

**FINAL**

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

**ROAD AGENT - MONTHLY REPORT:** D. Robinson reported that patching of Nason Road and Crystal Drive has been completed. He stated that gutter lines need to be addressed and requested direction of the Board with regard to projects presented such as gutter lines and additional patching of roads. M. J. Farinola stated that he felt the Board should work on the proposals currently in the works and make a priority list of other projects such as gutter lines working within budget item lines. E. N. Small provided the Board with a spreadsheet outlining available budget funds. He noted that there is excess money in the snow removal and road salt lines that could be used for other projects as identified. M. J. Farinola stated he was not in favor of spending above the amounts budgeted for specific budget categories.

D. Robinson reported that painting of certain road lines will be done the first of next week to include stop bars and the island in front of the Town Hall. He stated that if funds are available after this work the parking lines in the Town Hall and Public Safety parking lots will be painted. K. C. Kelley requested that the handicap parking space outside the Town Clerk's office be relocated as he is concerned with roof slates falling. At the Board's request, K. C. Kelley will check to see if two handicap parking spaces are required and will also coordinate relocation with the Town Moderator. E. N. Small reported that two handicap spaces were required last inspection. M. J. Farinola stated he would like this space available to electioneering again.

Referring to the culvert project on Mill Lane, R. P. McDermott questioned whether an RFP should be sent out and whether a minimal test of blowing the pipe out can be done to determine if water can flow.

**WINTER ROAD MAINTENANCE AGREEMENT 2010-2011:** E. N. Small provided a copy of this agreement with highlighted changes. He reported that a new certificate of insurance has been received. Payroll worksheet and contractor's summary sheet documents have been added to the agreement as exhibits. J. Ziolkowski confirmed that he has reviewed the agreement and is okay with it as written. Board members and J. Ziolkowski signed the contract at this time.

The Board discussed J. Ziolkowski's request to store containers for a magnesium chloride liquid product within the building at the Brush Dump without the need of containment requirements. The Board approved storage of up to 3,000 gallons and authorized J. Ziolkowski's use of the product around Town.

**RFP - ROADSIDE MOWING AND ROADSIDE BRUSH CUTTING:** Discussion took place with regard to worker's compensation insurance, sole proprietors and potential increased premiums for the Town.

**MOTION:** To approve the Requests for Proposals for Roadside Mowing and Brush Cutting as written and send them out.

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

**PAINTING OF YELLOW LINES:** This matter was not discussed this meeting.

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**ESTIMATES FOR REPAIRING SHOULDER AND DRAINAGE DITCHES:** R. P. McDermott provided information with regard to linear footage of areas needing attention. He suggested that the worst areas be prioritized.

**NH ENERGY EFFICIENCY & CONSERVATION BLOCK GRANT AGREEMENT – CO-GENERATION HEATING SYSTEM AT THE PUBLIC SAFETY BUILDING. – ENERGY COMMITTEE MEMBER SHAWN HANSON:** S. C. Hanson reported that he has been working on an RFP for this grant. He stated that he plans to prepare a summary of what is required for this grant agreement and restated the process of working with TRC. He reviewed the timing of the project and noted that it is hoped to have this system up and running for the 2010 heating season.

M. J. Farinola stated that he talked with S. C. Hanson today with regard to the agreement noting that it is laden with clauses, terms, timelines and requirements. S. C. Hanson is volunteering to coordinate; otherwise, another option would be to hire a consultant. S. C. Hanson stated that he is willing to do the best he can. S. C. Hanson stated the Town needs to bid the project out, and follow the other requirements in order to have the new system up and running by November 1. He reviewed the manner in which payments are made by TRC. A Certificate of Vote has been prepared for the Town Clerk's signature and seal as required. The contract with TRC was signed by Chairman Farinola at this time.

**BUILDING INSPECTOR, CODE ENFORCEMENT, HEALTH - MONTHLY REPORT:** K. C. Kelley referred the Board to his report for May noting matters of building inspection, code enforcement and work relating to town buildings. He reported that building permits issued are comparable to 2009 and 2008. K. C. Kelley reported that he has been working on a tick awareness program and thanked M. Kasprzak for information she provided from UNH.

