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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

**IMPACT FEES – BILL HICKEY- HAMPTON FALLS SCHOOL DISTRICT:** The Board acknowledged receipt of a December 15, 2011, letter from SAU 21 requesting release of impact fees in the amount of \$11,306.37. The letter outlines the intent to review the expansion of facilities at Lincoln Akerman School and that the fees would be used for design work and wetlands survey and that any remaining monies would be forwarded to the Winnacunnet Cooperative School District to be applied to bond payments.

B. Hickey and School Board Chair R. Ratigan were present. They answered questions of the Board with regard to plans for expansion and the three-year plan for life safety matters relating to the existing building(s). It was explained that this request for impact fees does not relate to life safety upgrades, but rather to determining whether the existing building(s) will be upgraded or a new building will be proposed. The money is needed in order to do engineering and survey work. R. Ratigan stated that there is a need for consultation work from outside sources to assist with information on how to go about the project. No decision has yet been made as to whether to build new or fix existing piece by piece.

No questions were heard from the Board. The consensus of the Board was to release the impact fees money as requested.

**CONSERVATION COMMISSION PHRAGMITES ELIMINATION GRANT:** Conservation Chair K. Ayers and Administrative Assistant E. Bowers were present along with Rockingham County Conservation District (RCCD) Manager Leonard Lord to present information relating to a grant for a restoration project.

A copy of a map of the area was provided to the Board and identified as Tax Map 7, Lot 57, a parcel along the Hampton Falls River. L. Lord explained that a grant is available for application with regard to removal of evasive species, applying herbicide, pulling out fill in this area and installing a small treatment system to treat storm water. It was noted that timing is limited, a public hearing is needed, and that a 50/50 match is required (which can be road agent labor and equipment services). L. Lord provided background information with regard to discussion of the Conservation Commission, requirements of the grant, engineering expenses and recommendation(s). He added that the idea is to restore the area back to a healthy eco-system resistant to reinvasion.

L. Lord reported that a grant in the amount of \$30,000 is planned for permitting, fill removal, installation of a treatment system, management, etc. and stated that he could have more details by the Board's next meeting of January 18. He noted that discounted rates are available through the RCCD and that E. Bowers plans to work on the grant to minimize costs. K. Ayers confirmed that the Conservation Fund does have money available for this purpose but that the Conservation Commission has not yet voted to proceed with this recommendation (next meeting is Thursday). She noted that the parcel is not town-owned and that contact with the property owner has yet to be done. She stated that depending upon direction of the Selectmen, she will contact the property owner(s) to see if a donation of the land or

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purchase of the land by the Town is possible; the property needs to be municipal land in order to obtain the grant.

The Board agreed to add this matter to its January 18 agenda for consideration of a public hearing at its February 1 meeting.

- **OLD BUSINESS**

**FINANCIAL REPORTS - GENERAL FUND BALANCE \$2,255,600**

C. P. Graham inquired as to whether there is an ability to identify a potential over-expenditure of a budget line separate from the expenditure and budget status reports provided to the Board on a monthly basis.

Discussion took place with regard to the manner in which invoices are paid, when a sub-line over-expends and the periodic review of detail transactions by Department Heads. C. P. Graham asked, and the Board agreed, that this matter be reviewed to come up with a program to identify and notify the Selectmen when line items are close to over-expenditure.

**SELECTMEN'S ACTION ITEMS FROM PREVIOUS MEETING:** The Board reviewed an updated listing of action items.

**PROPOSED REVISION TO MINUTES POLICY:** L. A. Ruest explained that the text of the minutes policy has been revised to better meet the requirements of the Right to Know Law and has been forwarded to the Town Clerk and Deputy Town Clerk for review and comment. Once this is done, the matter of review and approval of a revised Selectmen's minutes policy will be brought to a future meeting of the Board of Selectmen.

**SPREADSHEET FOR 2012 BUDGET DECREASES AND INCREASES:** As requested, E. N. Small prepared and provided the Board with a spreadsheet identifying the budget lines with increases and decreases and the reasons why. C. P. Graham will use this information to draft a summarized narrative of the changes in budget from 2011 to 2012 for presentation at the Deliberative Session. It was suggested that the spreadsheet and/or narrative might be provided as a hand-out at the Deliberative Session.

**PUBLIC HEARING 2012 PROPOSED BUDGET – Wednesday, January 11, 7 p.m., Town Hall.**

**REVISED BUDGET WORKSHEETS PACKET (HIGHWAY BLOCK GRANT / EXPENDITURES):** E. N. Small reported that he is working on the final draft of the budget worksheets for the public hearing.

**PROPOSED 2012 TOWN WARRANT -- SEE ARTICLES 12, 15, 17 AND 18 AND SUGGESTED CHANGES BY TOWN COUNSEL AND DRA:** E. N. Small referred the Board to a copy of the 2012 Town Warrant and reviewed outstanding matters with them. Once additional information is received

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from the Fire Chief with regard to fees and information from R. P. McDermott with regard to an amount of pay earnings, to include any other comments or concerns that may arise, a final draft of the Warrant will be prepared.

**WEBSITE POLICY:** This matter was continued from the Board's December 21 meeting. Following review, the Board agreed to approve the Website Policy as written and add it to the Selectmen's Policies listing.

