

FINAL

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

KATE MILLER – NEGOTIATIONS WITH COMCAST FOR A FRANCHISE AGREEMENT:

K. Miller was present to review the status of negotiations with the Board. She referred Board members to her letter of June 24, 2011 and reviewed points to be raised or included in the renewal proposal (shorter term, local access channel, PEG Access channel, shared SAU channel, free cable service to the Old Library building, cable service to the Public Safety Building and franchise fees).

In response to the Board, K. Miller stated she would check with Comcast with regard to any problems reported to them in the past. She stated that the Board could add a schedule of percentage rates for franchise fees. K. Miller stated that it is planned to have a proposal prepared by next month and asked that the Board sign a request for extension to allow additional time to receive comment from the Board of Selectmen and finalize an agreement. K. Miller will provide a draft agreement to the Board with key items highlighted.

Discussion took place as to whether the Town's three municipal buildings are within 200' of a cable plant in order to obtain free basic cable service. It was felt that the buildings should be eligible. There may be a question of whether the Old Library is eligible. K. Miller will include this building in the agreement to see if it is acceptable.

The Board thanked K. Miller for her assistance and signed a request for extension that was provided to her.

ROAD AGENT - MONTHLY REPORT: The Board acknowledged receipt of the Road Agent invoice for services for the month of August. Discussion took place with regard to the road work done on Crystal Drive and whether the Road Agent's service could be applied to the warrant article rather than the budget. Following discussion, the Board approved charging the cost to the warrant article.

MOWING AND BRUSH CUTTING: D. Robinson reported that roadside mowing is complete. He stated that he spoke with the contractor who indicated he is changing his equipment over so that he can begin brush cutting. No start date is known at this time. Discussion took place with regard to offering a contract to K. Carpenter for 2012 as well as the possibility of leasing equipment and having the Road Agent do the work. R. P. McDermott asked D. Robinson to research the cost of leasing equipment to include labor. This matter will be added to the Board's October 19 agenda.

WINTER ROAD MAINTENANCE AGREEMENT: R. P. McDermott reported that an agreement with Environmental Landscape Management was signed for the 2011/2012 winter season.

BRUSH DUMP: D. Robinson reported that he moved materials out of the way and fixed a drainage problem in preparation of white goods collection day.

COACH LANE/DEPOT ROAD: C. P. Graham inquired as to whether the work on these roads is complete and what the original estimate was. D. Robinson stated that it has been completed and the estimate was \$3,500. R. P. McDermott stated that there are two or three driveway culverts that have yet to be done and that the homeowners will be responsible for the cost.

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E. N. Small reviewed the balance of the Highway budget with the Board noting concern of only \$33,000 available for the remainder of the year which includes snow removal costs.

BUILDING INSPECTOR, CODE ENFORCEMENT, HEALTH - MONTHLY REPORT: The Board acknowledged receipt of this Department's report dated September 16, 2011. R. P. McDermott inquired as to numerous signs throughout Town. He asked Planning Board Chairwoman C. Brown if there is a plan to address the sign ordinance. C. Brown stated that placement of signs is a matter of following the ordinance and code enforcement. C. P. Graham expressed concerns with signs to include those relating to home occupations. K. C. Kelley explained the two levels of approval for home occupation. He also noted that there is a fine that can be assessed. B. Mutrie, Brown Road, asked if there is a list of Level 1 Home Occupations as approved by the Building Inspector. K. C. Kelley stated there is no list maintained as there is no impact to the community. C. P. Graham also inquired as to certain real estate and development signs. K. C. Kelley stated those mentioned are permissible. Referring to the monthly report, R. P. McDermott inquired as to the Building Inspector's indication of staffing issues. K. C. Kelley reported that he has inquiries in to State agencies that have yet to be answered and he is questioning if the reason is due to staff reductions at the State level.

FIRE CHIEF, EMERGENCY MANAGEMENT - MONTHLY REPORT: The Board acknowledged the Fire Department report for August. Chief Lord was not present at this meeting.

HAZARD MITIGATION PLAN UPDATE and HAMPTON DISPATCHING AGREEMENT will be added to a future agenda. E. N. Small informed the Board that the Town of Hampton has agreed to extend its agreement for dispatching services with the Town of Hampton Falls (rate increases are based on CPI). R. P. McDermott asked if the Town of Hampton Falls should have a signed agreement for this extension.

MOTION: That the Board agrees to extend the mutual fire dispatch agreement for an ensuing five years.

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

POLICE CHIEF - MONTHLY REPORT: The Board acknowledged receipt of the Police Department report for August. Chief Dirsa was not present at this meeting.

• **OLD BUSINESS**

FINANCIAL REPORTS - GENERAL FUND BALANCE \$500,000

SELECTMEN'S ACTION ITEMS FROM SEPTEMBER 7, 8, 12: R. P. McDermott asked that the Building Inspector be informed of the Tax Collector deed status of Map 7, Lot 50. C. P. Graham asked what the deed status has to do with the Building Inspector in that nothing has been tied to demolition. He stated that he understood that the Town is waiting until December to see if the property owner keeps its agreement. C. P. Graham noted that no response letter has been received from the property owner and that the property owner representative has been in to meet with the Assessor.

