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

**COASTAL ADAPTION WORKSHOP:** Cliff Sinnott of the Rockingham Planning Commission was present to provide information to the Board with regard to a project to explore economic options to protect the Hampton-Seabrook Estuary from coastal flooding. Presentations such as this one will also be made to Planning Boards and Conservation Commissions in Hampton, Hampton Falls and Seabrook.

He provided a handout of information in this regard as well as a history of the activity that has been taking place to date by various groups. He requested that persons representing Hampton Falls participate in the Local Stakeholder Group meeting to be held on Thursday, October 27, 6:30 p.m. at the Hampton Falls Library.

C. Sinnott stated that the RPC is involved due to the concern of the issue of vulnerability in certain areas of Hampton and Seabrook which includes an area of Hampton Falls. He reported that research, reviews, mapping and presentations are being done with respect to flooding and sea level rise. It is proposed to conduct economic analyses and determine strategies from a cost effective standpoint as to what can be done in vulnerable areas. He also noted that this information can be integrated into a Hazard Mitigation Plan. C. Sinnott stated that funding for studies is provided through the Environmental Protection Agency (Climate Read Estuaries).

The Board thanked C. Sinnott for his presentation. A letter in support of the RPC efforts to obtain a grant for regional planning was also signed by the Board at this time.

**REVIEW WHITE GOODS PROCEDURES:** The Board reviewed a report prepared by J. Fournier with suggestions to assist with white goods day to include advance information with regard to fees for disposal, requiring cash only (no personal checks) and having a “kitty” of cash in order to make change.

It was reported that fluorescent lights are hazardous waste and are not accepted at white goods collections and that proper disposal is to be made at hazardous waste collection days sponsored by the 53B District in Hampton and Brentwood.

Another issue is the disposal of batteries. It was reported that a resident is looking for approval to have an area of the Brush Dump designated for the disposal of batteries, of which, he would then collect and dispose of properly. No decision was made in this regard.

R. P. McDermott reported that he spoke with Town Clerk H. Knowles with regard to expiring dump stickers and obtaining new stickers. It was suggested that stickers without printed expiration dates be obtained; with an area of the sticker where an expiration date could be written. B. Mutrie suggested that decals be considered as one may not be able to write on a sticker that is printed in reverse. R. P. McDermott added that he will be looking to obtain a canopy. L. Ruest stated that there may be one available at Town Hall.

**WW II BANNER TO THE HF HISTORICAL SOCIETY – ANNE COOMBS:** Numerous members of the Historical Society as well as Ruth Pelton, sister of Robert Lord, one of the deceased servicemen recognized with this banner. R. P. McDermott presented the banner to Historical Society President D. French who accepted it and provided information on the history of the banner.

**ELECTRICAL MAINTENANCE WORK AT THE OLD LIBRARY:** F. Brown, on behalf of the Historical Society, requested permission to have certain electrical work done at the Old Library. He explained the electrical problems, stated that he had obtained prices and offered to have the Historical Society pay for the work

**MOTION:** To authorize the Historical Society to proceed with updating of electrical work at the Historical Society Museum and apply the cost to the encumbered warrant article.

**MOTION: M. KASPRZAK**

**SECOND: C. P. GRAHAM**

**UNANIMOUS**

C. P. Graham suggested that the Building Inspector look at the work needed to be done so that it doesn’t become a potential problem. F. Brown stated the Building Inspector has not been available, and now that he is, F. Brown will provide information to him as requested.

**LINCOLN AKERMAN SCHOOL - USE OF IMPACT FEES:** C. P. Graham reported that the School Board is addressing options with regard to the Merrill property and is seeking to obtain impact fees to assist with the cost of engineering studies on a portion of the property. He stated that there is a focus on constructing a new gymnasium that will take up a portion of the Merrill property and that a survey is needed to determine details. C. P. Graham stated that it seems that the survey of the property is a permitted expense of impact fees; an expansion of school buildings and facilities onto the Merrill property. He added that it is hoped that there may be a buyer for the property.

Lincoln Akerman School Board Chairwoman Robin Ratigan joined the meeting at a later time and requested release of impact fees as outlined in the SAU 21 letter of September 6, 2011. She stated that the funds are needed for design work and to obtain a wetland survey of the Merrill property; any remaining money to be forwarded to the Winnacunnet Cooperative School District for the bond payment.

R. P. McDermott opened discussion to members of the public. G. Parish, Towle Farm Road, asked if the pond on the Merrill property is man-made. It was noted that a wetlands survey would identify the soils and whether wetlands will hinder use of the property.

E. N. Small stated that it is suggested that the funds available in the expiring account be released.

**MOTION:** To release the balance of the account for Map 5, Lot 51-18 to be applied for purposes outlined by the School Board.

