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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

**24-Jun-11** E. N. Small reported that two bids have been received for roadside mowing and one for brush cutting. M. Kasprzak reported the results as follows:

Mowing:

<b>Steve Hurd</b>	<b>\$3,500</b>
<b>Ken Carpenter</b>	<b>\$3,750</b>

Brush Cutting:

<b>Ken Carpenter</b>	<b>\$9,700</b>
<b>Ken Carpenter</b> <i>Optional</i>	<b>\$5,500</b>

The Board requested E. N. Small and D. Robinson review the bid information and report back with recommendations at the Selectmen's meeting of June 20.

**TERCENTENARY CELEBRATION STEERING COMMITTEE – MISSION**

**STATEMENT:** The Board reviewed and approved a mission statement as prepared by this Committee.

**PROPOSED APPOINTMENT TO THE HERITAGE COMMISSION:** D. French stated that he is anticipating receipt of a volunteer application from Rachel Grogan, Kensington Road.

**BUDGET - DEADLINE FOR SUBMITTING PROPOSALS FOR 2012 – AUGUST 8.**

Department Heads are asked to begin work on budgets and prepare proposals for 2012 by August 8.

**ROAD AGENT - MONTHLY REPORT:** R. P. McDermott inquired as to a report of mud in the (*what road?*) road. He asked if the cost to clean this up should be billed to the responsible contractor. D. Robinson stated he went to the area to view this situation and provided direction as to the cleanup and proper materials for the area along the shoulder of the road. The Board determined that the contractor fixed the problem in this regard and that should this problem become a continuing pattern, contractors should be charged for the cost to the Town.

**REPORT ON MEADOW LANE AND DRIVEWAY:** E. N. Small reported that he has left requests for call back with a representative of Bell & Flynn with no response. D. Robinson stated he spoke with J. Bell and viewed this driveway with him. D. Robinson stated that the homeowner was told that the matter has nothing to do with Bell and Flynn or the Town. The Board requested that a letter outlining this be sent to the property owner.

**DAMAGE ASSESSMENT 2010-2011- WINTER ROAD MAINTENANCE –**

**MAILBOXES:** R. P. McDermott asked that J. Ziolkowski be given until June 24 to make arrangements to repair those 14 mailboxes on the list. These fourteen represent those damaged before the Board of Selectmen provided information that the Town will not be responsible for

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damage to mailboxes (February). He further asked that if J. Ziolkowski does not make repairs, that the Road Agent be asked to repair and submit the cost to be applied against the retainage held by the Town. C. P. Graham and M. Kasprzak agreed. The Board also asked that D. Robinson forward information to J. Ziolkowski as to all roadside items needing to be repaired by this June 24 deadline.

**STOP BARS AND YELLOW LINES:** D. Robinson and E. N. Small will identify intersections and roads needing bars/lines painted and work within available budget funds to get this work done.

**SIGNS FOR THE TOWN PARKING LOT:** A “Do Not Enter” sign is planned to be placed near the U. S. Postal Service mail box to discourage vehicles from entering at this location. The Board acknowledged information for updating street sign size requirements for use in purchasing future signs.

**OTHER:** C. P. Graham inquired as to the status of paving. D. Robinson reported that he is awaiting prices from Bell & Flynn and that he obtains three prices. He explained the types of equipment used and the ability to do a small job at a competitive price.

**BUILDING INSPECTOR, CODE ENFORCEMENT, HEALTH - MONTHLY REPORT:** K. C. Kelley reviewed his report for May. Discussion took place with regard to a revision to the Selectmen’s Permit form. R. P. McDermott stated he amended the form and returned it by email. K. C. Kelley reported that the Police Chief and Fire Chief would like to add information to the permit form.

**OLD LIBRARY BUILDING ROOF:** K. C. Kelley stated that he is awaiting prices from a contractor who has been delayed due to a personal matter. B. Mutrie, Brown Road, suggested that the contractor who did the Town Hall addition roof be contacted. K. C. Kelley said he tried with no response.

**COST FOR RESTORING AND REINSTALLING WINDOWS IN FRONT OFFICES - OLD TOWN HALL:** K. C. Kelley stated he has received one price and is awaiting another. He noted that this cost will be expensive given the size, removal and lead abatement.

**SCENIC ROAD ORDINANCE AND TREE REMOVAL:** E. N. Small reported that he contacted Unitil with regard to the removal of a tree on a Scenic Road (corner of Depot Road and Merrill Road) before Planning Board approval. Information outlining the scenic roads and ordinance was provided to Unitil. E. N. Small stated that there is an assumption that Unitil will respond. E. N. Small is to talk with J. M. Lord to determine the status.

