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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

REORGANIZATION:

MOTION: To nominate and elect M. Kasprzak as Chairman for the 2012/2013 term in keeping with rotation tradition.

MOTION: C. P. GRAHAM **M. Kasprzak respectfully declined.**

MOTION: To nominate and elect R. P. McDermott as Chairman for the 2012/2013 term.

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

THANK YOU: R. P. McDermott read a thank you note received from the Hampton Falls Cub Scouts.

BUILDING INSPECTOR, CODE ENFORCEMENT, HEALTH - MONTHLY REPORT: The Board acknowledged K. C. Kelley's report for the month of February.

CITGO STATION – NOTICE OF WATER CONTAMINATION OF CERTAIN PRIVATE WELLS: It was reported that recent State testing reports received included three properties that showed an increase in levels of contaminants.

BUILDING INSPECTOR'S REQUEST FOR CODE COMPLIANCE ACTION: K. C. Kelley stated that action to correct a problem with the septic system at 42 Sanborn Road is being sought from the owner and State. He reported that he has been aware of this for years and that he is awaiting the State to issue an administrative order to the property owner to correct the problem. If this is not done, K. C. Kelley will report next meeting and discuss issuing a citation with the Board of Selectmen.

PEST AND TERMITE CONTROL: K. C. Kelley reported that he called and met with the contractor recommended by B. Mutrie. This contractor was not interested in the job. K. C. Kelley recommended the Board contact the contractor recommended by him in the past (Weaver). The Board acknowledged the information provided by Alan Eaton of UNH in this regard and all three concurred with contacting Weaver to do the work.

MOTION: To accept the Weaver bid based on recommendation of the Building Inspector.

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

WINTER ROAD MAINTENANCE CONTRACTOR

MARCH 1-2 SNOW STORM – CALCULATIONS FOR INCHES OF SNOW: J. Ziolkowski reviewed the reported inches of snow from WeatherWorks (24.6) and BWS (33.5) reporting services. R.

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P. McDermott reported his findings on how the number of inches is determined by these services. Discussion took place with regard to the number of inches reported as compared to the number of inches experienced in Hampton Falls. J. Ziolkowski stated there are scientific procedures used in determining the inches of snow and noted that he is aware there is not a weather spotter in Hampton Falls.

CLEANING OF WALKWAYS AND EMERGENCY EXITS: J. Ziolkowski explained how he manages the clearing of snow from the areas of government buildings. He reported that he shoveled snow from the accesses to buildings but did not treat them with salt. He stated he accepts responsibility for not treating the walk which resulted in a slip and fall. R. P. McDermott reminded J. Ziolkowski that the Board was adamant at the time of contract signing that the areas surrounding government buildings be cleared of snow and treated.

22 EVERGREEN DRIVE – MAILBOX: J. Ziolkowski reported that he has taken care of this matter.

DAMAGE TO SWALE ON APPLEWOOD DRIVE: J. Ziolkowski reported that he has taken care of this matter.

PLOWING CLOSER TO SIDES OF ROADS WITH CURVES: Discussion took place with regard to certain areas of roadways where the plow trucks go off the road up to three feet on one side and leave up to three feet of snow on the roadway on the other. J. Ziolkowski reported that he has instructed his plow drivers to be aware of damaging shoulders, etc. and indicated that the same operators service the same roads with some exception. This matter will be reviewed again at contract time.

ROAD AGENT - MONTHLY REPORT: R. P. McDermott inquired as to the services provided to the elementary school by the Road Agent. E. N. Small explained that minor work was done and is considered as a trade for services provided to the Town with regard to use of meeting space for town meeting. C. P. Graham inquired as to the work done at the Brush Dump and whether the work has been stopped to allow time to prepare information on costs, etc. for review of the Board. D. Robinson stated the work has been stopped and that it is anticipated that it would take a couple more days to finish the work. E. N. Small and D. Robinson will meet to discuss and complete a highway department project worksheet for the Board's review.

COACH LANE CULVERTS: R. P. McDermott stated he feels the culverts themselves should be left alone and asked Road Agent D. Robinson to provide a price to re-establish the drainage area so that water travels and flows properly. C. P. Graham stated he thought the problem was the mounding at the openings of driveway culverts and added that he has no problem with the condition of the swales. R. P. McDermott asked that a price be obtained for review of the Board.

REQUEST TO REPAIR FENCE CORNER OF NASON AND RT. 88: Discussion took place with regard to David French's request to the Town to address relocating large stones away from a fence owned by him. Following discussion, it was determined that neither the stones nor the fence are the responsibility of the Town. R. P. McDermott suggested that the property owner work with the Road Agent for assistance at his own expense.

LIGHTING INSIDE THE TOWN GARAGE: D. Robinson reported that he is seeking information from Unital with regard to a program they offer to assist with replacing outdated lighting with energy efficient lighting. He will report again once information is received.

