

FINAL

PRESENT: M. J. Farinola, Chairman; Maryann Kasprzak, R. P. McDermott, Selectmen;
E. N. Small, Town Administrator; L. A. Ruest, Administrative Assistant

RENEWAL OF WELFARE AGREEMENT APRIL 2010-MARCH 2011: A copy of a Memorandum of Agreement with Welfare Agent S. Benoit was provided to the Board for consideration and signature.

MOTION: To accept and sign the contract with Sueanne Benoit for another year.

MOTION: R. P. MCDERMOTT

SECOND: M. KASPRZAK

UNANIMOUS

HAMPTON FALLS LIBRARY TRUSTEES – BRIEFING ON “CY PRES “PETITION: Librarian Judy Haskell and Trustee Chair Linda Coe were present. L. Coe referred the Board to a timeline relating to the history of the Hampton Falls Free Library and explained that the Library is currently in a legal limbo. The Library was set up under a trust and the original provisions of the trust are not being followed. The Library Trustees have been following Library state law and need to file this Cy Pres petition in order to formally establish a public library. E. N. Small added that this process will also legally transfer the ownership of the old library building to the Town rather than the Library Trustees. L. Coe requested the Board’s approval in this regard and noted that an attorney is willing to do the work pro bono. The consensus of the Board was to proceed.

REVIEW RFP FOR MOWING AND LANDSCAPING SERVICES FOR THE TOWN, PARK AND CEMETERY LANDS: E. N. Small provided the Board with a breakdown of costs associated with mowing services for the Town, Parks and Recreation and Cemeteries. M. J. Farinola stated he would like to bid this service and consider the results noting that the Board is not bound to take the lowest bidder. Discussion took place with regard to the need for bidding as the mowing contractor has provided reliable service since 1987. E. N. Small reported that the Parks and Recreation and Cemetery groups prefer to continue with Lyle Marelli and the Board of Cemetery Trustees has made a commitment with him for 2010. R. P. McDermott agreed with M. J. Farinola and asked that a Request for Proposals process be done to keep individuals honest. M. Kasprzak stated that it is important to consider the input from the groups responsible for hiring this service contractor before voting to bid.

E. N. Small reviewed the costs as outlined and noted that costs have increased minimally over time as well as the number of tasks, projects or mowing (i.e., sprinkler systems result in more mowing, etc.). Cemetery Trustee Chair Lillian Walker supported continuing with Lyle Marelli due to his reputation, quality of service and care for the cemeteries. She inquired as to how the bid would be presented as the number of mowings is different each year. Although it is understood that the Cemetery Trustees make the decision, M. J. Farinola asked that they consider results of a bidding process.

Parks and Recreation Commission Members Pam Fitzgerald, Peter Robart, Larry Smith and Frank Ferreira spoke in favor of retaining Lyle Marelli as there is no objection to his rates and he is a person who cares about Hampton Falls, has prepared areas for events and has been respectful of persons visiting the cemeteries to the extent that he turns off his machines and waits to complete his work. P. Fitzgerald noted that the Board has made the bidding process unfair as others now know his pricing. She suggested that the Board consider the resident contractor they have and negotiate with him.

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R. P. McDermott and M. Kasprzak concurred with the sentiments expressed regarding history and loyalty of Lyle Marelli as well as continuing with his serves for 2010 and not bid at this time. M. J. Farinola requested consistency with bidding.

ROAD AGENT - COACH LANE GUTTER REPAIR / METHOD FOR THE REMOVAL OF TREES & BRUSH FROM WINTER AND RAIN STORMS: D. Robinson reported that most gutter/swale/ditch areas in town need attention as a result of branches, leaves and debris from the rain storms. He cited areas where gutters are blocked causing water to travel onto roadways. He requested approval of the Board with regard to the amount of work/costs that can be approved to address these situations. R. P. McDermott asked for a prioritized listing of areas and projects for review and suggested that the Road Agent be given authority to work within a budget for specific projects. D. Robinson reported that some areas have been addressed in order to prevent water crossing the road. E. N. Small and D. Robinson will prepare a priority listing.

D. Robinson reported that an area of gravel washed out on Taylor River Road has been cleaned up and corrected with replaced materials and compaction. The Board reviewed a listing of Highway projects to be accomplished in 2010 in accordance with approved budget funds. Some projects may require bidding. It was suggested to consider multi-year bids in order to obtain better pricing and prevent having to bid every year. The Board agreed with the timetable presented and indicated that the Road Agent can do the projects requiring minor work with major projects being sent to bid. Question was raised as to whether the Road Agent can bid on projects. The Board agreed that the Road Agent can bid on projects and asked that E. N. Small proceed with RFPs for the projects prioritized on the list. E. N. Small will prepare draft bids for review and approval of the Board and will include an option for multi-year bids.

