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

CONSERVATION COMMISSION – MOWING OF THE FIELD AT THE RASPBERRY FARM: E. N. Small reported that the Conservation Commission has recommended Glenn Schrempf continuing to mow the field at the Raspberry Farm with the condition of obtaining a certificate of insurance and signed agreement with the Town. There is no cost to the Town; G. Schrempf keeps the hay in exchange for the service. The consensus of the Board was to accept this recommendation.

The Board of Selectmen will review goals of department heads this meeting.

ROAD AGENT - MONTHLY REPORT: D. Robinson reported on his efforts for the months of February and March. He reported that areas of roads needing patching are the next project needing attention. He obtained three prices and recommended McDonald Paving. Following review of the proposals, and the indication that there are available funds in the budget, the Board agreed.

MOTION: To secure McDonald Paving at \$27 square yard up to the amount of the budget.

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

A listing of areas of roads needing attention with regard to tree and brush removal as a result of winter storm events was reviewed by the Board. This listing also includes other matters needing attention such as potholes, drains and basins, signage, etc. A separate listing is being prepared for swales.

Discussion took place with regard to the trees and brush along roadsides. It was noted that debris is more significant than that from the Ice Storm of 2008. This information will be provided to the FEMA representative for the application for assistance with regard to the rain/windstorm of February 25. M. J. Farinola and R. P. McDermott stated they would like to bid this project. J. M. Lord reported on the meeting he and L. A. Ruest attended with FEMA and other state representatives. Once the FEMA representative meets with town officials and approves the application, this work can begin. The Board agreed to address the debris up to eight feet off the edge of pavement, depending on rights of ways, and allow residents to bring brush and tree trunks to the brush dump as a one-time courtesy relating to the storm. No tree stumps will be allowed at the brush dump. E. N. Small will make arrangements with ProBark to chip and remove the debris from the dump. It was noted that this work is separate from the Town's annual tree work done in the fall and that the Board plans to wait to bid the work until more is heard from the FEMA representative.

WINTER ROAD MAINTENANCE SERVICES AGREEMENT – RENEW AGREEMENT FOR ANOTHER YEAR: J. Ziolkowski of ELM was present. M. J. Farinola provided a summary of the contract terms, services and costs per inch option and recommended continuing the contract with ELM for another year. Discussion took place with regard to salt usage and attention to services to government buildings. J. Ziolkowski stated he is agreeable to the same agreement.

J. Ziolkowski provided the Board with information regarding a magnesium chloride liquid product that he used at his own expense. He reported that this product assists with using less road salt and outlined his experience with other jobs. He requested permission to place a 2,500 gallon tank at the Brush Dump to store

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the product. E. N. Small and J. Ziolkowski will discuss and address any environmental or permitting issues as well as storage requirements. The Board agreed to this proposal. E. N. Small and J. Ziolkowski will work out language for the contract. An amended contract will be prepared for review and signature of the Board.

WIDENING OF BROWN RD AT THE INTERSECTION OF BROWN AND RT 88, ACROSS FROM NASON RD – HIGHWAY SAFETY COMMITTEE: Discussion took place with regard to the safety hazard at this location as well as the recommendation to widen the area to assist with lines of sight and narrowness of the road. The plan is to reduce the size of the island by two feet for a distance of 18 feet. It was reported that Unitil will need to be contacted with regard to guy wires. M. J. Farinola stated he felt this project should have been identified during the budget process and suggested that it be considered next budget cycle. D. Robinson stated he felt this work could be done in conjunction with the paving repair projects approved earlier this meeting. E. N. Small requested approval of the Board in order to pursue the project utilizing that bid. The Board requested J. M. Lord contact Unitil to obtain more information and report back to the Board.

D. Robinson reported that the fencing at the Brush Dump needs to be addressed as it is lying on the ground. He obtained a price of \$800 to remove the old wire and place new. He will straighten the posts. The Board approved this expenditure. R. P. McDermott requested that cameras be placed at the Brush Dump to deter dumping. K. C. Kelley stated that use of fake cameras pose a liability to the Town and offered the use of his deer camera on a trial basis. E. N. Small reported that containers have been placed to receive recycled card board, Earthy Day cleanup and recyclables for those who miss the every other week collection.

