

**FINAL**

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

**PUBLIC HEARING – ACCEPTANCE OF UNANTICIPATED FUNDS FOR CO-GENERATION SYSTEM FOR PUBLIC SAFETY BUILDING:** M. J. Farinola opened the public hearing and welcomed comments from the public. S. C. Hanson reported that he attended an all day seminar with regard to the process that is to take place relating to this grant award. He explained that there needs to be an approved motion by the Town and also a person designated to sign the contract. A contract has not yet been made available. S. C. Hanson stated that the Town will need to start this project and then apply for funds which may take six weeks to receive. There are other costs associated to include bidding/request for proposals, newspaper notices and legal services. S. C. Hanson also noted that work needs to be done in the Police Chief’s office that is not part of this grant.

Hearing no further comments, M. J. Farinola closed the public hearing and opened discussion to members of the Board. E. N. Small inquired as to when the contract would be available and whether there is technical assistance to help with the bidding process as well as to oversee the project. S. C. Hanson stated there is some assistance with forms as well as TRC.

**MOTION:** To accept funds from the American Recovery and Reinvestment Act of 2009 and the NH Office of Energy and Planning pending receipt of a contract in accordance with RSA 31:95-b.

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

**MOTION:** To designate M. J. Farinola, Chairman, as signee for the contract.

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

**TOWN CLERK HOLLY KNOWLES – POSSIBILITY OF ACCEPTING CREDIT CARDS:** H. Knowles provided the Board with an outline of the costs associated with accepting credit card payments for matters in the Town Clerk’s office. She reported that some of the funds are available in the budget and that Hampton Falls has been approved by the State of NH to provide this service. She stated that she feels residents would appreciate this service and requested direction from the Board.

Discussion took place with regard to the number of registrations processed yearly(over 2,900); the cost to the person using the credit card, recouping the Town’s cost to provide the service and whether another bank would provide ACH services with no monthly fee.

Board members asked H. Knowles to check to see if other banks are available to the Town who do not charge a monthly fee for this service. Suggestion was made that the Town could set a fee per transaction to offset bank fees. All agreed that they are not in favor of incurring additional costs. M. J. Farinola asked whether the staff in the Town Clerk’s office could be reduced now that on-line services are available to residents. H. Knowles stated she would consider this suggestion. E. N. Small noted that this service relates to direct deposit of payroll checks.

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• **OLD BUSINESS**

**FINANCIAL REPORTS-GENERAL FUND BALANCE:** E. N. Small reported that some payments are being withheld pending better cash flow. He reported that tax bills are planned to be prepared and mailed soon.

**ACTION ITEMS FROM THE LAST MEETING:** An updated listing was reviewed by the Board. No comments were heard.

**PERAMBULATION OF BOUNDS WITH THE TOWN OF HAMPTON AND WITH THE TOWN OF SEABROOK:** E. N. Small reported that these perambulations have been completed. M. J. Farinola thanked him for participating in this effort.

**TOWN OFFICE HOURS – PROPOSED SIGN:** E. N. Small provided the Board with a listing of current town office hours and proposed town office hours. Discussion took place with regard to the times offices are open to the public as well as payroll constraints, productivity and inspections. R. P. McDermott expressed concern with the perception of limited vehicles in the parking lot meaning no one is working and requested the Town Hall be open to the public when employees are working. M. Kasprzak stated that consideration should be given to safety and that no one employee should be in the building alone. She added that those not used to small towns will want the building open and may become frustrated to find the Town Hall open but not the offices they need to conduct business with.

M. J. Farinola stated that the door to Town Hall is to be kept open with a new sign outlining the hours, keeping part-time hours the same. He also requested that consideration be given to cross-training part-time Town Clerk and Tax Collector employees. E. N. Small will address these matters with employees and report back to the Board next meeting. M. Kasprzak and R. P. McDermott approved the hours as presented in the proposal. R. P. McDermott will provide the sign once information is provided.

**COMCAST – MINUTES OF AREA CABLE FRANCHISE COMMITTEES – WORK SESSION?:** E. N. Small provided Board members with documentation relating to the renewal process of the contract with Comcast. Discussion took place as to how the Board wishes to proceed, the items townspeople want in the contract (public access channel, scholarship funds, different channels/packages). Question was raised as to whether there is a need for an attorney to assist the Board. M. Kasprzak stated she didn't feel the Board has the expertise to negotiate a contract with Comcast or other provider and felt it prudent to hire someone to assist the Town with negotiations. E. N. Small stated that the Board could extend the contract for one year and see what neighboring communities are doing or meet with the attorney as she is working with the other communities as well. R. P. McDermott suggested an extension of the contract for five years rather than 15. R. P. McDermott and M. Kasprzak agreed to meeting with the lawyer. The Board requested that the lawyer inform of her estimated charge to Hampton Falls.