E. N. Small reported that he attended training session for the Road Surface Management Software (RSMS) program recently obtained by the Town. He explained the manner in which this software program organizes data relating to Highway projects and the ability to identify the areas of roads needing improvements.

SELECTMEN'S PERMITS:

Castleberry Fair and LAS PTO Road Race: The Board considered two requests for Selectmen's Permits; once for Hawker's and Peddlers for the Castleberry Fair scheduled for May 8 and 9 on the Town Common and another for Special Event and/or Sign for the LAS PTO Road Race scheduled also on May 8.

LAS PTO member Tiffany Wasson expressed concern with the conflict of interest and confusion of having two events on the same day; one at the Town Common and one at Applecrest Farm Orchards. Discussion took place with regard to the benefit of both events for the community. It was noted that the Police and Fire Departments have been notified and the Fire Chief was okay with the events planned. The Police Chief is concerned about finding officers to cover both events.

MOTION: To authorize the Chairman to sign approval of both requests on behalf of the Board.

MOTION: R. P. MCDERMOTT
SECOND: M. KASPRZAK

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• **OLD BUSINESS**

ACTION ITEMS FROM THE LAST MEETING: An updated listing was provided to the Board.

SELECTMEN'S REPRESENTATIVE TO THE ENERGY COMMITTEE AND HERITAGE COMMISSION?: R. P. McDermott was assigned to the Energy Committee and M. Kasprzak was assigned the Heritage Commission.

APPOINTMENTS TO OTHER COMMITTEES: The Board reviewed a listing of expiring appointments for consideration of appointment for another term to 2013.

MOTION: To appoint those persons listed on the annual appointments sheet dated 4/5/10.

MOTION: M. KASPRZAK
SECOND: R. P. MCDERMOTT
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Appointment forms were signed by the Board.

ANNUAL REVIEW OF SELECTMEN'S POLICIES: E. N. Small provided the Board with a listing of policies established 2008 through 2010. E. N. Small suggested adding previous years to the listing for a total of five years. R. P. McDermott and M. Kasprzak approved of the policies as listed; M. J. Farinola abstained as he disagrees with the cell phone use policy.

LETTERS OF APPRECIATION: The Board signed letters of appreciation for the Police and Fire Departments with regard to the February 25 storm event as well as a letter of thanks to S. C. Hanson for his service as Selectmen.

PURCHASING ELECTRICITY: The Board reviewed and discussed a report from S. C. Hanson regarding the Town's current electricity use and the potential savings by utilizing an energy broker. It was determined that the cost savings is minimal at this time but that the Energy Committee should continue to consider this option with regard to cost savings and make recommendation to the Board of Selectmen if it is determined to be worthwhile.

CHANGE TO PAGE 3 OF THE 2010 TOWN BUDGET WORKSHEET PACKAGE: E. N. Small provided the Board with a revised copy of Page 3 of the budget worksheets.

2010 CASH FLOW PROJECTION: E. N. Small provided the Board with an updated cash flow worksheet and noted that the School Treasurer is working with the Town with regard to school payments and cash flow.

STATUS OF TAX LIEN COLLECTIONS: The Tax Collector reports a total lien amount of \$177,573.82.

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DAMAGES TO THE PUBLIC SAFETY BUILDING – INSURANCE COVERAGE AND

REPAIRS: E. N. Small reported \$46,000 in damages to the Public Safety Building and lesser amounts to the Town Hall and Old Library. The Building Inspector has obtained estimates and recommendation will be forthcoming next meeting.

“THE ROAD LESS SALTED” – MAY 13 – ANYONE PLANNING TO ATTEND?: E. N. Small provided the Board with information relating to this presentation. R. P. McDermott reported that a resident has expressed interest in attending. This is a no cost seminar. E. N. Small will attend.

OTHER

Selectmen Committee Reports: R. P. McDermott reported that the Fire Department has addressed the road race and craft fair requests and has also conducted a reorganization of membership of the Fire Department Association. M. J. Farinola reported that the school meeting date was changed without his knowledge and that the ZBA addressed an application relating to an appeal of an administrative decision. M. Kasprzak reported on action taken by the Planning Board with regard to the cell tower and prioritizing matters to be considered by the Ordinance and Regulations Review Committee.

PUBLIC COMMENT

Mr. and Mrs. Glavin, 5 Crank Road, were present as a result of the Building Inspector’s stopping work being done to clear an 8’ wide area for an access road to the rear of this property. In question is the work being done within the town’s right of way. E. N. Small stated that he is not aware of this situation and asked for time to discuss it with the Building Inspector and Road Agent to determine the best course of action.

