxes, minus the amount that was billed in July.

Taxes may be paid in person at the Tax Collector's Office, by mail, or at the drive-through window at the Town Offices Building. Instructions for payment and hours for the drive-through window are printed on the front of each tax bill.

If a property's taxes have not been paid in one and a half years from the beginning of a new fiscal year (April 1st), New Hampshire statute requires that a lien be put on that property. Liens are recorded with the Registry of Deeds, and stay with that deed. The property owner has two years from the date the lien is placed to pay their back taxes. If they are still not paid at that time, the deed for that property must be transferred to the town. It is then up to the Board of Selectmen to decide what to do with the property. Fortunately, this is a rare occurrence: Only once in the last decade has a property had to be deeded to the town.

The Tax Collector's office is on the first floor at the Town Offices Building. The office is open 9am-5pm each weekday. The phone number for the Tax Collector is 603/926-6769.

TOWN CLERK

The Town Clerk has been responsible for maintaining town records since Hampton was incorporated in 1638. Those 350 year-old records still exist. In addition to learning something about Hampton's history, you can go to the Town Clerk to:

- Register a motor vehicle, or renew your vehicle registration. Registrations are renewable in your birth month each year, unless the vehicle is leased or is in a trust or company name. The Town Clerk's office does not mail out vehicle registration renewal reminders, but you can sign up on the Hampton web site (<http://www.town.hampton.nh.us/townClerk/index.html>) for an e-mail reminder. We encourage you to call the Town Clerk's office (926-0406) to learn what paperwork you will need to register your vehicle. All renewals and transfers require the original of your most recent registration.
- Obtain a marriage license. Both the bride and groom need to be present when applying for a marriage license. They should each bring proof of identification (driver's license or passport), and, if either party has been previously married, divorce decree(s) or death certificate(s) to show proof of how the prior marriage(s) ended. The licensing process takes approximately 30 minutes.
- Obtain copies of vital records (birth, marriage and death certificates). Customers requesting copies of vital records will need to show proof of identification and advise how they are related to the individual(s) on the record.
- Register your dog - All dogs must be licensed by April 30 each year. You must have a statement from your vet that your dog has a current rabies vaccination to have your dog licensed. If you have not registered your dog in Hampton before, you will also need to show proof of spay/neuter, if applicable, in order to obtain the lowest rate.
- Obtain a New Hampshire State wetlands/dredge and fill permit application, and file the application. Instructions on how to file the application and requirements are listed on the application form. (You will likely also need to file for a Town Special Permit at the Planning Board office.)
- Register to vote: You will need to show proof of identification and proof of residency to become a registered voter. You can register to vote at the Town Clerk's office up to 10 days prior to any election. You can also register at the polls on Election Day. Call the Town Clerk's office (926-0404) for voter registration details.
- Apply for/obtain an absentee ballot: You will need to be a registered voter in the Town of Hampton, and provide proof of identification to obtain an absentee ballot. Each person must pick up their own absentee ballot.

The Town Clerk also files liens, attachments and tax deeds, and handles all phases of federal, state and local elections, from registering new voters, issuing absentee ballots, taking official minutes, printing ballots, to recording and certifying the votes.

The Town Clerk's office is at the back of the main floor at the Town Offices Building. The windows are open Monday through Friday, 9:00AM - 4:30PM. The Town Clerk phone number is 926-0406. The fax number is 929-5917. You can also send an e-mail to the Town Clerk at town-clerk@hampton.nh.gov Visit the Town Clerk page on the Hampton web site for more specific information on most of the services provided.

TOWN MODERATOR

According to Joseph Dow's "History of Hampton," the town's first moderator, in 1641, was John Crosse. While some of the early moderators served for several years, it appears as though others only served for one meeting, or that they alternated so that no one served for more than one meeting in a row. (Current moderators tend to serve for multiple terms.)

Today's Hampton Town Moderator is elected by town vote to a two year term, and reports to the Board of Selectmen. As specified by RSA 40.4, the moderator presides over our Deliberative Session each February; reviews the rules of the meeting with those assembled; controls the flow and subject of discussion (based on the warrant and budgetary articles being presented); maintains an orderly meeting; and announces the results of each vote.