**MOTION:** To accept the Website Policy as written.

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

**SETTING UP OF THE VOTING BOOTHS FOR JAN 10 PRIMARY ELECTION:** The Board discussed the needs associated with the upcoming Presidential Primary. It was suggested that J. Brouillard be invited.

**CERTIFICATION YEAR - LETTER FROM ASSESSING AGENT DIANA CALDER:** The Board acknowledged receipt of a report from the Assessor outlining results of her meeting with a representative of the Department of Revenue Administration to include information of 2013 being a certification year.

**PESTICIDE TREATMENT OF OLD LIBRARY – FUNDING:** Discussion took place with regard to the cost of this treatment, how to pay for it and who is to pay. It was suggested that the three-year treatment plan be paid over a three-year period and that two additional prices be obtained for comparison. C. P. Graham asked if funds from 2011 could be encumbered for this unanticipated expenditure. E. N. Small will ask the auditor and obtain two additional prices.

**RESPONSE TO DRIVEWAY CULVERT REPLACEMENT ON COACH LANE:** E. N. Small reported that the property owner of 33 Coach Lane met with him and reported that the culvert under the driveway is working okay. No contact has been received from the owner of 35 Coach Lane.

R. P. McDermott stated that he spoke with the owner of 33 Coach Lane who indicated to him that a cost of \$700 was okay to address the culvert. He stated that he felt that if the road ices over in this location and the Town needs to provide services that the bill should be sent to the property owner. Following additional discussion, R. P. McDermott and C. P. Graham will meet next Thursday to look at these two culverts for a better understanding of the situation.

Discussion took place with regard to another culvert on Coach Lane and an email from the property owner expressing concern of work done by the Town where something was broken. R. P. McDermott and C. P. Graham will look at this culvert as well.

**INCREASE IN ANNUAL DUES 53-B SOLID WASTE DISTRICT:** E. N. Small reported that this fee has increased \$100 and that the budget can cover the increase.

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**REMOVAL OF HANGERS AND BRUSH FROM THE BRUSH DUMP:** E. N. Small reported that Valley Tree Service has removed the hanging limbs from roads. A bill has yet to be received.

- **NEW BUSINESS**

**PUBLIC NOTICE – INVOLUNTARY LOT MERGERS:** E. N. Small informed the Board of a requirement to post a notice in this regard. Notices have been posted.

**PROPERTY TAX REFUND:** Board members signed approval of property tax refunds for duplicate payments of property taxes.

**OFFICE COPIER:** E. N. Small provided the Board with advance information he received from the service repair man for the Town Hall copier that parts for the SAVIN are becoming difficult to obtain. L. A. Ruest noted that there is a service contract on the copier. Preliminary information is being gathered to determine a cost to replace it.

**MINUTES OF LAST STAFF MEETING AND REQUEST FOR QUARTERLY MEETINGS:** E. N. Small reported that the staff has requested to meet quarterly rather than monthly as previously determined by the Board. The Board approved the change.

**MONTHLY SELECTMEN REPRESENTATIVE REPORTS:**

**SELECTMEN MCDERMOTT - FIRE DEPT., LIBRARY:** R. P. McDermott reported that he did not attend the last meetings of these two groups.

**SELECTWOMAN – KASPRZAK - PLANNING BOARD, HERITAGE COMMISSION:** M. Kasprzak reported that the Heritage Commission did not meet last month and that the Planning Board addressed an application for wetland special use permit as well as proper bonding for the Peltons Way project.

**SELECTMEN GRAHAM - SCHOOL BOARD, ENERGY COMMITTEE:** C. P. Graham reported that the School Board's budget hearing is Thursday, January 5, 7 p.m. He stated that the Energy Committee meets next Monday.

**OTHER**

**Selectmen Photo for Town Report:** T. Samway and the Board scheduled a date and time of Wednesday, January 18, 6:15 p.m.

**Notice to Department Heads of Budget Hearing** was provided to the Board.

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**Frying Pan Lane:** E. N. Small reviewed information provided by email from Anne Haggart, Frying Pan Lane, with regard to the Class VI portion of this road. It was acknowledged that the Town cannot maintain a Class VI road.

**PUBLIC COMMENT**

B. Mutrie, Brown Road, inquired as to the status of surveying the Old Library property. She was informed that Stockton Services will be doing the work.

D. Janik, Exeter Road, reported that there is a lot going on at the school with regard to establishment of a new facilities committee that is looking at the whole school. He stated concern with a rush to propose a multi-million dollar expansion when no specifics have been provided as to renovation or expansion. Of concern is the point that the school officials did not lay out how they plan to use the impact fees approved by the Board earlier this meeting. He emphasized that there are specific guidelines in which impact fee money can be used that relates to school population increase and requested that the Board obtain details as to how the money is planned to be spent and keep in mind that impact fee money can be applied to reduce Winnacunnet bonds.

**REVIEW AND APPROVAL OF PREVIOUS MINUTES -- DEC 7 and 21:**

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

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

The minutes of the December 21 meeting will be reviewed next meeting.

**NEXT SELECTMEN'S MEETING – WEDNESDAY, JANUARY 18, 2012, 6:30 P.M., TOWN HALL**

**MOTION:** To adjourn the meeting at 8:35 p.m.

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