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PUBLIC HEARING – ACCEPT UNANTICIPATED FED’L FUNDS – OCT. STORM \$10,072:

R. P. McDermott opened the public hearing reading the public notice.

The Board of Selectmen for the Town of Hampton Falls will hold a public hearing on Wednesday, March 21, 2012 7:00 p.m., at the Town Hall to receive public comment on the acceptance of funds for damages to town roads and property during the storm event of October 30, 2011:

Source	Grant Program	Amount
Federal Emergency Management Agency	Disaster Assistance	\$10,072

It was explained that the purpose of this hearing is to receive public comment on the acceptance of funds relating to the October 2011 snow storm. Discussion was opened to members of public. No comments or questions were heard. R. P. McDermott closed the public hearing.

MOTION: To accept the funds from FEMA for damages to town roads and property during the storm event of October 30, 2011.

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

FIRE CHIEF, AMBULANCE, EMERGENCY MANAGEMENT - MONTHLY REPORT: The Board acknowledged receipt of J. M. Lord’s February report. No questions were heard.

POLICE CHIEF, ANIMAL CONTROL - MONTHLY REPORT: The Board acknowledged R. Dirsa’s report for February and reviewed incidents.

NO LITTER SIGNS ON STARD ROAD: Suggestion has been made to place “no littering” signs on Stard Road. It was determined that doing so might be futile.

D. Robinson reported that he has received notice from the NH Department of Transportation that there is a plan to pave Route 88 from Route 1 westerly to Exeter. He stated that there may be an opportunity to pave over the small island at the elementary school entrance. The Board requested that this matter be reviewed with the Town Improvement Committee and that it report its findings.

R. P. McDermott inquired as to the metal rails stored at the area of the Depot. E. N. Small reported that he has worked to have them removed over the years without action. It was noted that the rails are located on the railway property and not Town property.

• **OLD BUSINESS**

FINANCIAL REPORTS - GENERAL FUND BALANCE \$1,053,900

TOWN CLERK \$41,651 MISC. RECEIPTS \$3,457 TAX COLLECTOR \$72,223

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SELECTMEN'S ACTION ITEMS FROM PREVIOUS MEETING: C. P. Graham reported that Compensation Committee members have been contacted and that a regular meeting date and time is being established.

2012-2013 APPOINTMENTS: E. N. Small provided the Board with a listing of expiring appointments as well as two volunteer applications for review. This matter will be added to the next agenda for discussion and appointments.

WI-FI FOR THE TOWN HALL: Discussion took place with regard to a request for access (by committees at public meetings) to the Town Hall's wireless internet access. In checking with Two-Way Communications, L. A. Ruest reported that there are concerns in providing the password to access in that those persons using the access will have access to the Town's network. A proposal has been provided by Two-Way which would allow for a "guest" access in the amount of \$757.05; these funds have not been budgeted for 2012. Discussion took place with regard to relocating the committee's meeting to the Library where access is available, raising private funds to cover the initial cost and whether the cost and annual fee is something the Town would budget for in future years. D. French stated he would look into private donations and report back to the Board.

EMPLOYEE SALARY PLAN 2012: The Board signed the pay plan as presented for 2012.

WEB SITE – OTHER COMMUNITIES: E. N. Small reported that he reviewed the community samples provided and agrees that the "subscribe to news" option looks worthwhile. The Board asked that L. A. Ruest proceed with research as to details and the costs and funds available and report back to the Board.

COST ANALYSIS ON TOWN HALL & MUSEUM IMPROVEMENTS: E. N. Small provided a spreadsheet outlining the costs associated with these improvements and indicated that the final invoice for windows has been submitted for payment.

VOTING BOOTH SET UP - REVIEW AND SUGGESTIONS FOR IMPROVEMENT: The Board agreed to have E. N. Small assign the task of setup and take-down of voting booths with the Custodian or Dump Attendant and budget funds for payroll.

RE-APPOINTMENT OF THE TAX COLLECTOR RSA 41:33 – MAR 31 IS THE DEADLINE FOR THE SELECTMEN TO APPOINT A TAX COLLECTOR: E. N. Small recommended reappointment of M. S. Hill for a term of three years.

MOTION: To reappoint Mary Ann S. Hill as Tax Collector for three years.

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

AUDIT STATEMENT – INVESTMENT PLAN/ CODE OF ETHICS/ DISASTER PLAN: A. control deficiency has been identified by the auditing firm in that the Town has yet to adopt three policies; investment policy, code of ethics policy and disaster recovery plan. The Chairman signed acknowledgement of this for return to Plodzick and Sanderson. E. N. Small was asked to bring proposed policies in these regards forward for consideration.

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GENERAL LEDGER BALANCE SHEET: E. N. Small reported that monthly reports are provided by the Bookkeeper to the Selectmen each month. L. A. Ruest was thanked for her efforts.

