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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

MUSEUM BOUNDARIES – PLAN AND AGREEMENT: This agenda item was taken out of order. Anne (Tocky) Bialobrzkeski of Stockton Services presented a final plan and draft boundary line agreement for signature and recording. She provided a brief explanation of what has taken place since she last met with the Board and stated that the project is now complete. The Board thanked her for her efforts as well as the cooperation of the abutter.

ACCEPTANCE - MUSEUM FROM THE HAMPTON FALLS LIBRARY TRUSTEES: The Board decided to address this matter at a future meeting once boundary plan and agreement can be finalized and recorded.

BUILDING INSPECTOR, CODE ENFORCEMENT, HEALTH - MONTHLY REPORT: Building Inspector K. C. Kelley was not present at this meeting. The Board acknowledged his report for March.

MUSEUM & INSECT IRRADIATION – INCREASED COST: E. N. Small reported that an additional \$500 is needed for a vapor barrier that was not part of the original bid. This vapor barrier will allow for increased protection.

MOTION: To accept the increase of cost for insect treatment services up to \$500.

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

ROAD AGENT - MONTHLY REPORT: The Board reviewed the Road Agent's services for the month of March.

CURTIS ROAD- LOCK ON GATES AND BARS: D. Robinson reported that a plastic zip tie has been used to keep this gate from opening. The gate is not locked.

REMOVAL OF ELM VEHICLES FROM BRUSH DUMP- SET DEADLINE?: D. Robinson reported that all winter road maintenance contractor vehicles have been removed from the dump.

CHECK FOR OIL SPILLS AT BRUSH DUMP: Checking for oil spills has yet to be done.

LEDGE AT BROWN ROAD COMMON AT BROWN/NASON: The Board acknowledged information from the State of NH relating to removal of ledge in various areas in Town.

SNOW REMOVAL DAMAGE- FIELDSTONE LANE AND OTHER LOCATIONS: D. Robinson reported that this work has been done at no cost to the Town. E. N. Small reported that he has received a call from a resident of Fieldstone Lane indicating the work is not satisfactory.

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D. Robinson reported that the Town could do the work needed and bill the contractor. He also reported that he plans to drive around town to identify possible repairs needed as a result of plowing.

PUBLIC HEARING NOTICE FOR MAKING IMPROVEMENTS TO THE BRUSH DUMP: The Board reviewed and approved a notice drafted by E. N. Small in this regard for posting and publishing in a local newspaper.

RSMS AGREEMENT AND START TIME IN HAMPTON FALLS: This matter was continued to the Board's April 19 meeting to allow time for review.

RFP FOR SNOW REMOVAL -- ONE TO THREE YEAR AGREEMENT? Discussion took place with regard to extending the contract with the existing contractor or sending this matter to bid. The Board agreed to review the RFP used last time and send the matter to bid. E. N. Small will provide copies of the RFP to Board members.

ROADSIDE MOWING, BRUSH CUTTING AND TREE/LIMB TRIMMING: The Board reviewed a job estimate from the Road Agent for these services. Following discussion, the Board agreed to have the Road Agent do the roadside mowing and roadside brush cutting work sometime in June. It was suggested to wait until a listing of trees could be provided before deciding on the tree/limb removal work.

MOTION: To authorize the roadside mowing and brush cutting to be done in accordance with the job estimate provided by the Road Agent.

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

FIRE CHIEF, AMBULANCE, EMERGENCY MANAGEMENT - MONTHLY REPORT: The Board reviewed the March report and statistics prepared by J. M. Lord.

C. P. Graham inquired as to whether there was a way to better utilize the time of the Chiefs at meetings. He suggested that if there is a question relating to monthly reports, that individual Selectmen members seek an answer. C. P. Graham stated this way the Chiefs would only need to be available to answer a specific question or address a specific matter.