**ROOF REPAIRS TO TOWN HALL & OLD LIBRARY:** K. C. Kelley reported that the roof on the Public Safety Building is complete and that new fascia is being installed now. Work is to start on the slate roof at the Town Hall and Old Library.

E. N. Small presented a request for permit for a horse show at Liberty Farms/ Silver Oaks on July 9, requiring signatures of the Board of Selectmen, Code Enforcement Officer and Police Chief. The permit was signed by the Board at this time.

**FIRE CHIEF, EMERGENCY MANAGEMENT - MONTHLY REPORT:** J. M. Lord referred the Board to the Fire Department's report for May noting statistics and incidents. He also reported on his experiences at Fire Crew and noted that the management of groups skills learned will benefit him in situations in the future. Chief Lord reported that Lt. Anderson has prepared and sent in a request for funding for fire gear. The relocation of the internet hub from the Town Hall to the Fire Station is complete. The Department is awaiting word on two grants for a computer and cones and barricades.

J. M. Lord informed the Board of an upcoming meeting with Unitil on Tuesday, June 29, where the topic will address municipal storm matters.

**RFP – EMERGENCY TREE AND LIMB REMOVAL:** A review of the wording of an RFP for Emergency Roadside Tree and Limb Removal took place at this time. Revisions were made to items

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one, six and nine to include designating the Road Agent as contact, changing the requirement of the number of hours to respond and requiring an equipment listing as well as a vehicles listing. J. M. Lord also requested that “appropriate Personal Protective Equipment be required at all times.” E. N. Small will add a statement to read “Bids for faster response times will be appreciated.” and revise the RFP for another review next meeting.

**POLICE CHIEF - MONTHLY REPORT:** Chief Dirsa referred the Board to the Police Department’s report for May noting statistics and incidents. He reported on the fatal accident of May 11 and stated that NH State Police have taken over this investigation. He informed the Board that the new cruiser has been delivered and that equipment from the old cruiser is being stripped for use in the new cruiser.

With regard to White Goods Collection day, R. P. McDermott asked Chief Dirsa if Parsonage Road could be made a one-way road for the day. R. Dirsa stated he felt this would not be a problem and that the road could be posted accordingly for the day. The Board agreed to try this next white goods day.

- **OLD BUSINESS**

**FINANCIAL REPORTS**

**TOWN CLERK – RECEIPTS \$43,844**  
**MISCELLANEOUS RECEIPTS \$5,017**  
**TAX COLLECTOR – RECEIPTS \$283,132**

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

**SELECTMEN’S MINUTES POSTED TO THE WEBSITE:** L. A. Ruest reported that minutes were posted to the web site the day the matter was identified. A new resident has offered to assist with the web site. E. N. Small will add this matter to the next agenda.

**MINUTES POLICY:** The Board reviewed and approved amended policy wording for the submission of minutes to the Town Clerk’s office.

*In order to coordinate the posting of meeting minutes with the Town Clerk’s office, and ultimately the Town web site, the following Selectmen’s policy has been established effective October 3, 2007:*

All meeting minutes, to include DRAFT form and FINAL form, are to be emailed to the attention of the ~~Assistant~~ **Deputy** Town Clerk, ~~Karen Sabatini~~, using the email addresses [deputytownclerk@hamptonfalls.org](mailto:deputytownclerk@hamptonfalls.org) and [townclerk@hamptonfalls.org](mailto:townclerk@hamptonfalls.org) within five (5) days of a meeting session as required by state statute (RSA 91a). Paper copies of minutes are then kept on file within the Town Clerk’s office. ***Please submit minutes in electronic form (PDF format is preferable) and include the term “DRAFT” or “FINAL” in the header of the document.***

It is ~~suggested~~ **requested** that the email subject line read **“MEETING MINUTES - Draft or Final, Name of Committee, Date of Meeting.”** ***This allows for ease in posting FINAL minutes to the web site.***  
(i.e., MEETING MINUTES – Draft or Final, Selectmen 00/00/00).

**Draft** minutes will be **printed and** filed accordingly within the Town Clerk’s office. Once **final** approved minutes are received, the draft paper copy ~~will be~~ **is replaced** with the final paper copy. The

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email with the attachment of final minutes will then be forwarded to the person who manages the Town web site, for posting to the proper group *on the web site*.

