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

## 6:30 PM - PUBLIC HEARING – AMENDMENTS TO THE TOWN’S PERSONNEL POLICY: R. P. McDermott opened the public hearing providing information as to the proposed amendments to the Vacation section of the Town Personnel Policy as outlined in the legal notice posting notice. Another proposed amendment is to remove the Town Administrator from the section entitled “Accountability” which then puts the annual evaluation of the Police and Fire Chiefs with the Board of Selectmen.

## Discussion was opened to members of the public. Hearing none, discussion was opened to members of the Board. Hearing none, the public hearing was closed.

## MOTION: That the Board of Selectmen adopts the proposed amendments to the Personnel Policy to include the removal of the Town Administrator from the section entitled “Accountability” which tracks current law and makes the Police and Fire Chiefs exempt from evaluation by the Town Administrator. Also, it is moved that the proposed changes to how vacation time is treated as set forth in the amendments is done.

## MOTION: C. P. GRAHAM

## SECOND: M. KASPRZAK

**UNANIMOUS**

## EAGLE SCOUT VOTING BOOTH PROJECT – JOEY BROUILLARD: Scout Master J. P. Pontbriand and Life Scout J. Brouillard were present. J. Brouillard made a presentation with regard to his proposal and plan for an Eagle Scout project; to construct six new booths and repair existing booths. He explained what he has done so far with regard to planning as well as the materials and efforts that need to be considered from this point forward. He requested approval of the Board with regard to his proposed project so that he could send the information on to other levels of scouting for approvals as well.

## The Board acknowledged appreciation for J. Brouillard’s efforts and thanked him for considering the Town for his project. C. P. Graham suggested that he work with R. Ruest who has significant knowledge of the needs relating to the Town’s voting booths and a suggestion from the public was that other materials be considered, something that may be lighter to handle.

## MOTION: To approve the proposal set forth by J. Brouillard to proceed with this project so that he can seek the other approvals as needed.

**MOTION: M. KASPRZAK**

**SECOND: C. P. GRAHAM**

**UNANIMOUS**

R. P. McDermott requested a copy of the binder documents that J. Brouillard reviewed with the Board this meeting and signed the paperwork in order for him to proceed. The Board extended thanks and wished Joey good luck.

## ROAD AGENT - MONTHLY REPORT: D. Robinson reported that the month of July has been quiet other than research into hazardous trees on State roads. C. P. Graham acknowledged E. N. Small’s effort in this regard. It was noted that it may take some time for the State to act. D. Robinson reported that he attended a meeting with Fire Chief J. Lord regarding Unitil’s tree trimming maintenance program.

D. Robinson reported that the amount of paving to be done on Crystal Drive has yet to be determined. He is awaiting pricing and once it is received, the amount of funds available will determine the amount of paving to be done. Paving is planned for the second week in August.

## A review took place with regard to a revised Road Agent invoice for the month of June. It was explained that certain items that did not pertain to the Town’s budget were removed resulting in this revised invoice. E. N. Small explained that those services provided for other Departments than Highway have been separated to other invoices. D. Robinson stated that he doesn’t mind separating charges on separate invoices and that the Town Administrator assigns account numbers accordingly for payment.

R. P. McDermott suggested that past invoices be reviewed to verify that certain services that should not be paid by the Town’s budget have not been (for example, work done that should be paid by a resident’s insurance company). The Board agreed that it is acceptable to pay from one invoice with the Town Administrator making arrangements to have certain portions paid from other funds, accounts, etc. In the instance of the insurance matter, the Town can seek reimbursement of funds from the insurance company.

**ROADSIDE BRUSH AND MOWING:** Recommendation was made to go with the bid submitted by Ken Carpenter. D. Robinson confirmed that he has the equipment the Board has requested. K. Carpenter would do the high brush cutting first, then the mowing, at a price of $9,200 ($3,700 mowing; $5,500 brush cutting) and could start once approved.