Discussion took place with regard to the benefits of the Board seeing the Chiefs on a regular basis, the basis of the statute, oversight of the Chiefs' positions and the Chiefs indications that they are okay with attending monthly. Chief Lord and Chief Dirsa provided their thoughts on employment reviews and oversight of their positions to include the basis of the statute. M. Kasprzak stated she felt it would be beneficial to all to meet with the Chiefs on occasion to hear of their concerns; having a two-way dialogue. The Board agreed to continue to meet with the Chiefs monthly and also hold two work sessions with them each year.

T. Samway, Old Stage Road, commented that he agrees with the Board's position of meeting with the Chiefs on a periodic basis.

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SEXUAL HARASSMENT TRAINING: J. M. Lord reported that Fire Department employees are taking on-line training for sexual harassment. He noted that there have been some computer issues. Employees have until June 1 to complete the on-line training.

GRANT FOR A GENERATOR FOR THE PUBLIC SAFETY BUILDING- MATCHING GRANT: J. M. Lord informed the Board of the need for a Hold Harmless agreement. The Board signed two copies of a Hold Harmless agreement at this time.

NUKE DRILL – APRIL 17: J. M. Lord reported that this drill went well and that he has received positive comments from local, state and FEMA representatives.

POLICE CHIEF, ANIMAL CONTROL - MONTHLY REPORT: The Board reviewed incidents and statistics relating to the March report. R. Dirsa stated that he will be requiring a detail officer for the Castleberry Fairs events on the Town Common. It was noted that the Jumper Classic event has been moved to August.

DARE PROGRAM – MAY 17

- **OLD BUSINESS**

FINANCIAL REPORTS - GENERAL FUND BALANCE \$58,200

TOWN CLERK – RECEIPTS \$51,269

MISCELLANEOUS RECEIPTS \$5,493

TAX COLLECTOR – RECEIPTS \$99,387

SELECTMEN’S ACTION ITEMS FROM PREVIOUS MEETING: C. P. Graham suggested that the present alternate member of the ZBA be approached to fill the vacant member seat. This then allows for those expressing an interest in the ZBA to serve as alternate. R. P. McDermott stated he would call P. Robart and J. Deleire.

PROPOSAL - RE-CABLE WIRING CLOSET FOR ETHERNET & REPLACE SWITCH: The Board reviewed a proposal from Two Way Communications with regard to re-cable wiring the closet and replacing a switch. E. N. Small reported that funds are available and that he will contact Two Way Communications to verify that today’s cost is no more than \$1,400. The Board approved.

EXCEL/WORD EVALUATIONS – EST. COST \$200-250: R. P. McDermott provided the Board with information and costs associated with asking employees to be evaluated and brought up to certain levels of knowledge with regard to software. E. N. Small stated he is willing to do the on-line training identified recently. M. Kasprzak suggested that the Town Administrator check with employees to see if this idea is acceptable before forcing employees to do something they don’t want. E. N. Small stated he would bring this matter to the next staff meeting.

MEETING DATE FOR SETTING DEPARTMENT HEAD GOALS: The Board asked that a goals listing be brought to the May 16 Selectmen’s meeting.

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PRIORITIES FOR OUTSTANDING PROJECTS?: E. N. Small asked that should the Board be looking to a greater priority on projects that he be made aware of Board member's thoughts so that he can make arrangements to address certain projects in conjunction with day to day responsibilities.

WORKSHOP TO REVIEW SELECTMEN'S POLICIES *APRIL 19, 9:30*

ASSESSOR'S OFFICE RELOCATION: The Assessor's workstation has been moved to the newly created front office of the Town Hall.

TAX COLLECTOR'S DEEDING – APPROXIMATELY MAY 22

COMCAST CABLE FRANCHISE NEGOTIATIONS: E. N. Small stated he spoke with Attorney K. Miller who indicated that the process is now in her care. The Board has delegated negotiations to her and Jay Somers of Comcast. It was noted that another public hearing will be necessary.

