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

REVIEW OF 2011 GOALS WITH DEPARTMENT HEADS: The Board referred to a revised listing of Department Head goals for 2011 as identified by employees and reviewed and discussed them.

Fire/EM/Ambulance: Fire Chief J. M. Lord outlined his plan with regard to obtaining a replacement generator for the Public Safety Building in conjunction with Seabrook Station and possible grant funds. Discussion took place with regard to purchasing a propane tank and the ability to shop for the best price of propane.

J. M. Lord outlined the ways in which it is planned to reduce the amount of paper generated by his Department. He explained that there are on-line reporting requirements that will reduce the use of paper and also there is the ability to scan paper documents to electronic form in order to reduce files retained at the Fire Department.

Of concern is the status of computer equipment at the Fire Department. J. M. Lord explained that the existing computer system is 10-15 years old. He acknowledged that he recently received a laptop with grant funds; however, there is a need to bring the Department up to date with regard to computer hardware, software and other IT services to include a back-up system on and off site. J. M. Lord stated that he plans to address this need over a three-year period through the budget and will work with the Town's IT provider Two-Way Communications. He noted that he has met with the Capital Improvement Plan Committee in the past with request for computer upgrades and has been encouraged to seek funding through the budget.

The final item on the goal list is to finalize measuring and mapping hydrants and cisterns in Town. It was suggested that this information be incorporated into the Roads Software. J. M. Lord noted that this information is also part of the recent mapping conducted by E911.

Police: Police Chief R. Dirsa explained that he has completed employee evaluations of full-time employees in conjunction with the adopted Personnel Policy (3/10) and plans to conduct evaluations of part-time employees this year.

R. Dirsa explained the efforts being put forth toward the purchase of a new cruiser as approved by voters in March. He explained that although a new car is acquired, various issues need to be considered such as removal and installation of equipment, etc. He noted that some equipment is no longer able to be used and that assistance is sought from vendors for radios, striping, etc. Discussion took place with regard to cruiser replacement and the new model Taurus now that the Crown Victoria is no longer being made.

Safety issues relating to ice and snow as well as access stairs to a storage area used as an evidence room took place. J. M. Lord reported that there is a plan to utilize or expand a mezzanine area in the bays that would allow for better safe access to storage. This will require

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consideration of the Capital Improvement Plan Committee and raising funds. Plans include the use of steel versus wood.

With regard to the safety and liability concerns of ice and snow at the rear door of the Police Department, R. Dirsa reported that Dick Robinson and Wayne Barker have worked out a proposal that may assist with preventing accumulation by using heat tape. More information will be forthcoming to the Board in this regard. Discussion also took place with regard to snow and ice removal at public buildings. Request was made to ensure that this is a priority in the next winter road maintenance contract.

R. Dirsa reported that the heat distribution problem in his office remains. He explained problems that have arisen with the quote provided by Freedom Energy and stated that he will not be proceeding with this quote. Following discussion, the Board agreed to E. N. Small drafting an RFP to seek bids for the work needed to correct the overheating of the Chief's office. L. Ruest was asked to void the check prepared for payment of this service to Freedom Energy.

R. Dirsa informed the Board of another goal he is working on and that is becoming NIBRS (National Information Based Record System) compliant. He explained that he has been working with the State Police and FBI to tabulate crime statistics. By becoming a contributor of crime statistics through this program, grant funding may become available to Hampton Falls. The Board approved adding this goal to the listing.

C. P. Graham inquired as to whether police employees are EMT certified. R. Dirsa explained the level of medical first aid training the officers have, and J. M. Lord indicated that EMT training is extensive and that continued training is provided to police employees to include defibrillator training.

In response to C. P. Graham's inquiry as to whether there is training the Chief would like to see in place, R. Dirsa stated that things could be done, however, the matter comes down to economics and manpower. He expressed concern with regard to training employees who then leave employment with the Town. He also noted concern with the changes in the NH Retirement System and its affect on Group II – Police and Fire employees. He stated that two Hampton Falls employees are eligible to leave employment if the proposed changes are put in effect.

R. P. McDermott stated that the Board is looking to the Chiefs to bring issues to them for attention. It was noted that the relationship between the Hampton Falls Chiefs is unparallel in that they are available to each other to address issues when needed.

