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

MOTION: To go into nonpublic session in accordance with RSA 91-a: II, II e to discuss pending claims.

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

MOTION: To go out of non-public session 6:31 p.m.

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

OLD BUSINESS

AMENDMENT TO MUTUAL AID AGREEMENT: R. Dirsa explained that during a recent drill, it was identified that there was confusion as to who would be the secondary agency if Rockingham County dispatch service was down. This results in a need to amend the Mutual Aid Agreement to include the Town of Seabrook as secondary agency. R. Dirsa provided a document to amend the agreement for signature of the Board. All Board members signed the agreement and returned it to R. Dirsa for submission.

GENERAL FUND BALANCE \$1,667,200

SELECTMEN'S ACTION ITEMS: An updated listing of action items was reviewed by the Board.

Coach Lane: C. P. Graham reported that he and R. P. McDermott met to view culverts at 33 and 35 Coach Lane and at the easterly corner of Coach Lane and Depot Road. Problems with the swales were identified. C. P. Graham expressed concern with what is the responsibility of the Town with regard to the area of the right of way and what is the responsibility of the property owner with regard to the culvert pipe. He suggested that he draft a question to counsel for review of the Board and forwarding to Attorney Bart Mayer. It was agreed that the Town should address needs of the swale to see if it improves the situation and then ask the property owner to address the problem if it is determined that the culvert pipe is blocked.

MINUTES POLICY: L. A. Ruest explained that as a result of information obtained from Attorney Paul Sanderson and his presentation on the Right to Know Law, the Selectmen's Minutes Policy needs to be revised with regard to retention of draft minutes. She explained that the Town Clerk and Deputy Town Clerk have reviewed the amendment and are in agreement. With this change, "draft" minutes will be posted to the Town's web site instead of "final" minutes. L. A. Ruest also explained that the amendment to the Minutes Policy affects the

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adopted Web Site Policy in that one paragraph relates to the posting of minutes. The proposed amendment was reviewed.

MOTION: To adopt the amendments to the Minutes Policy as drafted/dated 12/2011 and in doing so, amend the Web Site Policy adopted on 1/4/12 by deleting all text in the sixth paragraph following the first line.

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

WARRANT AND BUDGET FOR DELIBERATIVE SESSION: E. N. Small reported that these documents have been sent to the printer and should be ready on Thursday for Saturday's Deliberative Session.

T. Samway, Old Stage Road, stated he attended a meeting where he learned that certain language used in a warrant article this year is no longer allowed. E. N. Small stated he would check on this. If needed, the matter can be addressed at the time the warrant article is addressed at Saturday's Deliberative Session.

TOWN REPORT: E. N. Small reported that he and L. A. Ruest will be working primarily on the Town Report for the next two weeks.

INFESTATION AT THE OLD LIBRARY: M. Kasprzak noted that the person at the University of New Hampshire may not be available to assist the Town as a number of personnel are retiring. E. N. Small stated he would call as soon as he can.

FEMA GRANT – OCTOBER SNOW STORM: E. N. Small reported that information has been provided to FEMA on behalf of the Town of Hampton Falls in the approximate amount of \$13,000. The Town anticipates receiving approximately \$10,000 (75%).

SALTING ON TOWN ROADS AND SCHOOL BUS ROUTE: E. N. Small reported that reports have been received from a resident with regard to slippery roads and the need for treatment. Winter Road Maintenance contractor J. Ziolkowski provided the Board with information as to the three routes in Town that are serviced, the amount of time it takes to service a route, the type of product and amount of product used and the alternate pattern used in addressing the routes. He noted concern with the decision to delay or not delay school. In response to the Board, J. Ziolkowski confirmed that the drivers know of concerning areas such as Boyntons Hill. J. Ziolkowski also reported that the most recent delivery of salt received is a different salt than that used in the past and takes longer to react.

E. N. Small reported that he received a request from a resident to obtain salt or sand from the Brush Dump. He explained that since the storage of contractor equipment at the Brush Dump, obtaining a small amount of salt or sand has been discontinued and no longer allowed by

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decision of the Board of Selectmen; the gates to the Dump are locked. The Board agreed to maintain this position.

HOLIDAY AND TRASH PICK-UP AND OTHER COMMUNICATIONS: As a result of calls and concerns raised by residents in response to a recent email sent by R. P. McDermott, E. N. Small offered to provide an opportunity for information planned to be forwarded to those on R. P. McDermott's email list to be reviewed by one or two members of the staff for accuracy in order to avoid incorrect information being provided.

L. A. Ruest stated that she has obtained information on a web site company which creates web pages for municipalities. She explained that the ability to have residents subscribe to certain information is available. Employees would be responsible for posting information (such as public safety, police department news, newsletters, agendas, etc.) Should a resident choose to no longer receive information from the Town, the ability to unsubscribe is available. Discussion took place on a manner in which information could be obtained by those who do not utilize email. The Board indicated it would like to learn more and asked L. A. Ruest to bring information to a future meeting.

PUBLIC COMMENT: No public comment was heard at this time.

