

DRAFT

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

SELECTMEN REVIEW OF PROCEDURES, POLICIES AND HISTORY LISTING:

The Board conducted a page by page review of a listing of procedures, policies and history items dating from 1986 through April 2011. Copies of policies adopted since April of 2011 were provided to the Board. Information relating to these additional policies will be added to the listing and the date range will be amended to current. An additional draft Investment Policy was provided to the Board for review and discussion at a future meeting.

As part of discussion, the Board confirmed that it is a policy that town employees are not to work for hired contractors employed by the Town of Hampton Falls. If it is determined that additional attention to certain responsibilities of contractors is needed, that the Road Agent may be called upon to provide the services or work needed.

EMERGENCY MANAGEMENT EXPENDITURE POLICY: It was also identified that the matter of allowing the Emergency Management Director a certain allowance of expenditures without having to seek approval in advance from the Board of Selectmen needs to be addressed as a policy. E. N. Small will add this matter to the May 16 agenda.

OTHER AMENDMENTS:

ZONING DISTRICT CHANGE	3/21/07	ZONING DISTRICT CHANGE – USE A MAP IN THE WARRANT, WHEN A NEW ZONE IS PROPOSED: E. N. Small suggested placing a copy of a map on the warrant when a new zoning district is proposed to assist voters with understanding the area(s) affected.	PROCEDURE POLICY
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MOTION: That this previously designated procedure be re-designated to policy.

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

SEMI-ANNUAL MEETING WITH SELECTMEN	03/07/07	CONSERVATION COMMISSION - SEMI ANNUAL MEETINGS WITH THE BOARD OF SELECTMEN: The Board reviewed an outline of proposed report subjects as prepared by T. C. Tocci. It is suggested that the Conservation Commission report to the Board on a semi-annual basis to keep it apprised of conservation activity.	PROCEDURE
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MOTION: To request the Conservation Commission, as a matter of policy, report to the Board of Selectmen on a semi-annual basis to keep it apprised of conservation activity.

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

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TOWN HALL	11/29/88	Town Hall no smoking rule has been extended to include all spaces in this building.	POLICY
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The Board requested that the above item be added to a future agenda to amend the policy of no smoking to all government buildings.

RANGE FOR BIDDING PROJECT	6-2-10	M. J. Farinola questioned whether the Board should bid this project out or not. Although he had no problem with this project, he stated he does not want to get in the habit of giving all projects to the Road Agent even though a good price is presented. R. P. McDermott stated he understood that a range of \$3,000 to \$5,000 was agreed to with regard to bidding projects. M. Kasprzak agreed.	PROCEDURE
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The Board discussed this item and concluded that discussion has taken place since June of 2010 and that the matter should be discussed again to obtain a better understanding for all.

APPOINTMENT FORMS: The Board signed appointment forms as approved at a previous meeting and prepared by the Town Clerk.

RSMS AGREEMENT: Following discussion of the term of this agreement, the Board agreed to a term of 4/19/12-9/30/12. It was also agreed to strike the word “estimated” on the first page where the agreement identified the cost. The Board approved a cost of \$1,000. The Chairman signed the agreement on behalf of the Board.

MOTION: To authorize the Chairman to sign the document to execute the RSMS agreement.

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

MOTION: To adjourn the meeting at 11:13 a.m.

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