William H. Kenney, Oak Drive, inquired as to the right of way on Oak Drive as there is a concern with a tree removed from what appears to be the town’s right of way. He will follow up with the Town Administrator on Thursday.

Tim Samway, Old Stage Road, stated he liked the idea of elected officials having a say with regard to the uses of conservation lands. It was noted that certain conservation parcels have different agreements. G. Parish, Towle Farm Road, suggested that the Conservation Commission publish information about individual properties. E. N. Small was asked to research the vote to change the voting membership of the Selectmen’s Representative to the Conservation Commission.

- **NEW BUSINESS**

2010 SELECTMEN’S GOALS – SEE ATTACHED - “TOWN ADMINISTRATOR EVALUATION” AND 2010 TOWN ADMINISTRATOR GOALS:

The Board of Selectmen has brought forth goals and objectives for the Town Administrator for 2010 as a result of his annual evaluation. A list has been prepared outlining the goals/objectives and the departments they apply to. E. N. Small requested the Board review this list and set a priority of high, medium and low. He also identified items that are part of his job description and requested that they be removed from the goals listing.

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Discussion took place with regard to certain goals as established. Question was raised with regard to “cut spending 5% in current year.” E. N. Small requested direction as the budget approved by the voters is one established by the Board that resulted in a 3.8% decrease in budget. E. N. Small expressed concern with the affect of an unreachable goal on his evaluation. R. P. McDermott and M. Kasprzak agreed with the direction of “trying to reduce spending up to 5%.” E. N. Small provided the Board with information as to perambulation of bounds with the Towns of Seabrook and Kensington. The Board agreed to designate E. N. Small as representative for Hampton Falls.

MOTION: To appoint Town Administrator E. N. Small as designee to perambulate bounds.

MOTION: R. P. MCDERMOTT
SECOND: M. KASPRZAK
UNANIMOUS

With reference to the goal of converting bookkeeping and budget to Quickbooks by July, E. N. Small provided the Board with a report of findings in this regard prepared by L. A. Ruest. It was identified that the municipal accounting software used at present is designed for municipalities and meets the needs of the Town with regard to Government Accounting Standards Board (GASB) standards. It was also identified that the current software (NEMRC) has other features which could be utilized to include the ability to interface with spreadsheets. L. Ruest reviewed the reports and spreadsheets used at present and offered other reports that may assist the Board. She and Tax Collector M. Hill also addressed internal controls that do not allow for any one software to be available to all. M. J. Farinola suggested the employees participate in software training. The consensus was to remain with NEMRC.

The next goal to be discussed is closing the town office on Mondays. M. J. Farinola suggested adjourning the meeting at this time, and E. N. Small requested attention to a number of time sensitive agenda items under New Business.

2010 EMPLOYEE PAY PLAN:

MOTION: To approve the employee pay plan effective January 1, 2010.

MOTION: R. P. MCDERMOTT
SECOND: M. KASPRZAK
UNANIMOUS

TWO “INTENT TO CUT” APPLICATIONS were approved by the Board.

ABATEMENT #561 – Patricia Novak-Kady, Map 6, Lot 20 was approved by the Board based on the Assessor’s recommendation.

MOTION: To approve the abatement for Patricia Novak-Kady.

MOTION: M. KASPRZAK
SECOND: R. P. MCDERMOTT
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“FIRST AMENDMENT TO SITE LICENSE AGREEMENT “ - EAST ROAD CELL TOWER:

As a result of a recent site plan amendment approval to the cell tower on East Road, the agreements with the Town required amendment. The Board signed the document.

The following agenda items were not addressed this meeting.

- **NON-PUBLIC SESSION MINUTES – FILING SYSTEM**
- **REVIEW – “WHAT IT MEANS TO ACT AS A BOARD”**
- **ASSESSING AGENT’S ANNUAL MEETING WITH THE BOARD OF SELECTMEN – MAY 19, 6:30 PM**
- **HISTORICAL SOCIETY WOULD LIKE TO USE A SMALL SECTION OF TOWN HALL KITCHEN**
- **HOUSEHOLD HAZARDOUS WASTE COLLECTION – SATURDAY, MAY 22, 2010, HAMPTON**
- **SILVER STAR FAMILIES – SILVER STAR BANNER DAY – RICHARD MCDERMOTT**
- **EARTH DAY – APRIL 17 – 26 – DUMPSTER IS AT THE BRUSH DUMP**
- **REVIEW AND APPROVAL OF PREVIOUS MINUTES - MARCH 17**

NEXT SELECTMEN’S MEETING – WEDNESDAY, APRIL 21, 2010, 6:30 P.M., TOWN HALL

MOTION: To adjourn the meeting at 9:19 p.m.

MOTION: M. J. FARINOLA
SECOND: R. P. MCDERMOTT
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