Should email be unavailable to the person preparing the minutes, electronic files or paper copies are to be submitted to the Town Clerk in the same timely manner (whether draft or final). Electronic files will be forwarded, and paper copies will be scanned and forwarded, by email for posting to the Town web site.

**TOWN OFFICE HOURS – FLOW CHART AND SPREADSHEETS:** M. J. Farinola explained that two members of the Board of Selectmen have asked to keep the Town Hall open to the public Monday through Friday from 8 a.m. to 4 p.m. It is understood that not all offices are open these hours; however, the Town Hall would be open to allow people to walk in and ask questions. Concern was expressed with the open/closed sign reading closed when employees other than the Town Clerk’s office and Tax Collector’s office are working. R. P. McDermott plans to obtain a sign showing the hours of offices for persons to drive by to determine which office is open and which isn’t. The Board reviewed a spreadsheet provided by E. N. Small outlining schedules of various offices and employees. He explained that on Mondays, Tuesdays and Thursdays, the Town Hall is well covered as both the Town Clerk and Tax Collector offices are open. On Wednesdays and Fridays, having two employees available all hours becomes problematic. Matters of vacation, comp, sick, lunch break, inspection and meetings and conferences or training times affect coverage. The Board has approved a policy of not having only one employee in the building at any time for liability and safety reasons. R. P. McDermott stated that the door should be locked in this instance. M. J. Farinola stated that there is a possibility to have additional part-time help to fill these hours and suggested that part-time employees be utilized as an alternative. He also asked that the Town Clerk and Tax Collector reconsider their hours. K. C. Kelley reported on his experience on Wednesday and Fridays with regard to persons looking for offices that are closed and his inability to assist with matters such as auto registrations or tax records.

M. Kasprzak expressed concern with the cost for additional part-time help as well as comp time. E. N. Small will relook at the flow chart and report back to the Board with a final analysis. The Board acknowledged his efforts on the flow chart spreadsheet.

**DISCRETIONARY AGRICULTURAL BUILDING EASEMENT – HISTORIC BARN AND OUT BUILDINGS:** This matter was continued from the Board’s June 2 meeting to allow consideration to answer the question “Why should the Town try to preserve barns?” Chet Riley, Hampton, was invited to provide information. He introduced himself and stated that he has been actively involved in saving and preserving barns in New Hampshire for 20 years. This meeting he spoke to the law (RSA 79-d, 2002), an enabling legislation to allow towns to decide whether they wish to have these kinds of structures preserved and the rules for how it happens.

He reviewed the purpose of saving agricultural historic structures 75 years or older in order to maintain the historic rural character of the landscape. He provided statistics statewide and noted that approximately 300 structures are lost each year due to failure to maintain or demolition. He stated that it is a disincentive for property owners to take care of the structures if the taxes and assessments increase due to the maintenance improvements. He reported that 78 cities and towns have granted this type of easement for a total of 361 barns statewide.

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It was reported that the easement is a legal agreement recorded at the registry that results in a slight tax relief and no increase in assessment for the building and land it sits on for ten years. There are requirements that need to be met in order to qualify for this easement. Should the agreement be terminated before 10 years, there is a penalty (20%/15%). The agreement can be renewed for another ten years. C. Riley noted that help is available to property owners from the NH Division of Historic Resources or the NH Preservation Alliance but there is no grant money available. The Tuck Museum in Hampton was cited as an example of a preserved barn.

M. J. Farinola stated that public comments were received last meeting and requested comments or questions of the Board. R. P. McDermott stated he supports bringing the matter to voters by warrant article. M. Kasprzak stated she feels the matter belongs with the Board of Selectmen and proposed a motion to consider barn preservation easements on a case by case basis. The Board agreed to determine whether to entertain preservation easements and then address the Hanson application. E. N. Small reported that the Board of Selectmen decided not to approve these applications in the past as the Assessor did not recommend them at the time.

Discussion took place with bringing this matter to the voters, determining what tax base would be lost as well as how many would qualify, the discounted assessment of these structures and legal costs. David French, Exeter Road, stated that the Heritage Commission can help with this effort. M. J. Farinola stated that he is concerned with taking tax dollars from other property owners over ten years; that he is in favor of preserving barns but not at others' expense.

