

FINAL

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

REVIEW OF RFP FOR CO-GENERATION HEATING SYSTEM GRANT – SHAWN

HANSON: E. N. Small reported that three bids have been received. The results were reported as follows:

Aucella Heating and Cooling	Labor \$13,410	Equipment \$64,450	\$77,860
Freedom Renewable Energy	Labor \$ 9,930	Equipment \$59,993	\$69,923
Stallion builders, LLC	Labor \$20,375	Equipment \$47,125	\$67,500

The Board took this matter under advisement to allow time for review and recommendation. This matter will be added to the Board’s next agenda. S. C. Hanson provided the Board with a checklist of items to be addressed to include a listing of pre- and post-implementation requirements.

VACANCY ON THE ENERGY COMMITTEE: This matter was not discussed this meeting.

PUBLIC HEARING - ACCEPTANCE OF UNANTICIPATED FEDERAL FUNDS FEB 2010 STORM:

M. J. Farinola opened the public hearing to receive public comment on the acceptance of funds (\$11,149 Federal/\$1,858 NH Department of Safety) for damages to town buildings and property during the winter storm event of February 25, 2010 and opened discussed to members of the public. C. Merrill, East Road, recommended the Board not accept the funds as all pay federal taxes. Hampton Union Correspondent L. Zhe asked if this is FEMA money and was told yes. Hearing no other public comment, M. J. Farinola closed the public hearing.

MOTION: To accept the funds for damages to the town buildings and property during the winter storm event of February 25, 2010 as presented.

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

OPEN RFPS FOR PROPANE / ROADSIDE BRUSH CUTTING / EMERGENCY ROADSIDE TREE & LIMB REMOVAL:

PROPANE: E. N. Small reported that three bids have been received. The results were reported as follows:

Proposer	One Year	Two Year	Three Years
Downeast Energy	\$2.07 per gallon		
Lamprey Brothers	\$1.999 per gallon		
Webber Energy Fuels *specifications apply	\$1.8353 per gallon fixed*	Fixed mark up of.20 cents	Fixed mark up of.20 cents

FINAL

The Board discussed the option of a second or third year with Webber Energy Fuels and requested that L. A. Ruest contact them to determine whether they would accept the Town accepting a one-year pricing only for a one-year contract. M. J. Farinola stated he would be willing to consider a second year with Webber, however, if a one-year contract is not available at this price, he would recommend Lamprey Brothers. R. P. McDermott and M. Kasprzak agreed with this position.

ROADSIDE BRUSH CUTTING: E. N. Small reported that no new bids were received. The original bids results remain on file.

EMERGENCY ROADSIDE TREE AND LIMB REMOVAL: E. N. Small reported that two bids have been received. The results were reported as follows:

Urban Tree Service	2 man crew	60' bucket truck & 12"DBH chipper	\$200 per hour
	3 man crew	60' bucket truck & 20"DBH chipper, log loader	\$300 per hour
Valley Tree Service	2 men	60' aerial lift and Bandit 250 chipper	\$145 per hour
		60 yd debris box on Sterling Log Truck	\$120 per hour
	Extra laborers if needed		\$55 per hour

E. N. Small recommended the Board take this matter under advisement to allow time for the Road Agent and Fire Chief to review and E. N. Small to prepare a summary sheet for consideration. The Board agreed.

MOWING OF HAY FIELD AT THE RASPBERRY FARM – VOLUNTEER SERVICE

STATEMENT & AGREEMENT: This item was taken out of order of the agenda to accommodate Mr. Schrempf who was present to meet with the Board.

G. Schrempf has been recommended by the Conservation Commission to continue mowing the field at the Raspberry Farm as he has been doing for a number of years. E. N. Small explained that G. Schrempf is to be appointed as a volunteer if the Board agrees and presented the Chairman with an appointment form for signature. Board members expressed approval and requested a contact number for G. Schrempf should members of the community wish to buy hay. Discussion took place with regard to the number of times mowing takes place, the timing and the manner in which G. Schrempf uses the hay. The Chairman thanked G. Schrempf for volunteering and signed the volunteer appointment form. A copy was provided to G. Schrempf.