**HIGHWAY DEPARTMENT – ROADSIDE DRAINAGE IMPROVEMENTS:** The Board reviewed a handwritten priority listing of areas in Town needing improvement and shoulder repairs. D. Robinson stated he would prepare estimated information on the cost to address these areas. Concern was raised with the edges of roads breaking up due to the need for support material. Gutter lines need to be cleaned out and some culverts across roads need headwalls and cleaning out. Pipes under driveways,

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within the area of the Town right of way, are obstructing drainage in some areas as well. Question was raised as to whether the Board wishes to bid this work or have the Road Agent do the work. D. Robinson noted that he would be able to address a number of issues in an area as needed as compared to bidding for one service or another. The Board requested an estimated cost as well as available and remaining budget fund information for review at the next meeting.

**PRO BARK AND REMOVAL OF BRUSH:** E. N. Small reported that he has contacted ProBark to remove brush from the Brush Dump and learned that there are other Towns ahead of Hampton Falls. He provided the Board with a copy of an RFP to remove trees and tree limbs resulting from the February storm. ProBark does not charge for removal of brush. A review of the specifications took place at this time. The Board approved proceeding with the RFP.

**OTHER**

**2009 Audit:** A copy of the final audit prepared by Plodzick and Sanderson was provided to each Board member.

**Dump Stickers:** M. J. Farinola asked that consideration be given to the Dump Attendant selling dump stickers as needed.

**Nason Road – Tree on Power Lines:** D. Robinson reported that the utility company has refused to address a tree as it is felt it is not a problem yet. The tree belongs to a private property and is not in the right of way. He suggested that a professional tree company with a crane be contacted to take care of the tree. M. J. Farinola stated that with the tree on power lines, he feels it is the utility company's responsibility. M. J. Farinola requested that J. M. Lord forward the information he received with regard to refusal for his use in calling a friend at Unitil.

- **NEW BUSINESS**

**WORKFORCE HOUSING COALITION OF THE GREATER SEACOAST – CHARRETTE – PSB, MAY 6, 7 PM:** A meeting will be held to explore sites in the Greater Seacoast Region that may support an opportunity for the development of workforce housing. The Hampton Falls site is located on Brown Road and is owned by the NH Housing Finance Authority.

**REPORT OF TAX LIEN REDEMPTIONS was signed by the Board.**

**ROCKINGHAM PLANNING COMMISSION:** E. N. Small reported that T. C. Tocci has resigned and that the Planning Board will need to recommend a candidate for consideration.

**WETLAND CROSSING AGREEMENT – PINE ISLAND TRUST – JOHN MCINNIS, ROUTE 84:** M. J. Farinola provided a summary of the need to enter into an agreement and post bond in order to proceed with construction. He noted that in order to get to this point, the property owner was granted conditional approval of the Planning Board. Engineer review funds and bond in an amount recommended by the Town Engineer have been posted. A review of the conditionally approved plan was conducted at this time.

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Question was raised by R. Foley, Kensington Road, as to whether there is a time limit for the driveway to be completed. He was told that before the bond money can be returned, the driveway would need to be complete. D. Townsend, Kensington Road, expressed concern with the start and stop of work over a period of time and indicated no silt fencing is in place. It was reported that this agreement allows for the Town Engineer to inspect and follow-up on concerns. E. N. Small will contact Jones and Beach Engineers.

**MOTION:** To authorize the Chairman to sign this agreement.

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

**WETLAND CROSSING AGREEMENT – GREG BINETTE, ROUTE 88:** E. N. Small reported that an agreement for this applicant will be forthcoming for signature.

**MEMORIAL DAY PARADE MAY 31. – CUB SCOUTS OF HAMPTON FALLS:** Eileen Baker was present and invited Board members to walk in this parade. She provided information by email with regard to the schedule and requested that contact information of other veterans in town be provided to her so that she can invite them as well.

**HIGHWAY BLOCK GRANT – 2010 – AVAILABLE AID \$55,821**

**OTHER**

**Stop Bars and Center Lines:** R. P. McDermott requested prices for this work. D. Robinson reviewed the change in the painting of the intersection at the front of Town Hall.

**Town Administrator Job Description:** E. N. Small provided the Board with copies of Town Administrator job description as amended by deleting references to Budget Committee.

**Insurance Pools:** E. N. Small reported that legislation is being considered to change the percentage of funds to be kept in insurance pool reserves and that assistance is being sought with regard to communicating with the (Local Government Center) LGC and Senator and Representatives in the form of a reply to the LGC in order to accurately report to the Senate Committee on Thursday.

**MOTION:** To support the position of the Local Government Center in this regard.

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

**REVIEW AND APPROVAL OF PREVIOUS MINUTES - APRIL 21:** Minutes were not reviewed or approved this meeting.

**NEXT SELECTMEN’S MEETING – WEDNESDAY, MAY 19, 2010, 6:30 P.M., TOWN HALL**

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**MOTION:** To adjourn the meeting at 8:38 p.m.

**MOTION:** **R. P. MCDERMOTT**

**SECOND:** **M. KASPRZAK**

**UNANIMOUS**