SPECIAL HOLIDAY EVENTS ON THE COMMON-REC. MTG. ON APRIL 16: In response to an inquiry from the Board of Selectmen, the Recreation Commission indicated in its minutes of April 16 that the manner in which the Memorial Day program is handled is satisfactory.

OTHER:

R. P. McDermott reported that the flag on the Town Common is frayed. E. N. Small stated he would check to see if there is another flag available.

R. P. McDermott asked when it was planned to discuss the contract with Northside Carting. E. N. Small reported that Robbie George of Northside Carting plans to send a proposed contract extension document and added that the members of the Recycling and Solid Waste Committee should be involved. R. P. McDermott suggested setting up an area at the Brush Dump for residents to bring and sort recyclables. The Recycling and Solid Waste Committee will be invited to meet with the Board of Selectmen.

PUBLIC COMMENT

T. Samway, Old Stage Road, stated that he would prefer recycling collection to be weekly from the curbside and that doing so would be helpful to residents given the number of times he has noticed residents miss collection with the every other week schedule. He suggested conducting a test by placing a recycling container alongside the cardboard recycling container at the Brush Dump to see if residents will dispose of recycling in this container when they have missed a collection day. He suggested that a test be done for a year before renewing the contract. He added that as the economy picks up there may be more value to recyclable items.

- **NEW BUSINESS**

LEGISLATIVE POLICY SURVEY: E. N. Small provided the Board with information on this survey.

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PRIMEX ANNUAL CONFERENCE MAY 9 & 10: E. N. Small will be attending this conference.

SEACOAST SENIOR SERVICES INFORMATION: R. P. McDermott explained that recent surgery of a resident has brought about a question of whether there is information to direct residents to in cases of need for meals or other services. E. N. Small provided the Board with a copy of a pamphlet available on-line from the NH Department of Health and Human Services with emergency (and other) contact information. R. P. McDermott stated he felt the Town should have a similar booklet for senior citizens and provide it to them by mailing or tax bill stuffer. E. N. Small noted that health agencies services listed in the Town Report are available to residents. C. P. Graham noted that there has been no great request for this type of booklet and is not aware of the extent to which it will be used. It was agreed to make a number of copies to keep on hand at the Town Hall and post at the Library.

ANNUAL DEPARTMENT HEAD EVALUATIONS

LISTING OF SPECIAL EVENTS- 2012: The Board reviewed a listing of events taking place in Town as prepared by E. N. Small. B. Mutrie, Brown Road, identified two other events that will be added to the listing.

TAX COLLECTOR'S LIEN, APPROX. \$200,000, DEADLINE APRIL 16.

TOWN HALL CARPET CLEANING – FRIDAY, APRIL 20

FALL WHITE GOODS DAY – SATURDAY, OCTOBER 20 was tentatively set.

OTHER

Revised Selectmen's Permit (4/12): A line has been added to this permit to indicate the location of an event. The Board approved the revised form.

NH DOT – Inspection of Bridge: E. N. Small referred the Board to a report from the State that indicates posting of the bridge on Sanborn Road over the Taylor River is not required.

PUBLIC COMMENT

B. Mutrie, Brown Road, inquired as to whether a list is kept with regard to maintenance items needing attention at the Town Hall. E. N. Small stated he keeps a list.

B. Mutrie also reported that plaster is falling off the wall in the location of the corner post repair at the Old Library. R. P. McDermott will call LCI Contractors.

B. Mutrie asked if there are any plans to improve the water quality to the Town Hall and Old Library. The Board indicated there are no plans.

REVIEW AND APPROVAL OF PREVIOUS MINUTES -- APRIL 4

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MOTION: To approve the minutes of the April 4 meeting as written.

MOTION: C. P. GRAHAM

SECOND: M. KASPRZAK

UNANIMOUS

NEXT SELECTMEN'S MEETING – WEDNESDAY, MAY 2, 2012, 6:30 P.M., TOWN HALL

MOTION: To adjourn the meeting at 8:37 p.m.

MOTION: M. KASPRZAK

SECOND: C. P. GRAHAM

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