**USE OF THE DEPOT AT NIGHT FOR FISHING – SELECTMEN’S PERMIT:** R. Dirsa explained a recent request for access from the Hampton Falls Depot for night fishing. He explained that most access from Hampton and that one person was found at the Depot after hours. A review of the ordinance found that the Board of Selectmen may issue a permit for uses

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during hours not permitted. R. Dirsa referred this person to the Board of Selectmen and provided him with a copy of the Selectmen's Permit application form.

**FIRE CHIEF, EMERGENCY MANAGEMENT - MONTHLY REPORT:** J. M. Lord provided his May report to the Board at its June 1 meeting as he was unavailable for this meeting.

**WELL BLADDER REPLACEMENT -WELL WATER FOR PUBLIC SAFETY BUILDING/ LIBRARY:** E. N. Small referred the Board to copies of invoices for this repair. Concern was expressed that the initial review fee was not adjusted from the cost to repair. R. P. McDermott will call to address this \$150 fee.

**POLICE CHIEF - MONTHLY REPORT:** R. Dirsa referred the Board to the Police Department report for May and explained issues relating to parking for the Castleberry Fair on the Town Common. He noted that this event had more vendors than past fairs and that parking issues related to vendor parking not public parking. He reported that there was no on-site management of the fair to assist with resolving problems. R. P. McDermott stated that from now on there is to be a Police Officer required on site and that he will review these matters with P. Robart, Member of the Recreation Commission.

D. French, Exeter Road, thanked the Police Department for its assistance during the Unitarian Church annual meeting.

**LETTER RE MAIL BOX REPLACEMENT:** Information relating to damage to a mail box at 1 Fieldstone Lane by snow plowing was identified as one that needs attention from J. Ziolkowski. R. P. McDermott asked that this information be provided to J. Ziolkowski.

**PROBATIONARY APPOINTMENT – SCOTT D. SANDERS – PT POLICE OFFICER:** R. Dirsa requested signature of a revised probationary appointment for S. Sanders as he was unable to begin employment at the time of the original appointment. The appointment form was signed by the Board.

**RFP for Air Handler in Police Chief's Office:** R. Dirsa submitted one bid received. M. Kasprzak reported the bid is submitted by Palmer & Sicard in the amount of \$24,950. R. Dirsa reported that this RFP was sent to dozens of companies and posted to a Construction Summary web site. He stated that he has learned of extensive work that needs to be done in order to move this air handler thus resulting in the significant price. C. P. Graham asked that R. Dirsa call Palmer & Sicard to see if an empty condenser can be provided to avoid the expense of a changeover.

- **OLD BUSINESS**

**FINANCIAL REPORTS - GENERAL FUND BALANCE \$448,000**

**TOWN CLERK – RECEIPTS \$57,838 - May**

**TAX COLLECTOR – RECEIPTS \$461,314 - May**

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**SELECTMEN'S ACTION ITEMS FROM PREVIOUS MEETING:** An updated listing of action items was provided to the Board. No comments or questions were heard.

C. P. Graham noted that there needs to be an understanding between the Town Improvement Committee and Energy Committee with regard to Warrant Article 15 before the fall. Discussion took place with regard to how this warrant article came about and its intent and purpose. Following discussion of energy efficiency corrections to the Town Hall, the Board asked that a cover be purchased for the thermostat in the meeting hall.

**MOTION:** To purchase a locking cover for the thermostat in the meeting hall.

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

**OVERTIME REQUEST FORM:** This form has been prepared as a result of the Selectmen's meeting of June 7 where discussion took place with regard to potential amendments to the Personnel Policy. The Board acknowledged that the form does two things; provides for advance approval of overtime and provides for approval to use accrued overtime.

**MOTION:** That overtime/comp time is not to be credited without a completed and approved request form.

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

E. N. Small stated that he plans to review this matter with the Local Government Center and that the form will be added to the Personnel Policy Handbook.

**PUBLIC HEARING FOR AMENDMENTS TO THE PERSONNEL POLICY:** The Board approved and signed a public hearing notice for July 20 to consider proposed amendments to the Personnel Policy.

**TIME SHEETS FOR DEPARTMENT HEADS– EXEMPT EMPLOYEES OF THE FAIR LABOR STANDARDS ACT:** R. P. McDermott has asked exempt employees (Town Administrator, Police Chief, Fire Chief) to record their start and end times on time sheet reporting documents to be consistent with the reporting of non-exempt employees.