MUSEUM BOUNDARY STAKES- SITE VIEW: Anne (Tocky) Bialobrzkeski of Stockton Services provided the Board with a preliminary plan for use in drafting a boundary line agreement. She reported she met with the abutting property owner (Colliander) who was amenable to a boundary line agreement. Tocky asked that each Board member view the boundary markers before signing a boundary line agreement. It was reported that four lot corners have been witnessed by Tocky and witness stakes placed. Three iron pipes were set by Stockton Services and one iron pin in place is that of Millette (back left corner location obtained from Verity subdivision plan).

MOTION: To authorize Stockton Services to send the preliminary plan to the Collianders for review and approval and to ask Attorney Colliander to finalize the agreement.

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

If Attorney Colliander does not want to draw up this agreement, Tocky will draw up a mylar for the Town's use in having town counsel draw up the agreement and then file both the mylar and plan at the Registry. The Board thanked Tocky for a job well done.

PUBLIC COMMENT

B. Mutrie, Brown Road, asked if the Old Library (Museum) property would then be accepted by the Town at a future meeting. R. P. McDermott stated yes. She also inquired about the proposed web site for the Town stating that she did not feel the Library Trustees would be willing to contribute toward the cost.

• **NEW BUSINESS**

MEMORIAL DAY PARADE PERMIT: A Selectmen's Permit was reviewed and approved by the Board. Chairman McDermott signed approval on behalf of the Board.

MEMORIAL DAY GATHERING ON THE COMMON ALSO JULY 4TH & LABOR DAY, OLD HOME DAY – WHERE EVERYONE PARTICIPATES: R. P. McDermott asked the Board if it would be interested in offering opportunities for gatherings of townspeople on these holidays. It was determined that this is a matter for the Recreation Commission to consider and present suggestions to the Board of Selectmen.

SETTING REASONABLE TASK AND PROJECT DEADLINES: E. N. Small explained that on occasion the Chairman asks for tasks to be done which interferes with daily work. He requested that the Board set priorities when requesting attention to certain matters. For example, the issue of the rails at the Depot was set with a high priority. The Board agreed that matters could be scheduled to be addressed or placed on a future agenda.

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2011 ASSESSMENT APPEAL MAP 1, LOT 30-3 (9 La Fiesta Drive): The Board acknowledged receipt of the Assessor's report and recommendation for abatement.

MOTION: To accept the recommendation of the Assessor and grant this abatement.

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

HARDWARE FIREWALL- WAM INTERFACE INOPERABLE – REPLACEMENT COST: E. N. Small reported that as a result of a recent storm, equipment was damaged by electrical surge. Equipment needed was obtained from the Police Department as a temporary fix. An invoice and proposal to repair is forthcoming.

WHITE GOODS DAY – SELECT A DATE: The Board determined a spring white goods collection date of June 2.

EARTH DAY – ARRANGEMENT FOR A DUMPSTER: Earth Day is planned for March 31 with a rain date of April 7; E. N. Small has made arrangements for placement of a dumpster at the Brush Dump.

REQUEST FOR IMPACT FEES: The Board acknowledged receipt of a 3/12/12 letter from SAU Business Administrator Bill Hickey. Following discussion, it was determined that it is incumbent upon the Town to obtain specifics with regard to the use and purpose of the request/need. E. N. Small will contact B. Hickey and add this matter to the next agenda. No decision will be made until an explanation is received.

EFFICIENCIES – EXCEL & WORD TRAINING: R. P. McDermott stated he does not feel all employees are "up to snuff" when it comes to software training. He reported that he contacted a number of companies in this regard and found one that will come to the Town Hall to evaluate the needs of employees and another where training can be provided on a per person cost basis. He stated that he also spoke with the Local Government Center with regard to efficiencies in the office and is being proactive to see if help can be provided to help all be more efficient than they are now.

START THINKING OF DEPARTMENT HEAD GOALS: E. N. Small will work with Department Heads with regard to identifying goals for 2012 and add this matter to the April 18 agenda.

OTHER

Updated Cash Flow Projection worksheets were provided to the Board.

Report of Appropriations – Department of Revenue Administration Form was signed by the Board.

Schedule of Town Meetings Posting listing was updated and provided to the Board.

Peltons Way – Bonds: The Board signed a letter outlining its action with regard to accepting Peltons Way as a Town road and the indication of returning bonds no longer needed by the Town.

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Dead Trees – Route 88: At R. P. McDermott’s request, E. N. Small will again contact Unitil and the Department of Transportation to see if removal of these trees can be done sooner than later.

Highway Budget: R. P. McDermott asked that a status of Highway Budget funds be prepared to identify how much money is available given the lesser need for snow plowing.

PUBLIC COMMENT

T. Samway, Old Stage Road, supported the Board’s position on seeking more than a letter of request for impact fees. He added that someone from the School Board should be available to explain the needs and answer questions of the Board and public.

REVIEW AND APPROVAL OF PREVIOUS MINUTES -- FEB 29 / MAR 7

MOTION: To approve the minutes of the February 29 and March 7 meetings as written.

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