FORMATION OF A SOLID WASTE AND RECYCLING COMMITTEE: K. Nydam, Victoria Drive, was present as he is interested in serving on this committee. M. J. Farinola reported that he inquired with E. N. Small as to whether a mission statement for this committee was available stating its purpose. E. N. Small reported that a Solid Waste and Recycling Committee has been active for

FINAL

approximately 20 years and provided a proposed mission statement for consideration of the Board. M. J. Farinola stated that although he appreciates volunteerism, he questioned whether the committee is needed as he felt Selectmen negotiated contracts in the past. E. N. Small reported that the Selectmen did so with the assistance and recommendation of this committee. He noted that there are a number of years left on the current contract and that there is no immediate need to review the contract, however, indicated other matters such as the Concord Co-Op Single Stream Project and disposal of food waste.

M. Kasprzak and R. P. McDermott approved of a committee working on matters in order to save Selectmen from using personal time to look into matters. K. Nydam noted that there are two other residents in addition to him; all with different interests and expertise. He reviewed his experience in the field as compared to others and added that he is willing to consider new and other ways in which to save money. He stated, however, that he does not feel Hampton Falls should join the Concord Co-op.

The Board agreed to move forward with this committee. E. N. Small will have appointment forms prepared for signature at the next meeting

- **OLD BUSINESS**

FINANCIAL REPORTS-GENERAL FUND BALANCE: This matter was not addressed this meeting.

ACTION ITEMS FROM THE LAST MEETING: The Board reviewed an updated listing of action items prepared by E. N. Small. R. P. McDermott reported that he ordered the sign for postings outside the Town Hall entrance door. The large sign for Town Hall hours is awaiting determination on new hours.

2011-2012 LEGISLATIVE POLICY PROCESS: M. Kasprzak submitted her answers to the Legislative Policy Process memo and E. N. Small will compile the results for review of the Board at its next meeting.

NON-PUBLIC SESSION MINUTES – FILE WITH THE TOWN CLERK: E. N. Small reported that non-public session minutes are required to be filed within three days of the meeting by law. He stated that there is a procedure in place where non-public minutes are sealed within an envelope with indication of the date of the meeting, however, some non-public sessions minutes have not been filed.

B. Mutrie, Brown Road, inquired as to whether the minutes in question are sealed. M. J. Farinola stated that since he has been on the Board, he can recollect only one set of minutes not being sealed and acknowledged that he has non-public session minutes filed at home that should be on file with the Town. E. N. Small added that minutes are filed with the Town Clerk and maintained in the vault.

TOWN ADMINISTRATOR’S PRIORITIES FOR AUGUST: R. P. McDermott had asked E. N. Small to prepare a listing of goals for August for review and prioritization by the Board. R. P. McDermott asked Board members to review and identify ten priorities. M. J. Farinola asked that E. N. Small assign the amount of time spent on each per month as he is unable to identify which items are significant versus less significant. This matter will be added to the next agenda.

FINAL

COMBINING THE OFFICES OF TOWN CLERK AND TAX COLLECTOR?: E. N. Small reported that he has discussed this matter with employees and recommended that the Board talk with the Town Clerk and Tax Collector before taking any action. M. J. Farinola noted that this matter has been discussed at meetings where the Town Clerk and Tax Collector have been present and added that he is willing to discuss extra hours to keep the Town Hall open 8 am to 4 pm. R. P. McDermott suggested adding a meeting with the Town Clerk and Tax Collector as the first item on the next agenda. M. Kasprzak inquired as to whether the idea of a survey of townspeople (as to how they feel about additional hours to keep the offices open) has been abandoned. She questioned the combination of offices when the discussion has been about increasing the number of hours the Town Hall is open to the public and questioned how the town feels about this additional suggestion; the Board has yet to determine hours for the new sign. M. Kasprzak added that now that the Town Clerk and residents are able to complete transactions on line, she questions how this would impact the need to come to Town Hall.

M. J. Farinola stated that he has been approached with casual comments indicating that persons cannot keep track of when the offices are open. Combining the offices would allow for flexibility and extra labor to draw upon in that, if it is not tax time, two employees could work on a daily work.