**MOTION:** To accept the bid from Ken Carpenter with regard to roadside mowing and brush cutting.

**MOTION: C. P. GRAHAM**

**SECOND: M. KASPRZAK**

**UNANIMOUS**

**ROAD SURFACE MANAGEMENT SOFTWARE (RSMS) -MEMORANDUM OF UNDERSTANDING- “MOSAIC” PARCEL MAP AND ASSESSMENT INFORMATION:** The Board of Selectmen signed this Memorandum which was drafted to bind the Department of Revenue Administration and UNH T2 to not sell or distribute town data without the Town’s permission. The Board authorized the Town Administrator to sign this document.

**MOTION:** To authorize Town Administrator Eric N. Small to sign, enter into and execute the Memorandum of Understanding and that this information be provided to RSMS.

**MOTION: C. P. GRAHAM**

**SECOND: M. KASPRZAK**

**UNANIMOUS**

**OUTSTANDING WINTER MAINTENANCE PROJECTS?:** R. P. McDermott inquired as to roadside and mailbox damages. Discussion took place with regard to roadside damage on Depot Road at the second intersection with Coach Lane. D. Robinson stated that J. Ziolkowski agreed to pay $1,000 toward this repair. He also stated that mailboxes on the listing have been addressed; one mailbox on Coburn Woods Road remains outstanding.

J. Ziolkowski stated he is looking for return of the money held back during the winter season per agreement. R. P. McDermott stated that once the road work is done, the amount of $1,000 is to be deducted from the holdback and the balance paid to J. Ziolkowski. No questions were heard from Board members.

**LETTER RE DAMAGED MAILBOXES:** A letter has been drafted at M. Kasprzak’s request. The letter was reviewed and signed by the Board. This letter will be sent to those on the mailbox damage list. Information similar to this letter will also be sent to residents with the October tax bill mailing and included in the newsletter at that time.

**WINTER ROAD MAINTENANCE AGREEMENT – CHANGES AS RECOMMENDED BY THE BOARD OF SELECTMEN:** A page by page review of the changes made to this agreement took place with the Board and J. Ziolkowski. It was agreed that an average measurement of snowfall (inches) based on information from WeatherWorks and BSM will be used.

Responsibility for damages to mailboxes is to be determined by the Road Agent, and if determined to be the responsibility of the contractor, the contractor is responsible to replace with an in-kind mailbox within a reasonable period of time or 30 days. Discussion of Section 26 Damage Assessment resulted in an agreement to include wording to set a $45 cap amount.

Payment terms have changed from previous years to be one payment in December of $15,500 (Exhibit C needs to be revised to reflect this change) then payment relates to number of inches. Although J. Ziolkowski indicated acknowledgement and acceptance of this change, he stated he felt there should be another step payment of $15,500 to get to the 31 inches payment. E. N. Small stated he could be available to work with J. Ziolkowski on Thursday to work on revising the payment schedule. J. Ziolkowski stated he would come by tomorrow.

E. N. Small referred the Board to other exhibits, addendums and service areas that are part of the agreement.

## BUILDING INSPECTOR, CODE ENFORCEMENT, HEALTH - MONTHLY REPORT: No report was given at this time.

**INTERIM BUILDING INSPECTOR DAN VINCENT** was unable to attend this meeting.

## FIRE CHIEF, EMERGENCY MANAGEMENT - MONTHLY REPORT: J. M. Lord reported that the ambulance acquired from the Town of Seabrook has arrived, radios have been changed over and licensing is to take place next. It is planned to have the new ambulance in service on August 1. He requested permission from the Board to sell the former ambulance to the Town of Newcastle.

**MOTION:** To authorize the Fire Chief to enter in a purchase and sale agreement to convey the old ambulance to the Town of Newcastle for the sum of $4,500 in an “as is” condition with no warranty.

**MOTION: C. P. GRAHAM**

**SECOND: M. KASPRZAK**

**UNANIMOUS**

J. M. Lord introduced Firefighter/EMT John True to the Board. He stated that J. True’s assistance has been going well, he is working one day per week and he has been working on inspections on Route 1. J. M. Lord submitted a request for J. True’s appointment as Deputy Warden. The Board signed the paperwork.

J. M. Lord also reported that he has received a letter today indicating that the Town’s Hazardous Mitigation Plan has been approved. He will begin working on this project soon.