The Town Moderator also oversees the town vote each March, as well as all elections for local, state and national offices that are held in Hampton. At the town vote, the Moderator opens and closes the polls, and regulates the business that occurs there between the opening and closing to ensure the integrity of the voting process. The Moderator, along with DPW personnel, sets up the polling place. The Moderator ensures that the election process complies with state and federal statutes; keeps the polling place free from electioneering influence; works with the Supervisors of the Checklist to maintain an orderly process of registering new voters; and reports the results of the vote after the counting is complete.

The current Town Moderator is Bob Casassa. He can be reached at 926-6336.

TOWN TREASURER

"The office of Treasurer was created in 1747. From 1755 to 1791 the town money was probably again in the hands of the selectmen. Article three, in the warrant for a town meeting, August 8, 1791, was: "To see if the town will be of the mind to choose a Town Treasurer, which is thought to be necessary, especially on account of the public securities belonging to said town." In 1841 it was voted that the office of the Town Treasurer be dispensed with; the present Treasurer to pay over to the Selectmen all notes or property now in his hands, for which is is accountable to the town. This arrangement continued till 1879."⁽¹⁾ The first Hampton Town Treasurer was Samuel Dow, who served from 1747 to 1755, and again from 1816 to 1820.

The Hampton Town Treasurer is an elected official, and serves a three-year term. The Treasurer is responsible for all of the financial assets of the town except those under the jurisdiction of the Trustees of the Trust Funds, and those special funds that are managed by other Town officers as prescribed by law. The Treasurer signs all Town payroll and Accounts Payable checks; has the authority (along with the Board of Selectmen) to borrow on behalf of the Town; maintains all of the Town's bank accounts; and reconciles the Town's bank statements. The Treasurer also holds the Town's escrow and other cash accounts.

The Finance Department, Tax Collector, and Town Clerk provide the Treasurer with cash receipts reports on a weekly basis. And the Treasurer provides monthly reports regarding the Town's financial assets to the Finance Director.

(1) Joseph Dow's "History of Hampton" (Published by his daughter, 1881)

TRUSTEES OF THE TRUST FUND

“Hampton’s Real Estate Trust Fund was established by State Law to allow Hampton to create an ongoing trust in which the proceeds would be deposited from the sale of about 700 Town-leased lots at Hampton Beach to the lessees thereof. The first payment to the Trustees on May 25, 1984, began the fund.” ⁽¹⁾

The responsibilities of the Trustees of the Trust Fund are to: Safeguard the money in the trust funds; comply with the provisions of the documents establishing the trusts; approve an investment policy for the trust funds annually; invest the funds according to the investment policy; pay out the income and the principal according to the trust documents; prepare and submit annual reports to the Town and to the State of NH.

In part, RSA 31:25 reads as follows: “The trustees shall have the custody of all trust funds held by their town. The funds shall be invested only in deposits in any federally or state-chartered bank or association authorized to engage in a banking business in this state, or in deposits in any credit union in this state, or in bonds, notes or other obligations of the United States government, or in state, county, town, city, school district, water and sewer district bonds and the notes of towns or cities in this state; and such stocks and bonds as are legal for investment by any bank or association chartered by this state to engage in a banking business; and in participation units in the public deposit investment pool established pursuant to RSA 383:22.” “The trustees may retain investments as received from donors, until the maturity thereof. The trustees shall formally adopt an investment policy for all investments made by them or by their agents for any trust funds in their custody. Such investment policy shall be reviewed and confirmed at least annually.”

The Hampton Trustees of the Trust Fund’s investment policy, pursuant to RSA 31:25, addresses the issues of safety, income generation, and cash flow/liquidity. This policy can be found on the Trustee’s web site (<http://www.hamptontrustfunds.org>).

The Trustees of the Trust Fund have responsibility for the following trust funds: Real Estate Trust Fund; Lane Memorial Library Trust Funds; Cemetery Burial Trust Fund; Cemetery Perpetual Care Trust Funds; Campbell Sports Scholarship Fund; and the Poor Trust Funds. The total value of these funds, as of the end of 2006, was \$16,668,120.

The principal in the Real Estate Trust Funds stays intact, and the interest/dividends are used each year to help offset the town residents’ property taxes.