M. J. Farinola stated that public perception is that the offices are not open and that there is question as to where everyone is on a Friday afternoon. He stated that it was decided last year to have the Town Hall open regular hours. R. P. McDermott stated that with existing staff working in tandem by changing offices, there will be two employees present during the day. He added that once the new sign showing hours is on the side of the building, persons driving by will see which office is open and which is not.

R. P. McDermott inquired as to the status of determining the hours. E. N. Small stated that he provided the Board with a spreadsheet at a previous meeting where it was determined that the Town Hall would be open Monday through Friday mornings. E. N. Small stated he has reviewed this with the Town Clerk. M. J. Farinola stated that should the Town Clerk not expand her office hours, the Board has the option to combine the offices to get the coverage. He added that he is willing to listen to contributions and input.

2010 MS-2 REPORT OF APPROPRIATIONS ACTUALLY VOTED: Board members signed this report for submission to the Department of Revenue Administration.

DRA'S REPORT ON TOWN'S REVALUATION: E. N. Small reported that the Town of Hampton Falls received a positive report and good marks with regard to the work done in Hampton Falls.

Other Assessment: M. J. Farinola reported that D. Calder has met with him to request additional hours/funds to cover the time she has spent with property owners requesting tax abatements. A memo dated July 30, 2010 was provided to the Board outlining this request. Discussion took place with regard to available budget funds. M. J. Farinola inquired as to whether funds are available from the budget line that covers this expense. E. N. Small reported that the budget line in question is the budget line the Assessor is requesting additional funds from which will overspend the line. E. N. Small explained that the Town has a bottom line budget and funds are available. He requested to meet with M. J. Farinola with regard to budget and budget law questions. M. J. Farinola stated he would identify a day to meet

FINAL

within the next week. Three Selectmen concurred that they approved of authorizing up to \$3,000 funding. If this figure needs to be adjusted, the matter will come back to the Board.

Land Use Change Tax: The Board reviewed two memos from Assessing Agent D. Calder with regard Land Use Change Taxes for Map 1, Lots 65-6 and 65-7 and Map 1, Lots 65-2 and 65-5. The Board acknowledged the reasoning outlined in the memos and R. P. McDermott noted that the Board has had a policy of following the recommendation(s) of the Assessor.

MOTION: To accept D. Calder's recommendations for Map 1, Lots 65-6 and 65-7 and Map 1, Lots 65-2 and 65-5 for LUCT assessment.

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

CIRCUIT RIDER PLANNER ASSISTANCE – PLANNING BOARD CHAIRMAN CHARLYN BROWN/UNITIL AND TREE TRIMMING ALONG SCENIC ROADS: Planning Board Chairman C. Brown was not available to attend this meeting due to being away on vacation.

HOURLY BREAKDOWN OF THE ADMINISTRATIVE ASSISTANT, BOOKKEEPER, ZBA AND PLANNING BOARD SECRETARIES HOURS: M. J. Farinola reported that he sent an email in this regard and is looking for a breakdown of hours and the departments budgeted. E. N. Small reported that 45% is applied to Executive, 25% to Financial Administration and 30% to Planning and Zoning. M. J. Farinola worked out this information to identify 18 hours a week/72 monthly for Executive, 10 weekly/40 monthly for Financial Administration and 12 weekly/48 monthly for Planning and Zoning. M. Kasprzak inquired as to why this question is being asked. M. J. Farinola stated that he is concerned with the hours being accurately broken down and that all are getting their portion and plans to ask if the ZBA Chair, Planning Board Chair and Town Administrator are getting the time allotted. R. P. McDermott stated he would like to get the Town Administrator more help. M. J. Farinola noted that the Administrative Assistant maintains the web site and that this may be taking away from administrative time. He stated he wants the Board to have an understanding for budget preparation. He noted an alternative of having someone attend meetings and take minutes to allow for more time during the business day. M. Kasprzak stated concern with not being included in this matter and questioned if there has been a complaint. M. J. Farinola stated that people want to know where money is being spent and that it should be reviewed periodically.

BONDING AGREEMENT FOR THE REMOVAL OF THE CELL TOWER: Request has been received from AT&T (owner of the cell tower on East Road) to release an old bond in the amount of \$150,000 for the removal of the tower should it become obsolete with a \$23,000 bond. The bond for removal of the tower is a condition of site plan approval.