## POLICE CHIEF - MONTHLY REPORT: A copy of the Police Department report for June was reviewed.

## NEW CRUISER: R. Dirsa provided an update on the status of equipping the new police cruiser. He requested permission of the Board to accept bids for the old cruiser.

**MOTION:** To authorize the Police Chief to seek bids for the old cruiser in order to dispose of it.

**MOTION: M. KASPRZAK**

**SECOND: C. P. GRAHAM**

**UNANIMOUS**

R. Dirsa reported that available part-time officers are down to two. He requested permission to advertise for part-time officers with the intent of hiring one or two. Discussion took place with regard to this process to include certified versus non-certified officers. R. Dirsa stated that he advertises with an indication of “certified preferred.” A discussion of the time, expense and training needed for non-certified candidates took place. It was determined that R. Dirsa could look for both certified and non-certified candidates in order to save time if not enough candidates are available.

**MOTION:** To authorize R. Dirsa to investigate in order to obtain a pool of candidates to fill the two open positions, looking for both certified and uncertified candidates.

**MOTION: M. KASPRZAK**

**SECOND: C. P. GRAHAM**

**UNANIMOUS**

**CHANGES TO THE SAFETY POLICY- JOINT LOSS MANAGEMENT COMMITTEE:** R. Dirsa provided the Board with revised copies of this policy. Exhibit E will be revised to include new vehicles.

* OLD BUSINESS

**FINANCIAL REPORTS - GENERAL FUND BALANCE $2,358,000**

**SELECTMEN’S ACTION ITEMS FROM PREVIOUS MEETING:** A review of this listing resulted in the following:

1. Unitil will take care of the tree on Oak Drive when necessary.
2. J. M. Lord reported that Unitil will work with L. Ruest in order to get an application before the Planning Board for scenic road alteration permit.
3. Removal of the tree on Depot Road (at Merrill Road) without approval of the Planning Board for scenic road alteration permit was discussed. There has been no resolution on this matter yet, however, Unitil has informed the Town Administrator that they will not remove trees on scenic roads without first going to the Planning Board.
4. A letter will be drafted to two property owners on Coach Lane with regard to problems relating to culverts under driveways and the responsibility of the property owner to correct.
5. The Board requested that D. Robinson make arrangements to have the stop bars and yellow lines painted on certain roads. Drinkwater and Brown Roads are to have double yellow lines as well as Depot Road at the intersection with Lafayette Road. Stop bars are to be painted at roads with intersections to major roads; there is no need to paint stop bars at subdivision roads.
6. White Goods follow up review will take place at the Board’s meeting of Wednesday, August 17, 6 p.m. J. Fournier and P. Michael are requested to attend.
7. C. P. Graham requested that the Energy Committee and Town Improvement Committee be invited to meet with the Board of Selectmen to lay out the fact that the east wall of the Town Hall is to be completed to determine an approximate cost as well as what the balance of the warrant article is to be used for. This matter will be added to the August 17 agenda.

**DATE OR SCHEDULE FOR REVIEWING BUDGET PROPOSALS – DUE AUG 8:** Board members are to check their calendars to identify one or two dates for E. Small to schedule budget workshops and email information to him.

**RIGHT TO KNOW LAW WORKSHOP TO BE IN SEPTEMBER/OCTOBER – NEED TO SELECT A FEW DATES FOR ATTY. PAUL SANDERSON:** The Board agreed to schedule a Right to Know Law workshop for an evening session beginning at 7 p.m. All groups and neighboring towns will be invited. Board members are to email possible dates to E. Small.

**REVIEW AND APPROVAL OF SELECTMEN’S REVISED PERMIT:** The Board approved the revised permit as presented. This permit will now be provided to Departments listed on the reverse side of the form for input.

**WEBSITE – CURRENT INFORMATION:** It has been identified that minutes of meetings are not being posted to the website in a timely manner. E. N. Small will address this matter with the Town Clerk when she returns from vacation. It was noted that there are time constraints that are affecting this work being done. L. Ruest was asked to email a copy of the Selectmen’s Minutes Policy to Board members.

