

**FINAL**

**PRESENT:** R. P. McDermott, Chairman; M. Kasprzak, Vice Chairwoman; C. P. Graham, Selectmen;  
E. N. Small, Town Administrator; L. A. Ruest, Administrative Assistant

**SETTING GOALS FOR 2011**

- **REVIEW DEPT HEAD GOALS**
- **REVIEW SELECTMEN'S GOALS**
- **REVIEW TA GOALS**

The Board began a review of goals for 2011. A discussion of the packet of suggested goals for the Board of Selectmen, Town Administrator, Department Heads and Road Agent was started. Beginning with a listing prepared by R. P. McDermott, the Board agreed that Requests for Proposals for **roadside mowing and roadside brush cutting** are to be reviewed and submitted earlier, if possible, to allow for more contractors to respond. Suggestion was made to speak with the contractor who did roadside mowing and brush cutting last year to see if he can use a piece of equipment that cuts cleanly and doesn't shred the brush. It was also agreed that roadside mowing and roadside brush cutting is to be done one time in 2011 as the budget allows.

The Board agreed to speak with Jim Ziolkowski of Environmental Landscape Management with regard to continuing the **winter road maintenance contract**. Board members identified a number of concerns to include plowing off the edges of roadways especially at curves, mailbox damages, speed of plows, government buildings not being plowed or shoveled, the contractor not addressing certain needs and the additional work of shelving snow banks not being done on all roads. The Board indicated it was agreeable to continuing with the snow measuring service of WeatherWorks. It was determined that the matter of winter road maintenance will be added to the first meeting agenda in May. E. N. Small will call J. Ziolkowski to attend. The matter of a snow contract was removed from the goals listing.

It was determined that the goals of obtaining an **audio system** (loaned equipment is currently being utilized and tested) and **forensic audit** (no concern, need or evidence of fraud was determined and costs were found to be great) are no longer necessary and that the matter of **employee reviews** has been completed by the Town Administrator. The Board has yet to conduct its review of the Town Administrator. C. P. Graham suggested that the Town Administrator review should have been scheduled for February as he is in no position to review the Town Administrator as a newly elected official.

R. P. McDermott asked that ample time be allowed for **budget review**. C. P. Graham recommended that the Board keep apprised of the matters at the State level where funds will be reduced and fall upon the local communities to raise and appropriate to address the shortage. He suggested that the earlier the Board gets an understanding of the impacts, the better the position to address the impact(s). M. Kasprzak stated concern with the practice of five percent reduction in the budget as there will be a time when town services will be impacted and questioned whether services will be impacted equally. She questioned what the bottom line of the Town's budget is and at what point it is determined that cuts can no longer impact services. All agreed it is important to identify the cuts in State funding in advance of preparing the 2012 budget.

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The Board scheduled another workshop to continue discussion of goals for April 12 at 6 p.m. Each Selectman was asked to review the goals listing provided this evening and set high, medium and low priorities as ranking may help with identifying priorities.

**ECOSMITH RECYCLERS:** Jill Stetz, President of the Lincoln Akerman PTO, requested consideration of the Board to replace the two Salvation Army collection boxes at the Public Safety Building with two Ecosmith Recycling containers. She explained that the PTO is looking to raise money for the school at no cost to parents of Lincoln Akerman School. Liz Blankenship, PTO Fundraising Chair, provided a handout outlining information on this company and how it works.

It was explained that textile items collected by Ecosmith are sent to less advantaged areas of the world where they are sold as “raw bales” or sorted for sale in open air markets. Ecosmith’s goal is to reduce the amount of waste going to landfills. Ecosmith pays the community three cents per pound. J. Stetz suggested that this revenue be shared between the school and town.

R. P. McDermott inquired as to the number of bins in the area. J. Stetz stated this information is available at Ecosmith’s web site and that one other is placed at the gas station on Lafayette Road. Question was raised as to whether one Salvation Army bin could remain and replace one Salvation Army bin as proposed. J. Stetz stated that two bins are needed in order to make the effort worthwhile. She also stated that there is no room at the school for bins.