DEPARTMENT HEAD GOALS – 2010 – ROAD AGENT: Following a review of listed goals, M. J. Farinola requested that all department heads try to reduce budget spending up to five percent.

BUILDING INSPECTOR, CODE ENFORCEMENT, HEALTH - MONTHLY REPORT: K. C. Kelley reviewed his report for the month of March with regard to building inspection, code enforcement and town building damage as a result of the storm. Quotes have been obtained from contractors and the insurance adjuster has been out to view damage. K. C. Kelley reported that a supplemental claim may be made to address building code requirements that need to be met before he can authorize repairs to proceed. He reported that he and J. M. Lord are planning to visit businesses on Route 1.

DEPARTMENT HEAD GOALS – 2010 – BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER/HEALTH OFFICER/PLANNING ASSISTANT: M. J. Farinola stated he didn't feel the goal of deer tick awareness program fits with K. C. Kelley's job. It was explained that this matter falls under the responsibilities of the Health Officer. Following discussion of the benefits of providing this information to residents, E. N. Small requested direction of the Board as to whether he is to continue to work with employees with regard to goals as identified. R. P. McDermott and M. Kasprzak indicated no problems going forward in this regard.

FIRE CHIEF, EMERGENCY MANAGEMENT - MONTHLY REPORT: J. M. Lord reviewed his reports for the months of February and March to include incidents and statistics. He expressed thanks to all for the positive vote to purchase a fire truck. The truck has been ordered and is expected about the first of September. J. M. Lord has set up a training session with regard to sexual harassment for June 29 through the Town's insurance carrier. All are invited to attend and training is also available through an on line course.

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CUTTING OF TREES AND SCENIC ROAD ORDINANCE: J. M. Lord reported that he plans to contact the Planning Board in regard to this matter.

DEPARTMENT HEAD GOALS – 2010 – FIRE CHIEF/EMERGENCY

MANAGEMENT/AMBULANCE: M. J. Farinola restated that all department heads try to reduce budget spending up to five percent. R. Dirsa inquired as to whether this request is for the existing approved budget for the next budget cycle. R. P. McDermott and M. Kasprzak stated they felt it is a moot point; M. J. Farinola disagreed.

INTERNET SERVICE SWITCH FROM TOWN HALL TO PUBLIC SAFETY BUILDING (PREVENT EMERGENCY MANAGEMENT FROM LOSING SERVICE DURING A POWER OUTAGE-PSB HAS GENERATOR, TOWN HALL DOES NOT.):

J. M. Lord reported that the storm power outage identified the need to move internet service to the Public Safety Building from the Town Hall so that this service is available with generator power during emergencies. The Board approved \$880 to address this issue.

J. M. Lord added that he has spoken with representatives of the nuclear power plant with regard to the generator and its age. He learned that the generator is not sized to run the entire building and he will be looking to see what areas can come off the supply of the generator in order to run the Emergency Operations Center. He inquired about a replacement and learned that Florida, Power and Light (FPL) is looking to get out of the generator business. Consideration might be given to giving money towards the purchase of a new generator.

J. M. Lord also noted that discussion is taking place with regard to warming stations instead of shelters. Shelters invoke a number of requirements and inspections. The American Red Cross is putting a plan together for regional shelters and the Town should be looking at warming stations to people out of the weather. J. M. Lord plans to contact the Baptist Church.

MAY 5 DRILL: He reported that the emergency management drill scheduled March 24 went better than the drill in February. Another drill is scheduled for May 5, a graded exercise.

POLICE CHIEF - MONTHLY REPORT: R. Dirsa reviewed his report for March noting incidents and statistics. He expressed thanks to all for supporting the purchase of a new cruiser and in cruiser video camera. Both have been ordered and are expected the first of July.

DEPARTMENT HEAD GOALS – 2010 – POLICE CHIEF: No comments or questions were heard.

• **OLD BUSINESS**

FINANCIAL REPORTS - GENERAL FUND BALANCE – (\$500,000): E. N. Small reported that school payments are being held and provided the Board with a cash flow worksheet.

TOWN CLERK – RECEIPTS \$49,869

MISCELLANEOUS RECEIPTS \$16,597

TAX COLLECTOR – RECEIPTS \$147,175

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SELECTMEN’S ACTION ITEMS FROM PREVIOUS MEETING: An updated listing of action items was provided to the Board.

