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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

BUILDING INSPECTOR, CODE ENFORCEMENT, HEALTH -- MONTHLY REPORT: The Board acknowledged K. C. Kelley's report for the month of May; no questions or comments were heard.

CODE ENFORCEMENT – 37 LINDEN ROAD: K. C. Kelley reported that he has prepared a report dated May 3, 2012, relating to violations at this property. It has been passed to the Town Administrator for forwarding to counsel. No comments or questions were heard from the Board.

2012 GOALS: The Board reviewed and discussed proposed goals of K. C. Kelley as listed on the Proposed Department Goals – 2012 dated 6/17/12.

MUSEUM INSECT ERADICATION – 45 EXETER ROAD: K. C. Kelley reported that work was done on Friday and is now complete.

HEP C & MOSQUITOES: K. C. Kelley provided information with regard to mosquito matters and the status of the Hep C issue at Exeter Hospital. No action is required of the town with regard to Hep C.

ROAD AGENT - MONTHLY REPORT – MAY: The Board acknowledged receipt of the Road Agent's monthly report. No comments or questions were heard.

PRIORITIES FOR OUTSTANDING PROJECTS: C. P. Graham inquired as to whether D. Robinson has prepared a listing of roads and other road matters needing attention this summer. D. Robinson stated he has not yet drafted a listing and R. P. McDermott asked to sit with him to review areas needing attention and draft a list. D. Robinson noted that numerous areas along edges of pavement have been washed away and need to be addressed. In response to C. P. Graham, R. P. McDermott stated there is no target date to identify needs.

HAZARDOUS TREE – CORNER OF DEPOT RD & COACH LN: E. N. Small reported that a tree on the northwest corner of Coach Lane has been deemed a hazard by Unitil and it is requested that it be removed by Unitil's tree service. C. P. Graham and M. Kasprzak stated they have not viewed the tree, however, if there is concern, they would be willing to have it removed by Unitil. M. Kasprzak suggested that when trees such as this are removed that another tree be planted in its place. Elm trees were suggested, however, it was identified that there are other varieties of trees that do not grow to the height of overhead wires and/or are road salt resistant. R. P. McDermott asked M. Kasprzak to research the cost of Elm or disease resistant trees.

MOTION: To deem the large pine tree on the northwest corner of Depot Road and Coach Lane a hazard and allow Unitil to remove it.

MOTION: M. KASPRZAK

SECOND: C. P. GRAHAM

UNANIMOUS

2012 GOALS: The Board reviewed and discussed proposed goals of D. Robinson as listed on the Proposed Department Goals – 2012 dated 6/17/12.

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RECYCLING SIGN AT THE BRUSH DUMP: D. Robinson reported that obtaining this sign is in progress.

WINTER ROAD MAINTENANCE AGREEMENT – INPUT FROM DEPT. HEADS: R. P. McDermott requested input from Department Heads for consideration of next season’s agreement. J. M. Lord and R. Dirsa identified the need to clear and treat entrances/exits/stairs to all government buildings in a timely manner in advance of staff or public coming to town buildings. R. Dirsa also noted a need for more timely response to citizens’ complaints. D. Robinson asked to be called if it is found that these services are not provided timely.

TOWN LINE SIGNS - ESTIMATED COST OF \$300: D. Robinson stated that \$300 should cover the cost for three signs at the town lines of Mill Lane, Stard Road and Dodge Road.

MOTION: To authorize the expenditure of \$300 to purchase three Hampton Falls signs.

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

BRUSH CUTTING AND TREE TRIMMING: D. Robinson reported that the brush cutting work has begun and that some cutting is being done by hand. Roadside mowing has not yet started.

FIRE CHIEF, EMERGENCY MANAGEMENT - MONTHLY REPORTS – APRIL & MAY: The Board acknowledged receipt of reports for April and May. No comments or questions were heard.

