

**Board of Selectman
Town of Hampton Falls
May 2, 2012
Town Hall
DRAFT**

Present: Selectmen R.P. McDermott; Chair, M. Kasprzak, C.P. Graham, and E.N. Small; Town Administrator

R. P. McDermott opened up the Public Hearing at 6:35 p.m.

Public Hearing – Improvements to the Brush Dump

The Expansion of the Brush Dump Area includes the removing of an accumulation of composted materials, construct a gravel roadway to the back of the dump, composted materials will be removed at the price of \$3.00 per cubic yard, a daily tally of cubic yards will be recorded, and the outcome should be a neat and clean area maintained by the Highway Agent.

C. Merrill requested an opportunity to bid on this matter.

C. Graham proposed to extend this item to the bidding process.

Motion: To take this decision under advisement and to continue this conversation at the next meeting on May 16, 2012.

Motion: M. Kasprzak

Seconded: R. McDermott

Motion passed 2-1-0 (C. Graham opposed).

M. Kasprzak proposed that in the future the Board physically view the subject area involved before the subject is introduced and prior to a Public Hearing. The Board agreed to view the trees and stump removal areas at the stump dump on May 14, 2012 at 5:30 p.m., and the rain date will be May 15.

RFPs – Winter Road Maintenance – review of the last RFP.

C. Graham requested to continue to review the RFP. The Board agreed to address any concerns and questions for the next meeting. E. Small will email Town Department Heads for any additional input.

Reimbursement to Winter Road Maintenance Contractor per Agreement

The Board agreed to address this item at the next meeting.

R. McDermott closed the Public Hearing at 7:00 p.m.

Old Business

General Fund Balance \$48,500

1. Executive

a. Actions Items from previous meeting

Tax bills will be going out in the middle of May. E. Small will address any banking concerns and request the Treasurer maintain a minimum balance of \$10,000 in the checking account; a change from the previous minimum balance amount of \$5,000.

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b. Appointments to the Board of Adjustment

One full time position and an alternate position are currently available. The Board agreed to address these appointments at the next meeting. E. N. Small will request a listing of current membership and vacancies from L. A. Ruest.

c. Selectmen's Expectations for all Department Heads

The Board reviewed the Policy regarding the Selectman's expectations for all Department Heads and agreed to rewrite #9 (*9. Town Organization: Exhibit concern for the entire Town organization by contributing ideas and working on assignments that benefit the organization beyond the scope of solely your department by first consulting with the Town Administrator.*). The Board agreed to address this at the next meeting.

Priorities for Outstanding Projects

d. **Utility Abatements** – will continue to be reviewed. E. Small will talk with utility appraiser Glenn Walker.

e. **2012 Goals** – Selectmen & Department Heads were discussed. E. Small will prepare a listing for review next meeting.

f. **Highway Projects RSMS**

- The preliminary update will take about 2-3 days to determine what the road needs are.
- Monies saved from the 2012 winter can be used to maintain the roads.
- How much money is available and where it will be used?

g. **Elderly Exemptions** applications were signed.

h. **Preparation for White Goods Day** – E. Small will coordinate needs.

Finance Administration

Progress report – cable wiring in closet – to be upgraded by Two-Way Communications.

Government Buildings

a. **Town Hall** – new furnace – estimated cost to be established by Webber Energy – information has not arrived to date.

b. **Museum Boundary Agreement** – Suggestions include Granite posts in the front corners of the museum. E. Small will obtain an estimate of the cost.

c. **Acceptance of Museum property – gift in trust – RSA 31:19** – The Board agreed to continue this conversation next meeting.

d. **No smoking in all town-owned buildings** – Policy –

Motion: To adopt a no-smoking policy with respect to prohibiting smoking in all town buildings.

Motion: C.P. Graham

Seconded: Maryann Kasprzak

Unanimous

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Solid Waste - White Goods Day – document shredding. The Board agreed:

- To investigate shredding service costs in order to provide this service to residents on the fall dump day.
- L. Ruest is investigating shredding containers that can be used in the Town Hall for small projects without a long term cost.

Schools – Cash Flow – E. Small is working with the School Treasurer and the SAU.

Other – **Historical Society** – sale of 275th celebration mugs.

Motion: To give the remaining boxes of the Hampton Falls 275th Anniversary Mugs to the Historical Society.

Motion: C.P. Graham

Second: M. Kasprzak

Unanimous

Public Comment - none.

New Business

Executive

a. 2011 Audit letter and policy recommendations – 4-3-12

Discussion included updating the Investment Policy, Disaster Recovery Policy and Code of Ethics Policy. E. Small suggested including these as goals to be accomplished in 2012.

b. “Lozilu” event at Applecrest Farms – Selectmen’s Permit.

- The Event is scheduled for July 7, 2012. The Board agreed to continue this conversation to the next meeting.

Finance Administration

- Property Tax bills to be issued during the third week in May.
- Collectors Deed discussions included:
- What are the steps we should be taking?
- Eric will engage legal assistance for step by step assistance with this procedure.

Roadside Brush

- E. Small will contact the Planning Board regarding how high the roadside brush can be cut on scenic roads.
- Unutil only clears the tree limbs on the roadsides where the electricity poles are located.

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- What is the time frame on the equipment for the Road Agent to perform roadside tree and limb removal?

Castleberry Fair

- R. McDermott signed the Selectmen's Permit for the Castleberry Craft Fair for May 12 & 13.

Monthly Reports - Selectmen Representative Reports

R.P. McDermott

- a. Library – R. P. McDermott will investigate budget line item procedures.

M. Kasprzak

Planning Board – Discussion included the Unitil plan for the tree limb trimming on certain scenic roads.

Heritage Committee – no meeting

C.P. Graham

School Board – The next meeting is May 3, 2012.

Energy Committee – The Energy Committee has provided a disc relating to an energy audit that can be reviewed by the Selectmen and stored in the Town Hall.

Other

- The Compensation Committee will meet on Friday, May 4, 2012 at 7:30 a.m. Town Employees are encouraged to attend to ask questions and to address their concerns.
- The Board signed a Disabled Veteran Exemption and Intent to Cut Application.

Public Comment – Discussions, questions and comments included: Wi-Fi in the Town Hall building, The Library line items and spending procedures, RSAs relating to Library spending and budgeting for a new furnace,

Motion: To approve the minutes of April 18 and April 19, 2012.

Motion: C.P. Graham

Second: M. Kasprzak

Unanimous

The next public meeting is Wednesday, May 16, 2012 at 6:30 p.m. at the Town Hall.

Motion: To move into Non-public RSA-91-A: 13 II (a) at 8:30 p.m. Roll call vote. R.P. McDermott says yes, M. Kasprzak says yes, and C.P. Graham says yes.

Motion: C. P. Graham

Second: M. Kasprzak.

Unanimous

Maureen Hastings, Recording Clerk

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