2010 SELECTMEN’S GOALS – REVISED AND CONTINUED FROM THE APR 7 MEETING: M. J. Farinola inquired as to setting up a work session to address the remainder of goals. M. Kasprzak stated it is not easy for her to schedule additional meetings at this time and suggested a Saturday morning. The Board discussed the goal of closing the Town Hall on Mondays. M. J. Farinola stated that there is a public perception of the Town Hall not being open regular hours (Monday through Friday 9 to 5). He added that he hears complaints that the Town Hall is not open on Wednesday and that people have a difficult time getting in the building. He questioned why the doors cannot be open to the public from 9 am to 5 pm and expressed concern with Monday holidays providing for a four day weekend.

In response to the concern of perception, it was noted that the Town Hall has been closed on Wednesdays for decades and used to be closed on Fridays as well. Full time employees work Monday through Friday. The Town Clerk has extended her office hours over time by one half hour each open day and added one half day on Friday (September through May). Selectmen have not approved additional funds to address any more hours. The Tax Collector’s office has been closed on Wednesday and Fridays for decades and is open to the public 18 hours per week. It was explained that having the doors open to the public at times when the Town Clerk and Tax Collector are not working would result in disruption to other employees as they do not have the ability to complete transactions on behalf of the Town Clerk and Tax Collector. M. Hill explained that persons leaving payments with the Town Clerk or other employees risk having outstanding interest charges resulting in unpaid taxes. It was noted that Town Hall business hours are available in the Town Report, Newsletter, web site, tax bills, postings, etc. and that there is a sign at the door that indicates when the Town Hall is open.

E. N. Small reviewed the remainder of the Selectmen’s goals as well as Town Administrator goals listed and requested that Board members set levels of priorities to each.

POSTING OF “SCHEDULE OF MEETINGS & ACTIVITIES: An updated listing of meetings and activities was provided to the Board and has been posted.

PERAMBULATION OF BOUNDS WITH THE TOWN OF HAMPTON AND THE TOWN OF SEABROOK: E. N. Small reported that perambulations have been done with representatives from Hampton and Seabrook. All, but one, bounds were found.

RE-APPOINTMENT OF RICHARD MCDERMOTT TO ROCKINGHAM PLANNING COMMISSION:

MOTION: To reappoint Richard P. McDermott as representative to the Rockingham Planning Commission upon recommendation of the Planning Board.

MOTION: M. KASPRZAK
SECOND: M. J. FARINOLA
PASSES

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PREPARATIONS FOR WHITE GOODS DAY – JUNE 5: E. N. Small reported on the arrangements made for containers and noted that he is working with ProBark with regard to removing brush. Board members need to let him know if they plan to attend.

LGC REGIONAL DINNER- 11 WATER ST., EXETER – APRIL 28: E. N. Small and R. P. McDermott stated they plan to attend this event. M. Kasprzak stated she has a conflict with a Library meeting but plans to attend this dinner.

OTHER

R. P. McDermott requested that he be provided with a copy of the Planning Board agenda each month.

Stop Bars: R. P. McDermott asked that one weather permits that stop bars and center lines be painted. There is also a need for double-yellow solid lines at some locations. The Board approved D. Robinson obtaining prices.

PUBLIC COMMENT

Larry Knowles, Marsh Lane, informed the Board of a problem with a culvert where a concrete barrier is preventing water from getting to the culvert. He expressed concern with ponding water from a pig farm not draining as well as the lack of care of the pig farm and the resulting odor. D. Robinson noted that excavation would be needed on private property to address this problem. K. C. Kelley reported there isn't much that can be done about animals as New Hampshire is an agricultural state, however, if Mr. Knowles is registering a complaint, he will investigate. M. Kasprzak stated that if it is determined that the owner is not cleaning up or composting that the matter would fall with the Health Officer. L. Knowles added that six dump trucks of manure have been dumped on a neighboring parcel in one morning.

• **NEW BUSINESS**

SELECTMEN'S PERMIT FOR THE GIRL SCOUTS TO USE TOWN COMMON AND BANDSTAND

MOTION: To approve the request for use of the Bandstand by the Girl Scouts on June 2.