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Discussion took place with regard to the status of a date and time for recognition of years of service of employees. C. P. Graham requested a copy of the listing of employees and stated he would take charge of this effort.

C. P. Graham reported that he drafted a town counsel policy and sent it by email to other Board members. He stated he would send a copy of the draft to the Town Administrator as well. M. Kasprzak stated it is important that requests to all counsels are in written form and that answer are in writing as well so that all read the same information. C. P. Graham stated he would make revisions in this regard and send another copy. This matter will be added to an agenda in December.

OPEN BIDS FOR 2011 TOWN AND SCHOOL REPORTS BOOK: Four bids have been received and were opened at this time. M. Kasprzak read the results as follows:

BIDDER	850 Books	400 Books
ImageWise, Hampton Falls	\$5,661.00	\$2,842.00
Selectprint Solutions, North Brookfield MA	\$3,174.90	\$2,002.60
Keystone Press, Manchester	\$6,688.00	\$5,058.00
Infinite Imaging, Portsmouth	\$9,293.50	\$4,651.12

The Board took this matter under advisement for discussion at the October 5 meeting

TAX RATE – DRA WEBSITE – REVIEW OF MS-4 PROJECTED REVENUES: The Board reviewed the MS1 and MS4 reports submitted to the Department of Revenue Administration as prepared by the Town Administrator. Discussion took place with regard the manner in which the tax rate will be set and the figures used to do so. E. N. Small informed the Board that a representative of the DRA is no longer to come to the Town Hall to meet with the Board but rather a meeting will be held by conference call. E. N. Small will contact the DRA representative to get a better sense of the new process as well as State revenue numbers.

BINETTE WETLAND CROSSING INSPECTION REPORT AND ENGINEERING FEE:

MOTION: To approve the payment of \$315, Jones and Beach Engineers invoice number 22829, from the Binette Wetland Crossing Engineer review fees account held by the Treasurer.

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

CAPITAL IMPROVEMENT PROGRAM 2012-2017 – CARNEY LAND: The Board was provided with a copy of the tax card and plan for this property. E. N. Small reported that the matter of purchasing the Carney Land had been part of the Capital Improvement Program for years but was taken off the list by the past Board. C. P. Graham asked that information be explored before adding the matter to the Plan so that the Board has a better sense of the options and costs. C. P. Graham suggested holding a conference call with the owner or his representative in advance of adding this matter to the Plan. R. P. McDermott will contact M. Linnehan, who is planning to do work for Mr. Carney, to obtain contact information.

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2012 OPERATING BUDGET: E. N. Small reported that draft budget worksheets will be forthcoming to the Board by Friday.

COMMITTEE MEMBER APPOINTMENT? ERIK CALDWELL:

MOTION: To nominate and appoint E. Caldwell to the Recycling and Solid Waste Committee.

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

WHITE GOODS DAY – OCTOBER 15 – COORDINATION: E. N. Small reported that he has contacted vendors for containers, to include the electronics recycling container. He has also made arrangements for brush removal (fees apply) and portable toilets. R. P. McDermott requested authorization to purchase a weather-proof shelter for use on white goods collection days.

MOTION: To authorize the Chairman to purchase an instant up type shelter with side panels for a cost up to \$500.

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

Food and beverages for the day will be coordinated as well and reimbursed from the budget.

PUBLIC COMMENT:

B. Mutrie, Brown Road, asked if the Board would be discussing the water system at the Town Hall as part of its budget review. R. P. McDermott stated probably not. B. Mutrie also reported that there is no shut off to the water system at the Library, 7 Drinkwater Road. The Board asked E. N. Small to ask the Fire Chief to review this matter.

R. P. McDermott distributed copies of a note received from a resident inquiring about the possibility of natural gas lines in Hampton Falls. E. N. Small stated that this has not been discussed by the Town in the past. L. A. Ruest suggested that the inquiry be made to the Rockingham Planning Commission.

• **NEW BUSINESS**

METAL DETECTING AT THE RASPBERRY FARM – DECISION FOR THE CONSERVATION COMMISSION: Request has been received seeking permission of the Town to conduct metal detection at the Raspberry Farm. E. N. Small reported that this has not been allowed on Town land in the past. L. A. Ruest suggested that the question be raised to the Local Government Center and town insurance carrier, Primex, to determine if there is any liability or other reason that would affect the Board's decision. R. P. McDermott will contact the Local Government Center in this regard. Once the Board has this additional information, it may pass the matter to the Conservation Commission.

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PUBLIC COMMENT

B. Mutrie, Brown Road, asked that if it is determined to allow metal detection at the Raspberry Farm that the Conservation Commission be asked to include the Historical Society in its decision so that it could have an opportunity to show any items of a historical nature that are found.

REVIEW AND APPROVAL OF PREVIOUS MINUTES (SEPT 7, 8, 12)

MOTION: To approve the minutes of the September 7, 8 and 12 meetings as written.

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

NEXT SELECTMEN'S MEETING – WEDNESDAY, OCTOBER 5, 2011, 6:30 P.M., TOWN HALL

MOTION: To go into non-public session in accordance with RSA 91-a:3 ii. (a) Personnel and RSA 91-a: 5 IV. Records that would constitute an invasion of privacy at 8:33 p.m.

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

MOTION: To go out of nonpublic session and adjourn at 8:37 p.m.

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