**MEETING WITH NEXT ERA ENERGY – TAXABLE PROPERTY IN HAMPTON FALLS:** C. P. Graham reported on discussion held at a meeting with Nextera representatives with regard to a suggestion of payments in lieu of taxes. This matter has been referred to Glenn Walker who will review and report back to the Board. All agreed that there is more to learn in this regard and that the Board will wait for more information from G. Walker.

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**SHORT & LONG TERM DISABILITY / LIFE INSURANCE:** L. A. Ruest reported she has requested information from HealthTrust with regard to other policies available with various terms as requested by the Board at its June 7 meeting. Information has yet to be received.

**COUNTY WORKERS CLEANUP BRUSH AT OLD BROOKSIDE CEMETERY AND PAINTING AT THE TOWN HALL - LETTER OF APPRECIATION:** E. N. Small requested that this matter be added to a future agenda to allow for possible additional work to be done.

## **OTHER**

**Letter of Thanks** to Rye Garden Club was signed by the Board.

**Addendum to Winter Road Maintenance Agreement:** The Board approved an addendum for “service areas” as prepared by the Town Administrator with one change; to swap items numbered 3 and 4. The Board also reviewed a change to “5. Contract Term” eliminating the ability to extend the contract another year and “8. Formula to Determine Inches of Snow” to require an average of totals provided by WeatherWorks and Broadcast Weather Solutions (BWS). “26. Damage Assessment” was revised to include information regarding damaged mailboxes and “27. Payment Terms” was revised to change the two initial payments of \$15,500 in November and December to one payment of \$15,500 in December. The forms used to request payment will need to be revised to reflect this change. E. N. Small will revise and update this draft agreement, as well as remove prior/dated documents, for the next meeting on June 20.

E. N. Small will check and verify that aquifer districts/low salt areas have been added to the winter road maintenance contract.

**Bankruptcy Questions:** Discussion took place with regard to two bankruptcies and questions for counsel. C. P. Graham was asked to assist in matters of this regard given his legal background. C. P. Graham stated he would be willing to and added that it is acceptable to bring questions to Selectmen members in advance of involving counsel. He stated he would like to get a better picture of what representation would be comprised of and what the rates are.

**Congressman Guinta:** A representative from Congressman Guinta’s office will be at the Town Hall on Wednesday, June 29, 1 p.m.

**SPRING WHITE GOODS DAY FOLLOW-UP:** E. N. Small reported that metals, tires, propane tanks and Freon will be removed this week.

**Tree Removal – Route 88:** E. N. Small reported that although the State acknowledged the need to remove two or three trees from Route 88, he has since been told that there is no money available to do the work.

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**Culverts Under Driveways:** E. N. Small reported that Town Counsel has provided information that the culvert under driveways is the responsibility of the property owner and not the Town.

**ORDER FORM – PA28 INVENTORY FORMS:** The Board signed approval of an order for 1,200 inventory forms for processing by the Tax Collector.

**Road Salt:** E. N. Small reported that he has obtained an agreement from International Salt for the Road Agent to sign reserving 600 tons of road salt for Hampton Falls. E. N. Small will submit the form once signed. D. Robinson reports there is approximately 150 tons on hand at the shed.

**RSMS – Roads Software:** E. N. Small reported that persons will be in town this week working on this project.

### **PUBLIC COMMENT**

B. Mutrie, Brown Road, inquired as to why exempt employees are being required to report start and end times. R. P. McDermott stated that they are being asked to do so for consistency. She also asked if aquifer districts/low salt areas have been added to the winter road maintenance contract and referred E. N. Small to the Master Plan for a listing of the areas to include. With reference to the restoration of the windows at the front of the Town Hall, she offered information she learned of from a class she participated in relating to proper kind of putty and routing edges for a better seal of weather stripping.

- **NEW BUSINESS**

**“RIGHT TO KNOW LAW” WORKSHOP –DATE AND TIME-LOCAL GOVERNMENT CENTER:** E. N. Small reported that he is waiting to hear back with potential dates to hold this workshop.

### **REVIEW AND APPROVAL OF PREVIOUS MINUTES - JUNE 1 & 7.**

**MOTION:** To approve the minutes of the June 1 meeting as written.

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

**MOTION:** To approve the minutes of the June 7 meeting as written

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

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

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**MOTION:** To go into **non-public session in accordance with RSA 91-a:3, II. (a)**  
**personnel** at 8:41 p.m.

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

**MOTION:** To go out of nonpublic session and adjourn at \_\_\_\_\_ p.m.

**MOTION:**  
**SECOND:**  
**UNANIMOUS**