**MOTION: C. P. GRAHAM**

**SECOND: M. KASPRZAK**

**UNANIMOUS**

* **OLD BUSINESS**

**ACTION ITEMS FROM PREVIOUS MEETING:** The first item on the listing under the category of BUDGET (part-time positions) is to be removed from the list as this matter will be struck from the minutes later in the meeting.

**Tax Collector’s Deed – Faro Gardens:** With reference to the Tax Collector’s deed for the Faro Gardens property, C. P. Graham asked that a call be made to the property owner to determine the status of the property. Dates and times of September 12 or September 13, 9:30 a.m. were set to meet with the Tax Collector to make a call to the property owner.

**MEETING WITH KATE MILLER - CABLE FRANCHISE FOR SEPT 21 BOS MEETING:** This matter will be part of the Board’s September 21 agenda.

**SELECT TIME TO MEET WITH DEPARTMENT HEADS RE 2012 BUDGET WORKSHEET:** Discussion took place with regard to schedules and available dates and times to meet to review proposed budgets to include meeting with Department Heads. E. N. Small will have draft budgets to the Board during week of September 19 (no later than September 23). Workshops were scheduled for Thursday, September 29 and Monday, October 3 at 9:30 a.m. E. N. Small will prepare agenda schedules for 9 a.m. to Noon. R. P. McDermott asked Board members to check their schedules and inform if there is a conflict by email.

**EMPLOYEE RECOGNITION FOR LENGTH OF SERVICE:** The Board discussed ways in which to recognize employees for years of service. It was determined to acknowledge the lengths of service once each year for those employees reaching years of service of 10, 15, 20 and 25 years. It was suggested to also acknowledge this in the newsletter and Town Report. An annual date has yet to be determined. Refreshments and a certificate will be provided.

**REMINDER - SELECTMEN’S WORKSHOP 6:30 PM, SEPT 8**

**REVIEW OF SELECTMEN’S POLICIES 1986-PRESENT –COMPLETE PACKET:** It was suggested that a review of policies could take place at the workshop on September 8 if time allows.

**PROPANE BIDS FOR 2012 - ENERGY USE:** Two prices were obtained for propane for the 2011-2012 heating season. L. A. Ruest explained the manner in which propane is ordered, reserved and paid by budget payments. The Board reviewed the two prices and asked that L. A. Ruest contact the vendors to determine whether budget payment plans are available as well as what the price of the day is to determine if prices per gallon are less.

**MOTION:** To authorize the Town Administrator to conclude a purchase agreement for 10,000 gallons of propane at a price and terms that deem most appropriate giving the bids provided to the town for the ensuing year.

**MOTION: C. P. GRAHAM**

**SECOND: R. P. MCDERMOTT**

**UNANIMOUS**

**WORKSHOP WITH PAT SANTOSO RE RSMS FINDINGS:** E. N. Small asked the Board to consider dates to meet with P. Santoso who will be assisting the Town with setting a budget for the Highway Department.

The Board offered the dates and times of September 13, 2 to 4 p.m. or September 20, 2 to 4 p.m.

**PLANS FOR WHITE GOODS DAY – OCTOBER 15:** E. N. Small reported that he will make arrangements for containers for collection at the fall white goods day. R. P. McDermott stated he would contact Glen Davis to get more details with regard to collection of batteries. E. Small will also order a portable toilet for that day.

**OTHER:**

**Carney Property:** M. Kasprzak reported that she will be reporting on the Heritage Commission’s action with regard to an application for demolition permit. E. N. Small asked whether the Board wishes to present the purchase of this property to the Capital Improvement Plan Committee. R. P. McDermott stated the matter is not definitive at this time. E. N. Small suggested more research in this regard and asked the Board if they had any other projects in mind for the Committee. He noted that the Town Improvement Committee is submitting projects for the Town Hall. E. N. Small was asked to bring copies of the tax card for the Carney property to the September 8 meeting.

**PUBLIC COMMENT**

G. Parish, Towle Farm Road, asked if the Board of Selectmen is planning any large warrant articles for 2012. R. P. McDermott stated that request for money for roads is a possibility.

B. Mutrie inquired as to whether the Town owns the propane tanks at 1 and 3 Drinkwater Road. She was told that only the tanks at 3 Drinkwater are owned by the Town.

She also inquired as to the status of the request to survey the property of the Old Library. The Board reviewed the action taken at its August 17 meeting. E. N. Small reported that a price has yet to be obtained.

***CY PRES. PETITION – OLD HAMPTON FALLS LIBRARY:*** *C. P. Graham suggested, and the Board agreed, to have E. N. Small obtain a quote from Jones and Beach Engineers to survey the bounds of the Historical Society building (old library) at 45 Exeter Road. E. N. Small reported that this matter may need to be addressed at Town Meeting and that research needs to be done.*

* **NEW BUSINESS**

**MS-5 ANNUAL TOWN FINANCIAL REPORT- PREPARED BY AUDITORS:** Board members signed the MS-5 report for mailing to the Department of Revenue Administration.