L. A. Ruest explained that Planning Board Chairman C. Brown asked that the Selectmen (before release of the original bond) ensure that the bond amount is sufficient to cover the costs of removal. The Board was provided with supporting documentation to include a removal estimate prepared by Hudson Design Group. Following review and discussion, the Board reached a consensus to release the \$150,000 bond and accept the \$23,000 bond. M. J. Farinola signed the signature page releasing AT&T from its obligations of bond number 053 S 1031 10808 dated December 15, 1998.

FINAL

PROGRESS REPORT ON ROOF OF THE OLD LIBRARY: The work on this roof has not yet been done.

TWO VACANCIES ON THE BOARD OF CEMETERY TRUSTEES: E. N. Small referred the Board to four volunteer applications. The Cemetery Trustees Chair has recommended Steve Bryant and Robert Woodes. Question was raised as to whether alternate positions are available. E. N. Small will research if there are alternates on Trustee boards and report back to the Selectmen.

MOTION: To appoint S. Bryant and R. Woodes as Cemetery Trustees.

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

It was suggested that Carol Moore be appointed as an alternate if it is found to be acceptable and that the volunteer application for Ann Antaya be kept on file.

VOTE: UNANIMOUS

THANK YOU LETTERS TO ED PRICE AND TARA DATRO – SERVING ON THE BOARD OF CEMETERY TRUSTEES were signed by the Board.

THE BOOK CASE AND SHELVING AT THE OLD LIBRARY: M. J. Farinola inquired as to whether any word has been received from the Library Trustees. B. Mutrie stated that there is a document that has yet to be located that may relinquish claim to fixtures in the old library giving all to the Town. B. Mutrie and M. Kasprzak stated they felt the Library Trustees didn't want to do anything with this furniture. B. Mutrie stated that the Historical Society would like first option and the Fire Department has expressed an interest. M. J. Farinola suggested that the Board allow departments to take what they require and leave the remainder to stay in the old library with the Historical Society. M. Kasprzak noted that some fixtures are antique and others homemade.

OTHER

Map 4, Lots 25 and 25-3, Desmaris, King Street, Board of Land and Tax Appeals: E. N. Small provided the Board with a letter of withdrawal for tax year 2008 from the agent representing the property owners.

PUBLIC COMMENT

C. Merrill, East Road, asked if any bids were received for brush cutting. M. J. Farinola stated that it was reported earlier that no new bids were received. C. Merrill stated he felt the second bid was more restrictive than the original bid. Discussion took place with regard to the manner in which C. Merrill interpreted the specifications and the intention of the Board. C. Merrill also stated that he didn't recall the need for a bucket truck for tree removal due to a storm. M. J. Farinola explained that should there be a tree or limb over a power line, there would be a need for a bucket truck. He added that utility companies do not take care of trees other than those on lines. C. Merrill expressed discontent with leaving matters up to the Fire Chief and the costs associated in this regard.

FINAL

B. Mutrie, Brown Road, asked if the Board could address removal of brush at a certain location on Brown Road which is restricting visibility on one side of the road. E. N. Small reported that the contractor awarded the bid for mowing is to start this week. M. J. Farinola requested that the contractor for brush removal be asked to look at this area first. E. N. Small noted that the Board has not yet awarded the bid for roadside brush cutting.

G. Parish, Towle Farm Road, reported that someone is dumping wood chips along Brown Road. R. P. McDermott stated that he spoke with the Building Inspector this morning and he is to talk with the property owner. E. N. Small reported that the Road Agent and Building Inspector have addressed this.

- **NEW BUSINESS**

APPOINTMENTS TO THE JOINT LOSS MANAGEMENT COMMITTEE: E. N. Small provided the Board with a listing of members of this committee. He reported that this Committee was created back in the 1990s and a safety plan and inspection of buildings was done at that time. A representative of PRIMEX recently met with Department Heads to explain the importance of this committee. The first meeting of this group is scheduled for August 10, 8 am at the Library.