R. P. McDermott opened discussion to the public. B. Mutrie, Brown Road, stated concern with replacing Salvation Army bins where collected items stay in the country with bins where collected items are sent out of the country. She also stated her experience with agencies such as Goodwill where persons can bring most items, other than textiles, for donation. Suggestion was made to place one Ecosmith container at the Brush Dump and one at the Public Safety Building. G. Parish, Towle Farm Road, stated he felt this proposal was good for the Town and the School and questioned what the plan is for the revenue. C. P. Graham asked if the PTO envisioned Salvation Army boxes in one location and Ecosmith containers in another. J. Stetz stated that too many bins will complicate pick up and that two at the Public Safety Building and one at the gas station would be the limit.

R. P. McDermott asked whether the Board would like to take this matter under advisement. Further discussion included concern of the donations bypassing use by Americans, including a donation to Salvation Army and allowing this proposal on a trial basis.

**MOTION:** To permit Ecosmith Recyclers Inc. to place two collection bins in the location of the existing Salvation Army bins and conduct its recycling on a trial basis for six months.

**MOTION: C. P. GRAHAM**  
**SECOND: M. KASPRZAK**  
**UNANIMOUS**

E. N. Small will contact Salvation Army to remove its two collection bins. The Board requested that this matter be added to the first meeting agenda in October.

• **OLD BUSINESS**

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**FINANCIAL REPORTS-GENERAL FUND BALANCE \$441,500**

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

**REVIEW OF THE JOINT LOSS MANAGEMENT COMMITTEE'S SAFETY PLAN (MK 3-11-11):** M. Kasprzak requested that the Board review this document in a work session to ensure that it is complete and reads properly for Hampton Falls. She noted that the document was put together quickly in response to a Department of Labor matter and that she feels it can be improved. A copy of the Safety Plan will be provided to C. P. Graham. M. Kasprzak suggested that each Selectman review the Safety Policy, mark up proposed changes and meet in a work session to discuss and make revisions. A work session is scheduled for April 18, 6:30 p.m.

The Board acknowledged K. C. Kelley's inspection reports with noted priorities and asked E.N. Small to have K. C. Kelley obtain estimates for the Board's review. C. P. Graham noted that some of these listed items may come up in the discussion of goals.

**SHOOTING RANGE AND THE TOWN'S ZONING ORDINANCE:** E. N. Small reported that he has spoken with town counsel who informs that this issue could result in a civil matter. The Board indicated it was not interested in establishing a town ordinance in this regard. There is no Town ordinance in place for shooting ranges.

**"LET'S STRIVE TO HAVE A CAN DO ATTITUDE & COMMUNICATE BETTER:"** R. P. McDermott requested that this quote be added to the top of Selectmen's agendas. He stated that he wants all to have a "yes we can" attitude rather than a "we're not sure" attitude. C. P. Graham stated he is opposed to this and M. Kasprzak stated it is not needed. The statement is to be removed.

**APPOINTMENTS OF OFFICIALS, COMMITTEE, BOARDS FOR THE ENSUING YEAR:**

The Board reviewed a listing of positions with expiring terms prepared by Town Clerk H. Knowles. Those positions up for consideration and proposed reappointment were identified in the 2014 column. The Board reviewed each person noted and revised the position of Heritage Commission Alternate Member G. Swain to Heritage Commission Member G. Swain. Two Alternate positions on the Heritage Commission are vacant at this time. E. N. Small stated that one position for the Recycling and Solid Waste Committee remains open as the interested party has yet to confirm appointment.

**MOTION:** To appoint those individuals noted to a term to expire 2014 as shown on the listing prepared by the Town Clerk dated April 15, 2011.

**MOTION: M. KASPRZAK  
SECOND: C. P. GRAHAM  
UNANIMOUS**

**SELECTMEN'S REPRESENTATIVE TO THE CONSERVATION COMMISSION - NEW LAW:** E. N. Small referred the Board to a new law where Selectmen cannot serve as representatives on the Conservation Commission. C. P. Graham explained that there is no ex officio position on the Conservation Commission; however, if the Board cared to, it could appoint one Selectmen member to the Conservation Commission. This is similar to the discussion last meeting relating to the Zoning

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Board of Adjustment where legal advice is against doing so due to potential conflict or intimidation. The Board decided not to appoint a Selectman as member of the Conservation Commission.