**APPLICATION FOR TOTAL DISABILITY – VETERAN:** The Board signed approval of an application as presented by the Tax Collector.

**SOLID WASTE COMMITTEE MEMBER – THIRD MEMBER FOR THE COMMITTEE:** E. N. Small reported that he has received a Volunteer Application from Eric Caldwell which he will email to the Board. No other volunteer applications have been received.

R. P. McDermott asked that a listing of open positions where volunteers are needed be sent to him so that he can send out an email using his distribution listing to seek interest.

**SOLID WASTE COMMITTEE MEETING – REVIEW BUDGET PROPOSAL:** E. N. Small also reported that he will be meeting with the Solid Waste Committee to work on a proposed budget and discuss the expiring Solid Waste Contract.

**SELECTMEN REPRESENTATIVE REPORTS**

R. P. McDermott reported that the Fire Department is preparing for a silent vigil for the 10th anniversary of 9/11. The Fire Department is also giving consideration to purchasing IM Responder software. He also reported that the Library’s 10th Anniversary Celebration went well. The Library is also working on its budget and discussing the replacement of a Cherry tree and increasing its parking space.

M. Kasprzak reported that the Planning Board is holding a public hearing to address amendments to the Zoning Ordinance with regard to signs and accessory dwelling units and also to address an amendment to Subdivision Regulations with regard to security agreements. She reported that the Planning Board continues to address outstanding items with regard to 1 Lafayette Road and 115 Lafayette Road site plans. M. Kasprzak reported that the Heritage Commission met in response to a demolition permit request for certain structures on the Carney property located behind the Town Hall and Public Safety Building. The request brings about the need to meet the requirements of the Town’s Historic Demolition Delay Ordinance which allows time for the Heritage Commission to document historical information relating to the property before demolition. It was noted that a signed demolition application has yet to be received by the Heritage Commission. It was suggested that a representative of the Heritage Commission send K. C. Kelley an email seeking status of the application

C. P. Graham reported that the Energy Committee did not meet and that the Lincoln Akerman School Board is working with regard to future use of the Merrill property and continues to address ongoing programs at the school to include health/physical education and guidance.

**PUBLIC COMMENT:** No comments or questions were heard at this time.

**REVIEW AND APPROVAL OF PREVIOUS MINUTES -- AUGUST 17, 2011:**

C. P. Graham requested that a statement be struck from the record as follows:

*Discussion continued with regard to adapting to new ideas, problems with the telephone system, positive attitudes, follow-up, communication between the Selectmen Chairman and Town Administrator, completed action items, cost savings and priorities. R. P. McDermott stated that he doesn’t feel there is any more work than in years past. E. N. Small stated that clerical work affects his getting management work done. Discussion took place with regard to seeking assistance from the Administrative Assistant. It was reported that the Administrative Assistant helps in many areas and that a part-time person would be helpful at times. ~~The Board approved the idea of an existing part-time employee to help, acknowledging daily activities, and indicated they would address this at budget work sessions.~~*

He also stated that he does not object to the help but that he objects to paying for the help. He noted that there are two volunteers who have offered to assist over the short term. C. P. Graham also stated that he has no recollection of indication that other employees and the Town Administrator have participated in evaluations in the past.

**MOTION:** To approve the minutes of the August 17 meeting as amended.

**MOTION: C. P. GRAHAM**

**SECOND: M. KASPRZAK**

**UNANIMOUS**

**OTHER:**

**Town Report RFP:** R. P. McDermott stated that he received an email from B. Mutrie outlining a number of observations that relate to the posting of a Request for Proposal for the Town Report. Following discussion, it was suggested that E. N. Small and B. Mutrie review the document to determine if additional information is needed and whether an addendum to the RFP is needed. B. Mutrie suggested E. N. Small contact Charlie Allen, Crank Road, for input.

**Farmer’s Market:** R. P. McDermott requested that a letter of acknowledgement be prepared for use at a ribbon cutting ceremony for the Farmer’s Market on the Town Common on Monday, September 12.

**Tax Bill Stuffer:** The Board asked that this matter be added to the next meeting agenda.

**Trees Located in Town Right of Way:** C. P. Graham informed the Board of cut trees sitting within the area of the Town right of way and suggested that a letter be sent to the owner requesting removal before the snow season. R. P. McDermott stated he would talk with the property owner.

**Culverts – Coach Lane:** R. P. McDermott stated he spoke with a Coach Lane property owner with regard to having the Road Agent do culvert work at 33 Coach Lane. It was reported that the property owner was okay with the Road Agent doing the needed work at a cost of $500-$700.

**NEXT SELECTMEN’S MEETING – WEDNESDAY, SEPT 21, 2011, 6:30 P.M., TOWN HALL**

**MOTION:** To adjourn the meeting at 8:47 p.m.

**MOTION: M. KASPRZAK**

**SECOND: C. P. GRAHAM**

**UNANIMOUS**