The Trustees are also responsible for the following capital reserve funds: Town Roads; Management Information Systems; Hampton Beach Village District - Capital Projects & Purchases; Hampton Beach Village District - Apparatus Replacement; and Hampton Beach Village District - Improvements on Current Property. The value of those funds, at the end of 2006, was \$382,050.

(1) Town of Hampton Annual Report, 2006

RSA 35-9, concerning Capital Reserve Funds, reads, "The moneys in each such fund shall be kept in a separate account and not intermingled with other funds of said municipality." The monies in the capital reserve funds are used exclusively for the projects defined by each Fund's name.

There are five Trustees of the Trust Funds. Each trustee is elected to a three-year term. The terms are staggered so that no more than two Trustees are up for re-election in any year.

The Trustees of the Trust Fund meet at least quarterly, and more often as necessary. The meetings are held in the Board of Selectmen's meeting room, downstairs at the Town Offices Building. The meeting schedule is posted at least a week ahead of each meeting at the Town Offices Building, the Lane Memorial Library, and on the Trustees' web site (<http://www.hamptontrustfunds.org>). The meetings are open to the public, but are not televised on local Channel 22.

WELFARE OFFICE

Hampton's Welfare Office exists to assist people in need with General Assistance so that they will have food and shelter, and that their medical needs may be provided for. The Welfare Officer can: help people determine their level of eligibility for General Assistance; provide guidelines and/or assist in completing the required applications; explain the applicant's responsibilities and rights; relate what is required of the applicant prior to receiving General Assistance, while receiving General Assistance, and after they have stopped receiving General Assistance; and can explain the options that may be available to them. In appropriate cases, recipients of assistance may be required to work for the Town as a condition of continued eligibility for assistance. The Town also may recover sums spent on support from relations of the assisted person, as specified in RSA 165:19.

General Assistance is provided by the Town of Hampton. The Welfare Officer can also make the applicants aware of any other programs for which they may qualify if they are ineligible for General Assistance, or if their needs exceed that which is covered by General Assistance.

Residents of other New Hampshire towns, if they meet certain basic criteria, can seek assistance from Hampton's Welfare Office. If they are struggling to meet their basic needs, the Hampton Town Welfare Officer will try to help those individuals and families identify and pursue opportunities in their community to regain their financial footing. Once a welfare recipient has regained financial stability, the Town of Hampton may ask the recipient's home town for recovery of the aid it provided.

The Welfare Officer is appointed by the Board of Selectmen to an open-ended term. The Welfare Office is on the second floor of the Town Offices building. Those interested in information about, or applying for General Assistance should visit or call the Welfare Office. The Office is open from 9:00AM to 1:00PM on Monday, Tuesday, Thursday and Friday, and until 5:00PM on Wednesday. The phone number for the Welfare Office is 603-926-5948.

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ZONING BOARD

The Zoning Board was established under RSA 672.1, which states, in part, that:

- I. Planning, zoning and related regulations have been and should continue to be the responsibility of municipal government;
- II. Zoning, subdivision regulations and related regulations are a legislative tool that enables municipal government to meet more effectively the demands of evolving and growing communities.

RSA 674:16 specifies that "zoning ordinance shall be designed to regulate and restrict:

- (a) The height, number of stories and size of buildings and other structures;
- (b) Lot sizes, the percentage of a lot that may be occupied, and the size of yards, courts and other open spaces;
- (c) The density of population in the municipality; and
- (d) The location and use of buildings, structures and land used for business, industrial, residential, or other purposes."

The Hampton Zoning Board consists of 5 members, plus the head of the Hampton Building Department. The 5 members are each elected to 3-year terms by voters at the Town Vote in March. The terms are staggered so that no more than 2 positions are open each year. Up to 5 Alternates may be appointed by the Zoning Board, each for 3-year terms.

The Zoning Board meets at 7:00PM on the 3rd Thursday of each month in the Board of Selectmen's Meeting Room downstairs at the Town Offices Building. The deadline for submittal of applications to be discussed is approximately 4 weeks prior to each meeting. Specific deadlines are posted on the Zoning Board page of the Hampton web site (<http://www.town.hampton.nh.us/zoning/>).