SELECTMEN REPRESENTATIVE REPORTS

SELECTMAN FARINOLA – ZONING BOARD OF ADJUSTMENT, SCHOOL BOARD: M. J. Farinola reported that the ZBA discussed the application process and revising its application forms at its last meeting and also discussed a potential revocation of a special exception granted to Paul and Pamela Fitzgerald as reported by the Building Inspector. He noted that he was not available to attend the last School Board meeting.

SELECTMAN MCDERMOTT – CONSERVATION COMMISSION, FIRE DEPT., ENERGY COMMITTEE: R. P. McDermott reported that there was no meeting of the Conservation Commission last month. The Fire Department is holding discussion regarding fundraising, the new fire truck and needed equipment. There was no meeting of the Energy Committee last month.

SELECTWOMAN KASPRZAK – PLANNING BOARD, LIBRARY, HERITAGE COMMISSION: M. Kasprzak reported that the Planning Board has received an application for site plan to change the use of the former Dexter Shoe Store on Lafayette Road from retail sales to a function hall. The matter was tabled due to improper notification and to allow the applicant time to address numerous review comments. A preliminary discussion took place and the application will be part of the August agenda. With reference to the Library Trustees, M. Kasprzak reported that there is little movement on the ability to divest of the cy pres. The lawyer is working on this matter and the Trustees have begun work on the budget. The Heritage Commission is looking to make a presentation to the Selectmen to firm up a call for volunteers for the 300th anniversary celebration of the Town in 2022.

OTHER

FINAL

2011 Budget/2010 Town Report/2010 Audit: The Board signed a memo to Department Heads outlining deadline dates for the budget, town report and audit. The memo includes a Selectmen's goal of reducing the overall budget by 5% for 2011.

Binette Wetland Crossing: E. N. Small reported that he has received a letter from the reviewing engineer and needs to obtain funds to cover engineer review fees and inspection fees.

PUBLIC COMMENT

B. Mutrie, Brown Road, asked the Board to send a letter of sympathy to the family of Richard Sanborn acknowledging his passing on August 2. M. Kasprzak offered to draft a letter.

REVIEW AND APPROVAL OF PREVIOUS MINUTES

MOTION: To approve the minutes of the June 16 meeting as written.

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

Referring to the minutes of the July 21 meeting, R. P. McDermott made the following statements.

Page 1, Road Agent Monthly Report—D. Robinson discussed paving the sides of Drinkwater Road at Cock Hill and was to get costs.

Page 3, R. P. McDermott asked J. M. Lord who was responsible for clearing the brush alongside Lafayette Road at Whittier Pond. J. M. Lord stated that former Road Agent R. Merrill was told it was the State's responsibility and not the Town's responsibility.

Page 4, R. P. McDermott stated that he was sitting on his deck hearing rapid fire and that his father-in-law heard the same thing. R. P. McDermott and his wife had driven to the Depot, had seen kids there and assumed they were shooting.

Page 5, Action Items, R. P. McDermott asked about the employee handbook. E. N. Small reported other reasons and that he had scheduled a date of July 26 to review and asked the Board to set priorities.

R. P. McDermott asked if E. N. Small had this meeting and E. N. Small reported he did. R. P. McDermott asked why the matter is not on the listing of Action Items. E. N. Small stated that the work is not yet finished and another meeting is to be held. Inquiry was also made about Reverse 911 and E. N. Small stated it would be on the next meeting agenda.

MOTION: To accept the minutes of the July 21 meeting as amended.

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

FINAL

MOTION: To go into nonpublic session in accordance with RSA 91-A, II. (e) Consideration or negotiation of pending claims or litigation at 8:37 pm.

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

MOTION: To go out of nonpublic session and resume at 8:39 p.m.

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

Transaction Fees: R. P. McDermott reported that he spoke with Kim at Citizen's Bank with regard to bank fees charged for certain services as he feels they are atrocious. Kim indicated to him that someone from the Town should call Citizen's Bank to give consideration to its services. R. P. McDermott asked when fees were reviewed last. R. P. McDermott was informed that the Town of Hampton Falls uses Citizen's Bank at present.

NEXT SELECTMEN'S MEETING – WEDNESDAY, AUGUST 18, 2010, 6:30 P.M., TOWN HALL

MOTION: To adjourn the meeting at 8:42 p.m.

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