NEW BUSINESS

WETLAND CROSSING AGREEMENT– CRANE – MAP 1, LOT 66-1: E. N. Small explained that the documents and posting of funds is pending on a conditionally approved wetland crossing special use permit for a driveway on Drinkwater Road. He noted that signature of the Chairman will be needed once funds are posted.

MOTION: To authorize the Chairman to sign this agreement on behalf of the Board of Selectmen once conditions of the Planning Board approval have been met.

MOTION: M. KASPRZAK

SECOND: C. P. GRAHAM

UNANIMOUS

VOLUNTEER APPLICATIONS – CONSERVATION COMMISSION AND ZBA: E. N. Small referred the Board to volunteer applications for two of three persons interested in serving. This matter will be added to the next agenda to consider all three at the same time.

SAMPLE BALLOTS: E. N. Small inquired with the Board as to the manner in which to provide sample ballots to residents. Contrary to past years, this year's Town Report will not be delivered which historically has included sample ballots. Following discussion of options, it was suggested to include sample ballots in the Newsletter mailing, post the sample ballots to the web site or have copies available at the three locations where Town Reports will be made available for pick up.

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MAINTENANCE PHASE – PELTONS WAY & WADLEIGH LANE – PUBLIC HEARING TO ACCEPT AS TOWN ROADS 2/15/12: E. N. Small reported that the Planning Board has released Peltons Way from the construction phase. He noted that there is a question with regard to the security posted by the developer for the maintenance phase. The Board signed posting notices for a public hearing to accept these roads as town roads. Notice will be provided to the property owners abutting these roads.

SELECTMEN REPRESENTATIVE REPORTS:

R. P. McDermott reported that the Fire Department meeting is next week and that the Library Trustees are talking about policies. He provided a listing of policies format for consideration of use by the Board of Selectmen. He added that the Library Trustees are planning to survey residents for input on how to grow the Library in an electronic world.

M. Kasprzak reported that the Heritage Commission meets Monday. She reported on the actions taken by the Planning Board with regard to releasing Peltons Way and Wadleigh Lane from the construction phase as well as discussion relating to the Crane wetland crossing special use permit and site plan approval relating to 115 Lafayette Road.

C. P. Graham reported that the Energy Committee did not meet in January and that the School Board held a public hearing on the elementary school budget last meeting. All Selectmen attended the budget hearing.

OTHER:

Newsletter: R. P McDermott asked that information be provided to Beverly Mutrie for her use in determining if there is a less expensive way to do the newsletter. E. N. Small noted that practice is to obtain prices from three vendors and noted that there is a Newsletter Committee consisting of representatives from each entity that deals with matters relating to the newsletter. B. Mutrie stated she is not looking to bid but seeking to find a cheaper cost per issue.

Line Dancing: E. N. Small reported that line dancing on Friday nights will resume at the Town Hall starting February 10.

Annual Audit - MS60a: E. N. Small reported that this form is new and that it provides information to the Department of Revenue Administration as to the firm that conducts the Town's audit. The form was signed by the Board.

Deliberative Session Refreshments: E. N. Small reported that Ruth Simon will be helping with refreshments on Saturday morning.

Hog Reeves: The Board acknowledged a communication from Moderator Alex Dittami with regard to selection. T. Samway, Old Stage Road, requested that the Board return to the practice of nomination and election of Hog Reeves at the Deliberative Session rather than appointment by

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the Board of Selectmen. He noted that it has been the practice to nominate and elect the newest residents present at the meeting.

Inquiry from Resident: R. P. McDermott reported that he received a call from a resident seeking information on Veterans Tax Exemption. E. N. Small stated the resident should be referred to the Tax Collector to obtain information and proper application form.

Compensation Review Committee: C. P. Graham requested to talk about establishing a Compensation Review Committee to address pay and benefits. He requested the Board give attention to appointing members to a committee in order to have a new compensation plan in place before next year. Board members agreed to give thought to this matter and come to the next meeting with suggestions as to the number of persons to make up this committee as well as framework and goals for the committee to address.

Town Meeting Coverage: C. P. Graham reported that he is not available the evening of the March election. M. Kasprzak and C. P. Graham will work out a schedule as R. P. McDermott is running for re-election. T. Samway, Old Stage Road, stated he felt that R. P. McDermott can perform duties even if he is running for re-election.

RSMS – Highway Department: R. P. McDermott asked that the matter of RSMS recommendations be added to the next agenda. He stated that he drove throughout town with the Road Agent and identified that some recommendations are overly estimated and that the Board could continue to make decisions on a case by case basis.

PUBLIC COMMENT:

T. Samway, Old Stage Road, stated he felt the issues presented relating to a property owner's fence on Nason Road is not a Town problem. He also inquired as to why the Board is surveying the Old Library property when previous plans have been recorded and information is available.

REVIEW AND APPROVAL OF PREVIOUS MINUTES – 1/18/12:

MOTION: To approve the minutes of the 1/18/12 meeting as written.

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

MOTION: To adjourn at 8:15 p.m.

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