**MOTION:** To consider barn preservation easements on a case by case basis.

**MOTION: M. KASPRZAK**  
**SECOND: R. P. MCDERMOTT**  
**2 IN FAVOR, 1 OPPOSED, PASSES**

E. N. Small presented a checklist used by the Town of Lyme to determine whether to accept an application. M. J. Farinola stated that the Board is now considering the application from Dennis and Joanne Hanson. He acknowledged receipt of a letter from the Hansons withdrawing Barn 3, carriage house, from the application request. Discussion took place with regard to the range of assessment, percentages and which buildings and for what reasons. M. Kasprzak stated that the barn is visible from the road and the owners have done significant cosmetic and preservation work. She stated she is in favor of up to 50% of assessment for the main barn (Barn 1). R. P. McDermott stated he was in favor of 50% on both Barn 1 and Barn 2 or just Barn 1.

**MOTION:** To continue this matter to allow time for Board members to consider the checklist and assessor's information.

No second was made to the motion and the motion failed. All agreed to address Barn 1. M. J. Farinola restated that he is not in favor of taking tax dollars from other property owners for this purpose. C. Riley stated that the matter comes down to whether the Town and its citizens want to spend money to preserve these structures in town.

**MOTION:** To grant an easement on Barn 1 at 50% of the assessed value of the building and associated land in accordance with RSA 79-d, Map 4, Lot 1.

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**MOTION: M. KASPRZAK**  
**SECOND: R. P. MCDERMOTT**  
**2 IN FAVOR, 1 OPPOSED, PASSES**

**PRIMEX – AGREEMENT FOR PROPERTY LIABILITY INSURANCE – EXPIRES ON 7-1-2012:** E. N. Small informed the Board of an offering to add an additional year to the term of this policy at a five percent discount.

**MOTION:** To accept the proposal to extend the term of this policy to 2013.

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

**WHITE GOODS DAY – ANY SUGGESTIONS FOR THE OCTOBER EVENT?:** M. Kasprzak reported that she received complaints with regard to what is and what is not accepted on White Goods Day. R. P. McDermott requested verification of fees to be charged. E. N. Small informed the Board that monitors cannot be placed in roll-off containers. Freon is to be removed next week and then metals will be removed. It was suggested to get a larger container for the recycling of electronics. Concern was raised with regard to persons accessing the dump when closed. R. P. McDermott will ask the Police Department to patrol.

**NIEBLING LOT ON NASON ROAD:** M. J. Farinola read the recommendation of the Conservation Commission with regard to this matter as written in the minutes dated June 10, 2010. He stated that he looks at this matter differently from the Conservation Commission and that the property owner came to the Town to set up a conservation easement over property and set up a method to transfer it to the Town. Time has passed and he feels that the town should register the transfer.

**MOTION:** To follow through on the original recorded conservation easement and complete the paperwork so that the Town owns the property.

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

M. Kasprzak asked what the advantage is to the Town to own this parcel. M. J. Farinola stated that it is now under conservation easement and the Town has the option of owning it. If it is turned away, it will remain with the family and the Town may not be able to close in the future. He stated he is in favor of having the same people manage the parcel as those who manage it today.

**VOTE: UNANIMOUS**

**DEPARTMENT OF TRANSPORTATION MEETING RE: TAYLOR RIVER DAM JUNE 21,  
6:30 PM, HAMPTON TOWN OFFICES**

**PUBLIC COMMENT:** D. French, Exeter Road, reported that many towns assign research work to the Heritage Commission with regard to barn easements to determine whether they qualify and make

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recommendation to the Board of Selectmen. There is no cost to have the Heritage Commission do this work.

Abby Tonry, Exeter Road, stated that the Town has a Conservation Commission that is challenged with the same, making recommendations on conserving land. She expressed discontent that within 30 seconds or less, the Board of Selectmen negated the Conservation Commission's efforts at three meetings making a decision contrary to its recommendation with regard to the Niebling Lot on Nason Road.