**TAX COLLECTOR'S APPOINTMENT - 3 YEAR TERM, ARTICLE 13, 1968 TOWN**

**MEETING:** R. P. McDermott stated that he is concerned with a three-year term versus a one-year term. The Board reviewed RSA 41:2-b Three-Year Term; Tax Collector as well as a copy of an approved warrant article (#13) from 1969 approving a three-year term for the position of Tax Collector. He stated he would like to change the term of the position of Tax Collector to one year and suggested that appointment be made for one year through 2012. It was noted that re-appointment of the Tax Collector was not done in 2009 (through 2012). E. N. Small stated that this matter has been corrected so that it doesn't get overlooked again. C. P. Graham acknowledged that the appointment was not done in 2009 and in order to keep on schedule as was intended at the time of hire and as has been done in the past, and keep with Town Meeting vote, the Board can make the appointment effective 2009. E. N. Small reported that in speaking with a Local Government Center attorney, she was recommended that appointment be effective 2009, through 2012.

**MOTION:** To appoint Mary Ann Hill as Tax Collector for a term of three years, March 2009, with term to expire March 31, 2012.

**MOTION: C. P. GRAHAM  
SECOND: M. KASPRZAK  
UNANIMOUS**

The appointment form for the Tax Collector position was signed at this time.

**2011 HAMPTON FALLS EMPLOYEE PAY PLAN:** R. P. McDermott inquired as to the pay plan for employees and the history of cost of living adjustments (COLA). E. N. Small explained that the pay plan before the Board is that which was discussed at budget time and included in the approved budget. He noted that some employees are due step increases, however, no cost of living allowance was approved by the Board for 2011.

In response to the Board, E. N. Small explained that the Compensation Review Committee discussed a manner in which to proceed with COLA, however, due to difficult economic times, COLA has not been offered to employees for over three years. R. P. McDermott stated the Board should take a look at the pay plan for the 2012 budget cycle as well as during review of the personnel policy. C. P. Graham and M. Kasprzak agreed.

**MOTION:** To approve the pay plan for the 2011 budget year as presented.

**MOTION: M. KASPRZAK  
SECOND: C. P. GRAHAM  
UNANIMOUS**

**OFFICE HOURS AND SIGN FOR EXTERIOR OF TOWN OFFICES:** R. P. McDermott reported that the company that offered the donation of a sign for the outside of the Town Hall addition has since closed. He stated he would obtain prices from other companies.

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**THANK YOU LETTERS – FORMER SELECTMAN, WHS GIRL’S BASKET BALL AND OTHERS:** A thank you letter to former Selectman M. J. Farinola was signed by the Chairman. Other thank you letters are being prepared for signature.

**CASH FLOW:** An updated cash flow projection worksheet was provided to the Board.

**PAYROLL REPORTING – PROPOSED CHANGE:** R. P. McDermott stated that he requested to review salary employee timesheets and as part of this review determined a need to revise the payroll reporting form so that the Building Inspector’s reporting of mileage could be included in a more orderly fashion. He stated he requested the form from the Bookkeeper and revised it to include a column for mileage reporting. R. P. McDermott stated that he has since learned that the manner in which mileage reimbursement is handled does not relate to the payroll reporting form he revised. The original payroll reporting form is to be utilized. R. P. McDermott was asked to work with the Town Administrator in these types of issues in order that he can bring the matter to the employee.

**ELECTED PLANNING BOARD MEMBER REPLACEMENT – POST FOR PUBLIC HEARING:** The Board acknowledged a request from the Planning Board to remove R. Janvrin in accordance with RSA 673:13. The Board signed a public hearing notice for posting.

**MOTION:** To give notice and provide for public hearing on April 20, 6:30 p.m., Town Hall, to consider the removal of a member of the Planning Board.

**MOTION: C. P. GRAHAM  
SECOND: M. KASPRZAK  
UNANIMOUS**

**FUEL (propane) COSTS:** R. P. McDermott sent an email requesting advance action on obtaining bids for heating fuel for the upcoming winter season. E. N. Small reported that L. A. Ruest’s research found that the industry does not begin offering fuel purchase options until May. The Town of Hampton Falls historically has sent its requests out in June.

**PRO BARK AND REMOVAL OF BRUSH FOR WHITE GOODS DAY:** E. N. Small reported that he has been unsuccessful in contacting ProBark by phone. Road Agent R. Robinson is researching other companies that provide chipping and removal services and costs.