There are several different types of petitions that can be submitted to the Zoning Board. For more specifics on these petitions and their requirements, go to the Zoning Board page on the Hampton web site (<http://www.town.hampton.nh.us/zoning/>) and download Instructions to Applicants from the Forms pull-down menu.

- **VARIANCE:** A variance is an authorization, which may be granted under special circumstances, to use your property in a way that is not permitted under the strict terms of the Hampton Zoning Ordinance. For a variance to be legally granted, you, the Petitioner, must show that your proposed use meets all five of the following criteria:
 1. Granting the variance would not be contrary to the public interest.
 2. Special conditions exist such that literal enforcement of the ordinance results in unnecessary hardship,
 3. The variance would be consistent with the spirit of the ordinance.
 4. Granting the variance would do substantial justice.
 5. No diminution in the value of surrounding properties would be suffered.
- **SPECIAL EXCEPTION:** A special exception is an authorization, which may be granted under special circumstances, for a specific use that is a permitted use under the Zoning Ordinance

so long as the use complies with specific conditions as set forth in the Ordinance.

- **EQUITABLE WAIVER OF DIMENSIONAL REQUIREMENT:** As provided for under N.H. RSA 674:33-a (and Section 1.4.2.1 of the Zoning Ordinance):
 - I. When a lot or other division of land, or structure thereupon, is discovered to be in violation of a physical layout or dimensional requirement imposed by a zoning ordinance enacted pursuant to RSA 674:16, the Zoning Board of Adjustment shall, upon application by and with the burden of proof on the property owner, grant an equitable waiver from the requirement, if and only if the Board makes specific findings.
- **APPEAL FROM AN ADMINISTRATIVE DECISION:** Appeals to the Board of Adjustment concerning any matter within the Board's powers as set forth in RSA 674:33 and RSA 676:5 may be taken by any person aggrieved, or by any officer, department, board, or bureau of the municipality affected, a) from a decision of an administrative official, or b) from a planning board decision or determination, in the exercise of subdivision or site plan review, which is based upon the terms of the zoning ordinance, or upon any construction, interpretation, or application of the zoning ordinance, which would be appealable to the board of adjustment if it had been made by an administrative officer.
- **APPEAL OF BUILDING CODE DECISION:** In Hampton, the Zoning Board of Adjustment acts as the Building Code Board of Appeals. The Board has the power, upon an appeal filed with it by any person aggrieved by a decision of the building inspector dealing with the building code, to vary the application of any provision of the building code to any particular case when, in its opinion, the enforcement of the building code would do manifest injustice and would be contrary to the spirit and purpose of the building code and the public interest.

To contact the Hampton Zoning Board, please call Chairman Thomas McGuirk at 603/944-6564.

LANE MEMORIAL LIBRARY

The Lane Memorial Library, the public library in Hampton, is at 2 Academy Avenue. Hampton residents can obtain a library card by showing a photo ID and one additional form of identification, such as a utility or tax bill that includes their Hampton address. There is no charge for the cards, which are issued for 3 years and are renewable. Non-residents may purchase a 3-month card for \$20 or a yearly card for \$45. Lost cards will be replaced for \$1.00.

The Library hours are:

Monday - Thursday	9:00AM to 8:00PM
Friday and Saturday	9:00AM to 5:00PM
Summer Saturdays	9:00AM to 1:00PM.

Call the Main Desk at 603.926.3368, and the Children's Desk at 603.926.4729

Resources:

New books are displayed opposite the checkout desk, and are marked with a pink tape at the top of their spines. 7-Day books (new and very popular) are on the top of the new books bookcase.

Audio books and music CDs are available for checkout.

Downloadable audio books are available from home via your computer. You'll need your library card, a Window's PC, and a high-speed internet connection to download these books. Visit the Library web site (<http://www.hampton.lib.nh.us>) for more information on these downloads.

Movies (DVD and VHS) can be checked out for 3 weeks. New DVDs can be checked out for 2 days. There are children's videos in the Children's Services area (downstairs at the Library).

Computers are available for public use at the Library. A library card is required, and computer reservations are for one hour at a time. Sign up at the Circulation Desk. Nonresidents and those without library cards may reserve a computer for 20 minutes. Microsoft Office is available on the computers. Printouts from the computers are 10¢ per page. Wireless internet access, via a fast DSL connection, is available anywhere in the building.