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

ADJUST TOWN ADMINISTRATOR'S JOB DESCRIPTION – REFERENCE TO BUDGET

COMMITTEE: E. N. Small requested approval to revise his job description to remove references to "budget committee." Hampton Falls does not have a budget committee. The Board approved.

ANNUAL APPLICATION FOR RESIDENTIAL ASSESSMENT IN THE COMMERCIAL ZONE:

Four applications and the sheet for recording at the Registry were signed by the Board.

ONE YEAR CONTRACT FOR AUDITING SERVICES FOR THE 2010 AUDIT: A price of \$11,000-\$12,000 has been received from Plodzick and Sanderson. E. N. Small reported that \$15,000 has been

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budgeted and recommends continuing with this firm. He noted that this represents a 20% reduction in price and that the \$3,000 remaining could be used toward GASB requirements.

MOTION: To approve the proposal from Plodzick and Sanderson and authorize the Chairman to sign.

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

2009 AUDIT REPRESENTATION LETTER: This letter was signed by M. J. Farinola and R. P. McDermott. Once received by the auditing firm, the 2009 audit will be provided.

NON-PUBLIC SESSION MINUTES – FILING SYSTEM: E. N. Small reported that some non-public session minutes prepared by Board members need to be submitted and filed with the Town. He asked that members provide the minutes in a sealed envelope with the meeting date identified.

REVIEW – “WHAT IT MEANS TO ACT AS A BOARD:” A Local Government Center legal brief relating to this issue was provided to the Board. E. N. Small expressed the importance of Board members not making decisions on their own and addressing decisions at public meetings. He referred the Selectmen to a document in the Town Report outlining the chain of command and requested that Board members work with Department Heads through the Town Administrator.

PUBLIC HEARING NOTICE - ACCEPTING FEDERAL FUNDS FOR ENERGY SYSTEM /STORM DAMAGES: The Board signed this posting notice for posting and submission to the newspaper.

ASSESSING AGENT’S ANNUAL MEETING WITH SELECTMEN – MAY 19, 6:30 P.M.

TWO ABATEMENTS for properties at Peltons Way were approved by the Board based on the recommendation of the Assessor.

MOTION: To accept the recommendation of the Assessor and approve the abatements for Map 7, Lots 68-3, 68-5 and 68-7.

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

ROAD COMMITTEE – RESIGNATION OF MARIETTA GARAVAGLIA AS COORDINATOR: E. N. Small reported that he will be taking on this assignment.

HISTORICAL SOCIETY WOULD LIKE TO USE A SMALL SECTION OF THE TOWN HALL KITCHEN: The Board approved this request.

OTHER

REGISTRY OF DEEDS RECORDINGS: E. N. Small reported that two documents will be recorded; one is the West View Cemetery Deed and the other is the Barker Easement for the retaining wall on Brown Road.

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Cable Franchise: E. N. Small stated he has scheduled June 2 with Kate Miller of Donahue, Tucker and Ciandella. Discussion took place as to setting a time to discuss what the goals of the Town are before deciding on hiring this individual to represent Hampton Falls. Question was also raised as to whether other individuals are available. E. N. Small will add this matter to the next agenda and provide the Board with copies of area towns' cable committee meeting minutes.

PUBLIC COMMENT

Larry Knowles, Marsh Lane, agreed with the need to paint stop bars and center lines on roads and shared problematic experiences with truck deliveries on Marsh Lane. He also reported problems with tractor trailer trucks delivering cars to the dealership at all hours, to include hours outside of regular business hours.

He inquired as to amending the noise ordinance to show times of the day. He questioned truck loads of logs brought to a residential parcel for cutting and distribution. M. J. Farinola referred him to the Code Enforcement Officer.

REVIEW AND APPROVAL OF PREVIOUS MINUTES - MARCH 1, 17, APRIL 7.

MOTION: To approve the minutes of the March 1 meeting as written.

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

MOTION: To approve the minutes of the March 17 meeting as written.

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

E. N. Small requested amendment to the last paragraph of page two to read:

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 ~~are~~ the Fire Chief was okay with the events planned. The Police Chief is concerned about finding officers to cover both events.

MOTION: To approve the minutes of the April 7 meeting as amended.

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

NEXT SELECTMEN'S MEETING – WEDNESDAY, MAY 5, 2010, 6:30 P.M., TOWN HALL

MOTION: To adjourn the meeting at 9:27 p.m.

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