Road Agent: D. Robinson stated that he continues to manage winter road maintenance matters and noted that with the experience to date that matters should start to carry themselves. A meeting is planned with J. Ziolkowski to address concerns. R. P. McDermott stated he noticed that the contractors vehicles are still located at the dump and asked that D. Robinson work with the contractor to remove them. Discussion took place with regard to the items identified as part of R. P. McDermott and D. Robinson's survey of town roads. These items have been listed and prioritized. D. Robinson meets with the Town Administrator weekly, if not more often.

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D. Robinson reported that Valley Tree Service is in Town today removing or trimming certain trees. He asked the Board for direction with regard to trees that come to his attention that fall within a category of safety concern. E. N. Small stated that there is new legislation to address these matters. Discussion took place with regard to trees that are located on scenic roads and the Scenic Road Alteration ordinance and the Board's authority to address safety issues of certain trees identified by the Road Agent.

MOTION: To deem those trees identified by the Road Agent on Old Stage Road between the corner of Brown Road and 12 Old Stage Road a hazard and authorize the removal by the Road Agent so that they do not interfere with wires based on the recommendation of the Road Agent.

MOTION: M. KASPRZAK
SECOND: C. P. GRAHAM
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An update on the status of the Road Management Software was provided. D. Robinson will not be responsible for the technical maintenance of the software, however, will be participating as the information and data evolves and reports are prepared. This goal item will be revised to read "road improvements/T²."

In response to R. P. McDermott's inquiry as to whether there is anything else the Board should be aware of, D. Robinson and E. N. Small reviewed issues relating to drainage and culverts. D. Robinson is to provide costs for many items for consideration of the Board at its next meeting on May 18. Discussion took place with regard to communication between the Road Agent and Town Administrator and then the Board of Selectmen. The Board encouraged timely communication with residents with regard to Highway Department matters. Suggestion was made to include road project information in an upcoming email to residents.

Discussion took place with regard to the status of repairs and improvements at the Town Garage. D. Robinson stated that materials need to be moved so that the area can be fully utilized. He also stated that arrangements should be made to utilize the loam on site. E. N. Small added that the Town of Hampton Falls may have County workers available to assist with projects. D. Robinson is to prepare a list of items needing attention.

Administrative Assistant: Following discussion of goals, the Board requested that L. A. Ruest draft a web site policy for consideration of the Board and E. N. Small was asked to identify the amount of funds available for software. It was suggested that Two-Way Communications meet with L. A. Ruest and E. N. Small to identify computer matters that need attention.

The Board decided to meet on Tuesday, May 17, 9 a.m. to discuss Selectmen's goals. Each Selectman will identify a priority for each item on the listing. R. P. McDermott asked that the matter of the Recycling and Solid Waste Committee be added to the Town Administrator's goals.

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M. Kasprzak expressed concern with the length of the Selectmen's agendas and C. P. Graham inquired as to whether certain items need to be on the agenda or whether they can be provided in another manner as informational items. It was noted that the agenda is a joint product of the Town Administrator and Chairman and that attention should be given to identify agenda items and determine whether they are for information or reminder only or whether action needs to be taken. C. P. Graham suggested that the Town Administrator and Chairman meet to consider agenda items and address them for certain determinations. Board members felt it would be helpful to the full Board at its meetings and also felt it important for the Town Administrator to be able to educate new Board members. R. P. McDermott and E. N. Small agreed to meet to review and discuss proposed agenda items for an understanding as to why items are being brought forward and to be prepared with data/information/other that may be needed.

R. P. McDermott inquired as to Unutil's trimming of trees on scenic roads. L. A. Ruest explained that she and the Fire Chief met with representatives of Unutil to explain the application process before the Planning Board in the past, however, the matter has not yet returned. It was noted that Hampton Falls may simply not be on the list for tree trimming yet.

L. A. Ruest will finalize the amendment to the Welcome Letter wording for final consideration of the Board.

Discussion of loss of revenue for cooling tunnels and the potential of gaining revenue from taxing utility poles and conduits took place. E. N. Small will discuss this matter with Glenn Walker and report back to the Board.

E. N. Small reported that there are no funds available to install a water purification system at the Town Hall this year. It was suggested that this be added to the items for discussion at budget workshop time.

MOTION: To adjourn the meeting at 11:45 a.m.

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