Museum passes/tickets are available for the Boston Museum of Fine Arts, the Boston Museum of Science, the New England Aquarium (in Boston), the New Hampshire Historical Society (Concord); the Museum of New Hampshire History (Concord), the Currier Gallery of Art (Manchester), the Peabody Essex Museum (Salem, MA), and the Seacoast Science Center (Rye). These passes are available at no charge for one day, and will admit up to 4 people free of charge or at a substantial discount. Late fees, equal to the entry fees incurred by the patrons next in line (who are without their passes), will be assessed for passes not returned on time.

Magazines and newspapers are available in the reading area. Past issues of magazines may be checked out. Some past issues may be stored, so please ask for them with the specific date.

Thousands of periodical articles can be accessed from the Library web site.

Large print books are also available at the Library.

Framed art prints can be checked out for two months, and can be found by searching the on-line Library catalog for "framed art."

New Hampshire history and local genealogy resources are in the New Hampshire Room at the library. There are also extensive historical and genealogical resources on the Library's web site.

Free tax assistance through VITA is available at the library from February to April 15th. Ask at the front desk for specific times.

Story hours for children ages 15 months to 6 years are held in the Children's area. Call 926-3932 or ask at the Children's area desk for specific information.

Most items from the Library may be checked out for 3 weeks. The exceptions are:

New fiction	2 weeks
7-Day books	1 week
New DVD movies	2 days
Art works	2 months
Museum passes	1 day

Books, audio books, magazines, music CDs and 3-week movies may be renewed once. With a PIN number (which may be obtained in person at the Library), you can renew materials from the Library's web site (<http://www.hampton.lib.nh.us>). Items that are not renewable: all books with reserves; interlibrary loan materials; 7-Day books; 2-Day DVDs; framed art; and museum passes.

As of this printing, the Library does not charge late fees, but there is a donation box at each Circulation Desk. Those who are late returning materials are welcome to make a donation in lieu of paying a fine. The Library staff will call patrons with materials that are one and two weeks overdue. A letter will be sent to those with materials three weeks overdue, followed by a final notice the following week. Failure to return materials after such notice may result in a revocation of library privileges, and possible civil action. Items eight weeks overdue will be considered lost, and the card holder will be billed accordingly. When overdue items are requested by another patron, the borrower will be called daily until the requested items are returned or deemed lost.

The Library includes a Senior Drop-in Center (the Dorothy Little Room), which is open daily, and a public meeting room (the Wheaton Lane Room). To obtain information about reserving and using a library meeting room, call 603-926-3368 and ask to speak with the Head of Adult Services, Assistant Director, or the Director of the Library.

HAMPTON SCHOOLS

There are 4 schools in Hampton for students from pre-kindergarten through high school. The schools are:

- **Centre School:** 53 Winnacunnet Rd 603.926.8706
 Grades: PreKindergarten -2ND Grade
 Principal: Mrs. Nancy Andrews
 Vice Principal: Mrs. Jennifer Spires
 Centre School has been in operation since 1921.
- **Marston School:** Marston Way 603.926.8708
 Grades 3-5
 Principal: Mr. David O'Connor
 Vice Principal: Mrs. Lois Costa
- **Hampton Academy Middle School:** 29 Academy Way 603.926.2000
 Grades 6-8
 Principal: Mr. Chris Sousa
 Vice Principal: Mrs. Kathy Hancock
 The Hampton Academy building housed the town's high school until Winnacunnet High School opened in 1967. Hampton Academy then became a junior high school before changing to its current configuration as a middle school
- **Winnacunnet Cooperative High School:** Alumni Drive 603.926.3395
 Grades 9-12
 Principal: Mr. Randy Zito
 Winnacunnet High School was first opened in 1967. The facilities were updated and expanded in 2006.
- **SAU (School Administrative Unit) 21:** 2 Alumni Dr (across from the entrance to Winnacunnet Cooperative High School) 603.926.8992
 Superintendent: Mr. James Gaylord
 Assistant Superintendent: Dr. Maureen Ward

SAU 21 provides all administrative functions for the schools in Hampton, as well as those in Hampton Falls, North Hampton, Seabrook and South Hampton, plus Winnacunnet Cooperative High School. The students from all these towns, with the exception of South Hampton, attend Winnacunnet High School. The functions handled by SAU 21 include payroll, human resources, technology, contracts negotiations and reporting functions for the state of New Hampshire.