• **NEW BUSINESS**

**TOWN PERMIT FEES:** R. P. McDermott brought forth a proposal to consider increasing certain fees in order to cover the costs of employees' time. E. N. Small stated that the Board would need to ask voters for the authority to do so and that warrant articles in this regard have been denied in the past. R. P. McDermott stated he felt that fees are too low and offered to obtain comparisons from surrounding towns.

**2010 ANNUAL CONFERENCE – JUNE 16-18 – NH MUNICIPAL MANAGEMENT ASSOCIATION:** Town Administrator E. N. Small will be attending this conference.

**BRIEFING – LICENSE RENEWAL PROCESS FOR NEXTERA ENERGY SEABROOK STATION- JULY 7:** D. Winn, Representative from Seabrook Station, will be making a presentation to the Board at its next meeting.

**SOLAR ENERGY, WOOD HEATING ENERGY AND WIND-POWERED ENERGY SYSTEMS EXEMPTIONS:** S. C. Hanson reported that the Energy Efficiency Committee is interested in the Town adopting these exemptions. E. N. Small reported that the matter would need to be put before the voters. M. J. Farinola requested that E. N. Small add this to the list of proposed warrant articles for 2011. S. C. Hanson stated that he plans to get a citizens' petition if the Board decides not to bring this matter to the voters.

Abby Tonry, Exeter Road, explained that there are current rebates available from State and Federal agencies now providing a motivation for homeowners to install systems. She expressed concern with no action on this request as people are waiting to ensure they won't get further taxes if they add these types of systems to their homes and are looking to take advantage of the rebates. She requested that the Board consider these applications on a case by case basis as decided with the Discretionary Preservation Easements discussed earlier this meeting. Should the voters then turn down the warrant article, only those addressed on the case by case basis will obtain the comfort level. The following motion was proposed.

**MOTION:** To consider solar energy, wood heating energy and wind powered energy systems exemptions applications on a case by case basis.

E. N. Small stated that the question should be placed on the warrant pursuant to RSA 39. S. C. Hanson stated he would research other alternatives to putting this on the warrant and bring additional information to the Board's next meeting.

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**ELDERLY & DISABLED EXEMPTION APPLICATIONS:** Two qualifying applications were signed by the Board.

**MOTION:** To grant elderly exemptions as presented.

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

**APPOINTMENT TO THE BOARD OF CEMETERY TRUSTEES – VACANCY:** Cemetery Trustee Member Tara Datro has resigned leaving a vacancy on the Cemetery Trustees.

**OTHER**

**TOWN CLERK – ACCEPTING CREDIT CARDS:** H. Knowles provided the Board with information from her research into ACH transactions. She reported that the State of NH has approved banks for this process (Citizens Bank and TD North). She provided the Board with a document showing the costs of each bank noting that an additional thirty-eight cents would be charged to each registration in order to cover the bank fees for ACH transactions. She noted that all registrations would be charged the thirty-eight cents whether using a credit card or not.

**MOTION:** To approve the Town Clerk’s request to accept credit cards.

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

**ABATEMENT REFUNDS:** The Board approved two abatement refund requests as recommended by the Tax Collector.

R. P. McDermott asked E. N. Small to have L. A. Ruest send letters of thanks to Diane Alexander of the Deli Barn, George Prive of Village Market and Seabrook Dunkin Donuts and all volunteers for their participation in White Goods Day.

**UNITIL – REQUEST TO ACCESS LAND:** The Board signed permission as landowner for Unitil crews to access poles on the salt marsh (Map 3, parcel 20).

**CABLE CONTRACT LEGAL COSTS:** E. N. Small reported that DTC Lawyers have offered a cap of \$8,000 for legal costs. This matter will be added to the next agenda. M. J. Farinola restated his suggestion to contact Comcast to simply change dates and the term, with the same provisions.

**PUBLIC COMMENT:** No public comment was heard at this time.

**REVIEW AND APPROVAL OF PREVIOUS MINUTES - JUNE 2:** This matter was not addressed this meeting.



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**NEXT SELECTMEN'S MEETING – WEDNESDAY, JULY 7, 2010, 6:30 P.M., TOWN HALL**

**MOTION:** To adjourn the meeting at 9:41 p.m.

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