**TOWN COUNSEL POLICY:** Discussion took place with regard to boundaries set for the Town Administrator and contacting counsel. An email including an excerpt of Selectmen’s minutes regarding this matter has been sent to Attorney B. Mayer in order to inform him of boundaries. C. P. Graham restated his position of putting questions to counsel in writing and expressed concern with this excerpt being treated as policy. He requested that efforts be made to prepare a policy that is specific rather than a reflection of different points of view. This matter will be added to the action items listing for attention at a future meeting.

**RESEARCH RE: SHORT AND LONG TERM DISABILITY AND LIFE INSURANCE:** Rate information obtained by L. Ruest was provided to Board members for use in budget preparation for 2012. This information had been requested by the Board as a result of a review of the Personnel Policy. It was noted that there is sensitive information on these documents that should be kept confidential. Board members returned the copies and requested that sensitive information be redacted and resubmitted to them.

**ENERGY SAVINGS AT THE TOWN HALL- LOCKS ON THERMOSTATS:** Reconsideration of locking thermostats has been given and it has been decided not to place locks at this time.

**IMPROVEMENTS TO THE FRONT WINDOWS, ETC.:** R. P. McDermott stated that one more price is forthcoming for repair to the windows. It is planned to leave the top window in a stationary position and repair the bottom windows so that they are able to be opened/closed; there is no plan at this time to re-rope the windows. R. P. McDermott stated he has a volunteer lined up to clean the carpets on a Saturday. Phone and electric needs are yet to be determined.

R. P. McDermott reviewed research he found with regard to air conditioners. Following discussion, he stated he would check again to see if there is a unit that has all features of heat, fan, air conditioning, and dehumidifier.

## CY PRES PETITION REGARDING THE OLD HAMPTON FALLS LIBRARY: A letter dated June 10, 2011, has been received from Library Trustee Chairwoman Armida Magnarelli, outlining the status of this petition. The Board asked that this be added to the August 17 agenda to discuss whether or not to accept the building and land on behalf of the Town.

* **NEW BUSINESS**

**ABATEMENT/REFUND:** The Board of Selectmen signed approval for an abatement refund for Tax Map 8, Lot 83-3.

**WORLD WAR II MEMORIAL BANNER – HISTORICAL SOCIETY?:** Question was raised as to whether the Historical Society would like this banner. B. Mutrie, Brown Road, stated that she felt the Historical Society would like to preserve the banner for future generations and display it properly.

**PUBLIC COMMENT**

## B. Mutrie, Brown Road, stated that there are items for discussion that relate to the Old Library Building such as extending the walkway and coordinating the access to all buildings. R. P. McDermott suggested that a letter be drafted to the Town Improvement Committee for consideration.

She also reported that some bounds are missing from the Old Library property and that an abutter is assuming part of the lot as his land. She requested that a survey be done and bounds placed. The Board took this matter under advisement.

R. Ruest, Coach Lane, inquired as to whether the tree removed from the corner of Depot and Merrill Roads without proper permission of the Planning Board will be replaced by the utility, tree removal company or property owner. E. N. Small reported that Unitil is not to replace the tree and stated he would call the property owner to ask him.

R. Ruest, Coach Lane, suggested that once all Selectmen’s policies are listed that they be kept in a binder for ease of reference by future Boards and employees.

**REVIEW AND APPROVAL OF PREVIOUS MINUTES - JUNE 20, JULY 12**

**MOTION:** To approve the minutes of the meetings of June 20 and July 12 as written.

**MOTION: R. P. MCDERMOTT**

**SECOND: C. P. GRAHAM**

**UNANIMOUS**

**OTHER:**

**Jumper Classic Horse Event:** C. P. Graham referred the Board to a letter received from a paralegal of the Attorney General’s Office regarding this event taking place. He stated that although it is important to observe this information, the Board should not take action until a letter is received from a lawyer of the Office.

**NEXT SELECTMEN’S MEETING – WEDNESDAY, AUGUST 17, 2011, 6:30 P.M., TOWN HALL**

## MOTION: To adjourn the meeting at 9:14 p.m.

**MOTION: M. KASPRZAK**

**SECOND: C. P. GRAHAM**

**UNANIMOUS**