SAU 21 is comprised of the school boards from Hampton, Hampton Falls, North Hampton, South Hampton and Seabrook, and is managed by the Superintendent of Schools, who is hired by the joint school boards. The Superintendent is responsible for planning and administering the activities of the local school districts within the SAU; for keeping the schools staffed by certified educators, qualified professionals and appropriate support personnel; and for developing and

implementing procedures for achieving educational objectives within each of the school districts in the SAU.

The SAU Board (the joint school boards from the 5 towns and the Winnacunnet High School Board) is responsible for electing the Superintendent; acting on the Superintendent's nominations for SAU 21 professional staff; establishing the salaries of all SAU personnel; adopting a budget for SAU expenses; and adopting policies that affect the SAU.

SAU 21 is required, via state mandate, to oversee all member school's curricula to ensure consistency. As a result, Hampton has a coordinated K-8 system. All Hampton schools meet the Annual Yearly Progress (AYP) standards, as dictated by the No Child Left Behind Act.

The SAU Board meets quarterly in the Hawley Library at Winnacunnet High School. Meeting dates and times can be found at the SAU web site (<http://www.SAU21.org>). From October to December 15, the Joint Board meets to prepare a recommended budget for SAU expenses for the next fiscal year. Each spring, the Joint Board elects officers and professional staff for the next fiscal year, and sets the salaries of all SAU personnel.

The SAU Board holds a public hearing, usually in November, to present and discuss the next year's school budget. The date and time of this hearing is posted, and the hearing is open to the public.

The Hampton School Board is comprised of 5 members, each of whom is elected to a 3-year term. The terms are staggered so that not all Board members are elected in the same year. The Hampton School Board meets on the second Tuesday of each month at 7:00PM in the Selectmen's Meeting Room, downstairs at Hampton the Town Offices Building. The meetings are open to the public, and are televised on local channel 22.

The Hampton School Board is responsible for developing policies and annual budgets that compliment the short and long-range goals for the curricula and academic success of the Hampton School District.

Each of the Hampton schools has its own Principal, Vice-Principal, Guidance Counselor, and Nurse. There is a buildings and grounds director, and food service director for the System.

The Hampton school year starts in late August, usually about 3 days before Labor Day Weekend. The school year is 182 days for students, and 188 for teachers. Hampton teachers have the option of joining the Seacoast Educators Association.

To enroll a student into Hampton's schools, call the appropriate school for that student's grade level. The documentation required for each new student may include a birth certificate, proof of residency, and proof of having received the necessary immunizations. Get more information about the enrollment process by calling the appropriate school.

HAMPTON TOWN & ZONING ORDINANCES

Hampton's complete Town and Zoning Ordinances can both be downloaded from the Town of Hampton web site. Go to <http://www.town.hampton.nh.us/download.html> and scroll to the bottom of the page. Next to Ordinances, you will find Town and Zoning. Each download will be in the form of a "PDF" (Portable Document Format) file.

You will need Adobe's Acrobat Reader to be able to open and read these documents. If you do not have Acrobat Reader, or if you have an older version of the software, you can download the current version for free from the Adobe web site (<http://www.adobe.com/downloads/>).

The Town Ordinances provide the framework by which Hampton is governed. The Zoning Ordinances provide the regulations and guidelines by which any structures are built, repaired, expanded or demolished in Hampton. Both sets of ordinances are created to ensure continuity, consistency, and safety for our Town and it's residents and visitors.

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PARKING IN HAMPTON

The following are some of the basic parking regulations in Hampton. For more detailed information about the parking regulations, or about the rules and regulations that apply to a particular street, consult the Hampton Town Ordinances, Chapter 3, Article 5, Sec. 3:501-510. (The Hampton Town Ordinances can be downloaded from the Town web site (<http://www.town.hampton.nh.us/download.html>)).

Sec. 3:501 Night Parking and Snow Removal: There is no parking allowed on any public streets in Hampton between 1:00AM and 7:00AM from November 15th until March 15th.