**MOSQUITO CONTROL:** Mosquito control services will begin on April 18. E. N. Small offered a manual provided by Dragon Mosquito Control for review of the Board.

**SELECTMEN’S PERMIT FOR THE CASTLEBERRY FAIR:** E. N. Small reported that letters have been received from the Police and Fire Departments with regard to no concern with the spring and fall events requested by Castleberry Fairs.

**MOTION:** To authorize the Chairman to sign Selectmen’s Permits for Castleberry Fairs’ events for May 7 and 8 and September 17 & 18.

**MOTION: M. KASPRZAK  
SECOND: C. P. GRAHAM  
UNANIMOUS**

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R. P. McDermott signed the permit for the September event and will sign the permit for the May event once available.

**HOUSE BILL 457 – LETTER TO STATE SENATOR NANCY STILES:** A letter has been forwarded to Senator Stiles, local newspapers and Local Government Attorney J. Silva outlining the Board's opposition to House Bill 457 which proposes to lower the penalties for late payment of taxes. An explanation of the affect of reduction in revenues to the Town was provided for the public by the Board and Tax Collector M. Hill.

**OLD STAGE ROAD BRIDGE COMMITTEE / TRUSTEES OF THE TRUST FUNDS:** This matter was not addressed this meeting.

**PUBLIC COMMENT**

Charlyn Brown, Chair of the Planning Board, asked that the record reflect that the request to remove an elected planning board member came from the Planning Board. She added that the Planning Board took action at its March meeting and forwarded a request to the Board of Selectmen.

Beverly Mutrie, Brown Road, asked if town offices have procedure manuals in place for the next person coming down the line. She stated that the procedures manuals may be helpful with the Board's goal setting.

David French, Exeter Road, asked if the Board has a plan for installing the historical marker sign for the Town Hall. This sign was provided to the Town by the Historical Society, however, remains in the office portion of the Town Hall. It was indicated that it was understood the sign was provided to assist with sales of markers for other buildings. D. French stated that it was ultimately intended to replace the sign at the front of the Town Hall.

• **NEW BUSINESS**

**WELCOME LETTER – INCLUDE A PAGE FOR THE HISTORICAL SOCIETY:** A review of the document mailed to owners of transferred properties was held by the Board. It was explained that a number of documents from a number of departments to include the Library, Fire Department and others are mailed to new property owners. The Board approved including the page proposed by the Historical Society and C. P. Graham volunteered to revise the top section of the Welcome Letter for consideration of the Board.

**SHOULD THE STAFF BE OFFERING LEGAL OPINIONS TO THE PUBLIC?:** R. P. McDermott stated there is no need to discuss this matter further as the employee has been spoken to and is aware of the Board's concerns. C. P. Graham stated there is no need for employees to explain legal basis or a reason a decision might be challenged.

**PERAMBULATION WITH THE TOWN OF KENSINGTON:** E. N. Small explained that perambulation is done every seven years and requested the Board's authorization to make arrangements and perambulate the bounds with the Town of Kensington.

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**MOTION:** To delegate the perambulation of the bounds responsibility to the Town Administrator for the Town of Kensington.

**MOTION: C. P. GRAHAM  
SECOND: M. KASPRZAK  
UNANIMOUS**

**ABATEMENT APPEAL – Hardy Lane – Map 1, Lots 65-2 and 65-5:** The Board approved the recommendation of the Assessor to deny this request.

**MOTION:** To accept the recommendation of the Assessor and deny the appeal for Map 1, Lots 65-2 and 65-5; property located on Hardy Lane.

**MOTION: M. KASPRZAK  
SECOND: C. P. GRAHAM  
UNANIMOUS**

**VETERAN’S EXEMPTION:** The Board of Selectmen signed approval of three qualifying veterans exemption applications.

**ELDERLY EXEMPTIONS:** E. N. Small presented four applications for elderly exemption indicating that all have met qualifications. He noted that one more application is forthcoming and that there will be approximately 25 property owners who qualify for this exemption in 2011. Board members signed approval.

**MAIN STREET RENEWAL – FEATURED BOOK:** D. French reported that he sent an email suggesting that this book might be helpful in preserving property such as the Merrill property on Kensington Road (owned by the School). He has since learned, however, that it may not be useful to a town the size of Hampton Falls. The Board decided to pass on this matter for now.