Sec. 3:501(a) Snow Emergency: In the event that the Director of Public Works decides that a snow storm requires street plowing, the Chief of Police will declare a "Snow Emergency." In a Snow Emergency, "it shall be unlawful for any person having the custody or control of any vehicle to park or cause the same to be parked that shall interfere with snow removal from the roadways or from any municipal parking lot." In other words, during a winter storm Snow Emergency, parking is prohibited on public streets and highways for the duration of the Emergency. When necessary, the Director of Public Works may order vehicles interfering with plowing to be towed and stored at the owner's expense. Violators may be subject to tickets and towing. Information about the Winter Parking Ban and Snow Emergencies is available by calling 603-929-4444

The Police Chief will contact two radio stations to notify the public of the ban, and to tell when the Snow Emergency starts, and when he expects it will be terminated. The Police Dispatcher will also have the information about the Snow Emergency, for anybody who asks about it at that phone number.

Sec 3:507 Parking Tickets:

- (a) "Any person violating Town of Hampton Parking Regulations of this Article by parking his or her vehicle in an area designated as a "NO PARKING" zone shall be subjected to a fine of \$20.00 for each offense." (Amended 1/26/98)
- (b) "Any person violating Town of Hampton Parking Regulations of this Article by parking his or her vehicle for a period of time in excess of that authorized by Sec. 3:506 of this Article shall be fined \$10.00 for each offense." (Amended 1/26/98)
- (c) "Payment of the above mentioned fines should be made within five days of receipt of the parking ticket to the Hampton Police Department. A \$20.00 fee shall be added to the fine if not paid within the five days. A vehicle may be towed and impounded if it is found that payment of a parking ticket issued to that vehicle has not been received by the Hampton Police Department within the five days. All towing and storage costs for a vehicle ordered and towed away by the Police for failure to pay a parking ticket shall be the responsibility of the owner or custodian of said vehicle. No vehicle shall be released to the owner or custodian of said vehicle until payment has been received by the Hampton Police Department for the unpaid parking ticket."

HAMPTON STATISTICS

County:	Rockingham
Labor Market Area:	Portsmouth NH-ME Metro-NECTA, NH Portion
Tourism Region:	Seacoast
Planning Commission:	Rockingham
Regional Development:	Coastal Economic Development Corp.

Election Districts

US Congress:	District 1
Executive Council:	District 3
State Senate:	District 24
State Representative:	Rockingham County District 15

Demographics

(US Census Bureau)

Population, year of first census (1790):	853		
Total Population - 2005:	15,450	Total Population - 1980:	10,493
Total Population - 2000:	14,973	Total Population - 1970:	8,011
Total Population - 1990:	12,324		

Population by gender (2000): Male - 7,256 Female - 7,681

Population by age group (2000): Median age - 41.1 years

Under age 5 -	896	Age 35 to 54 -	5,136
Age 5 to 19 -	2,564	Age 55 to 64 -	1,741
Age 20 to 34 -	2,411	Age 65 and up -	2,199

Housing

(NH Office of Energy and Planning)

2005 Total Housing Units:	9,834		
2005 Single-Family Units:	5,377	Single-Family net change of units:	0
2005 Multi-Family Units:	4,179	Multi-Family net change of units:	53
2005 Manufactured Housing Units:	278		

Utilities

Electric Supplier:	Unitil; PSNH
Natural Gas Supplier:	Northern Utilities
Water Supplier:	Aquarion Water Co of NH

Sanitation:	Municipal	Municipal Wastewater Treatment:	Yes
Solid Waste Disposal			
Curbside Trash Pickup:	Municipal	Pay-As-You-Go Program:	No
Recycling:	Voluntary		

Telephone Company:	Verizon	Cellular Telephone Access:	Yes
Cable Television Access:	Yes	Public Access TV Station:	Yes

High Speed Internet:			
Business	Yes	Residential	Yes

Property Taxes*(NH Dept. of Revenue Administration)*

2005 Total Tax Rate (per \$1,000 of value):	\$17.90
2005 Equalization Ratio:	75.6
2005 Full Value Tax Rate (per \$1,000 of value):	\$13.42

2005 Percent of Property Valuation by Type

Residential Land and Buildings:	85.0%
Commercial Land and Buildings:	13.4%
Other Property including Utilities	1.6%

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