**CHANGE TO THE STATE BLOCK GRANT DISTRIBUTION TO TOWNS:** The Board reviewed a listing of reductions in grant funds from the State that indicates a \$10,702 reduction for Hampton Falls. E. N. Small noted that until certain Bills are decided, the Town will not know actual affects of the reduction.

**PARKS/ RECREATION:** This matter was not addressed this meeting.

**MONTHLY REPORTS - SELECTMEN REPRESENTATIVE REPORTS**

**SELECTMAN MCDERMOTT –FIRE DEPT., LIBRARY:** R. P. McDermott reported that the Fire Department discussed the manner in which items are purchased for the Department and decided to put a committee together to identify and prioritize proposed items for purchase. The Fire Department continued its discussion of safety at its monthly meeting. With regard to the Library, R. P. McDermott reported that the Library Trustees voted in new officers and that he found the group to be engaging with all very much involved.

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**SELECTWOMAN KASPRZAK – PLANNING BOARD, HERITAGE COMMISSION: M.**

Kasprzak reported that the Planning Board reorganized at its March meeting; C. Brown remains Chair; T. Franciosa, Vice Chair; B. Mutrie re-elected and new member S. Volpone welcomed. G. Parish is to be contacted to see if he is interested in serving as Alternate.

C. Brown reported that she has spoken with G. Parish who will be sworn in as an Alternate member and later considered for placement in the vacant member seat through 2012. She noted that all three Alternate positions are vacant as R. Spoerry submitted a letter of resignation due to inavailability.

With regard to the Heritage Commission, M. Kasprzak reported that a meeting was held with two members of the steering committee for the 300<sup>th</sup> anniversary celebration. Work was also done on a mission statement and purpose for this committee. The Heritage Commission is working on having short videos for items showing the heritage of Hampton Falls such as the sugaring project at Lincoln Akerman School.

**SELECTMAN GRAHAM – SCHOOL BOARD, ENERGY COMMITTEE:** C. P. Graham reported that the meetings for the two groups he will be attending do not meet until next week.

**OTHER:**

**DARE PROGRAM LINCOLN AKERMAN SCHOOL – GRADUATION:** R. P. McDermott reported that he sent an invitation to Board members to this event. He stated he also sent a personal letter to each individual student signed as Chairman of the Board of Selectmen. He reported that question was raised as to why other Selectmen members did not sign the letter. R. P. McDermott read the letter and stated he has a personal situation that relates to the DARE program that he wanted to share. C. P. Graham recalled an instance in his term as school board member where a number of parents did not embrace the DARE program. He expressed concern in that the Board should stay out of individual politics. R. Ruest, Coach Lane, suggested that a letter from the Board to the class would be appropriate. C. P. Graham stated he would be okay with congratulating the class. G. Parish stated that, although he understood the message the Chair was trying to send, most people don't understand or embrace the program and concurred with C. P. Graham.

**ETHICS:** R. P. McDermott provided Board members with a document to review for discussion at a future date.

**LAS PTO ROAD RACE:** R. P. McDermott expressed concern with multiple events taking place at the same time in town and stated it is important to get a message to the PTO and other groups of the need to be aware of this. He signed the Selectmen's Permit for a road race on May 7.

**TREE AT FORMER CREIGHTON PROPERTY:** E. N. Small informed the Board of a price of \$320 to fertilize the tree. In response to R. P. McDermott, he stated that trimming is not part of the proposal. The Board approved the cost. R. P. McDermott inquired as to problem trees on Route 88. E. N. Small stated he has informed the State which has added them to a list.

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

**REVIEW AND APPROVAL OF PREVIOUS MINUTES -- MARCH 16 and MARCH 31:**

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

**MOTION: M. KASPRZAK  
SECOND: C. P. GRAHAM  
UNANIMOUS**

**MOTION:** To approve the minutes of the March 31 meeting as written.

**MOTION: C. P. GRAHAM  
SECOND: M. KASPRZAK  
UNANIMOUS**

**NEXT SELECTMEN'S MEETING – WEDNESDAY, APRIL 20, 2011, 6:30 P.M., TOWN HALL**

**MOTION:** To go into nonpublic session at 8:43 p.m. in accordance with RSA 91-A:3 II. (a) Personnel.

**MOTION: C. P. GRAHAM  
SECOND: M. KASPRZAK  
UNANIMOUS**