EXPENDITURE POLICY IN EMERGENCY EVENT- BLIZZARD, ETC.: Referring to an email from C. P. Graham dated November 5, 2011 relating to emergency expenditures. J. M. Lord explained the manner in which the Emergency Operations Program of 2007 works within the Departments. He provided a chart as to who does what and when noting there are four levels of activation depending on the severity of an event. He also provided copies of RSAs outlining his authority to act in this regard as well as information as to the manner in which he obtains assistance of rental equipment or other and when personnel is called in to help. J. M. Lord reviewed the basics of when FEMA or the State of NH gets involved and the process to apply for assistance. In closing, J. M. Lord reported that \$2,500 is an acceptable amount of expenditure and that he would work with it and let the Board know if it is found to be insufficient.

2012 GOALS: The Board reviewed and discussed proposed goals of J. M. Lord as listed on the Proposed Department Goals – 2012 dated 6/17/12.

POLICE CHIEF - MONTHLY REPORT: The Board acknowledged the Police Department report for May. No comments or questions were heard.

2012 GOALS The Board reviewed and discussed proposed goals of R. Dirsa as listed on the Proposed Department Goals – 2012 dated 6/17/12.

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• **OLD BUSINESS**

FINANCIAL REPORTS - GENERAL FUND BALANCE \$458,300

TOWN CLERK – RECEIPTS \$49,627

MISCELLANEOUS RECEIPTS \$6,882

TAX COLLECTOR – RECEIPTS \$329,954

SELECTMEN’S ACTION ITEMS FROM PREVIOUS MEETING: An updated listing of action items was reviewed at this time. R. P. McDermott inquired as to the status of quotes for the Town Hall furnace. E. N. Small reported that four have been requested with calls yet to be received from two contractors.

ACCOUNT PAYABLE/ PAYROLL:

MOTION: To approve Warrants for accounts payable and payroll in the amounts of \$47,179.39, \$1,060, \$6,428.86 and \$17,930.95

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

CASH FLOW: E. N. Small provided the Board with an updated cash flow spreadsheet.

AMENDMENT TO SELECTMEN’S EXPECTATIONS OF ALL DEPARTMENT HEADS: E. N. Small provided the Board with a revised copy (endorsed and amended through June 6, 2012).

EVALUATION OF TOWN ADMINISTRATOR: Discussion took place with regard to work flow of the Town Administrator, the availability of Selectmen and a potential date to meet. Selectmen members will check their calendars to offer two or three dates to meet in September.

WEBSITE PROPOSAL: L. A. Ruest explained that the proposal is to pursue an updated web site utilizing Virtual Town and School. The cost of these services (\$3,500) can be paid over three years and the annual maintenance/service charge is to be budgeted (\$1,500 year). Following discussion, the Board asked L. A. Ruest to check with the School and Library to see if they would be willing to apply the annual cost of printing and mailing the newsletter to the cost of establishing this web site where the newsletters will be available by subscription (no longer printed and mailed).

MOTION: To allow L. A. Ruest to contact the School and Library for funding and proceed with establishing the new web site creation process and to approve the cost of \$1,500 per year for support.

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

FARO GARDENS AND TAX DEEDING FOR 2009 TAXES – TAX COLLECTOR: The Board acknowledged receipt of a delinquent tax report for this property (Map 7, Lot 50) showing a total for three years of liens due of \$99,453.04. Discussion took place with regard to whether the Board of

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Selectmen wants to deed the property or if a deed waiver is in line. Tax Collector M. Hill explained that the deeding process would be for tax year 2009 and that the property owner is planning to make payments of \$5,000 every other week for a total of \$49,000. M. Hill reviewed the deeding and selling process. With regard to an agreement to a payment plan, M. Hill stated if the property owner fails to follow through with regular payments as agreed, the Board can start the deeding process again.

MOTION: To approve the Tax Collector's plan to enter into a waiver agreement with Faro Gardens to pay \$5,000 every other week to eradicate the 2009 tax lien.

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

SHREDDING SERVICE FOR DATED AND OBSOLETE TOWN RECORDS- OCT 20TH: The Board reviewed an email from L. A. Ruest with respect to obtaining a secure container for placement at the Town Hall for use of the staff and volunteer working to organize records. Following discussion, it was agreed to pursue the option with DataShredder allowing for periodic pick-up rather than scheduled pick-ups.

2011 AUDIT UNDESIGNATED FUND BALANCE - \$320,574: A copy of the final audit report prepared by Plodzick and Sanderson has been provided to each Board member.

LEGAL OPINION LETTER RE PERSONNEL MATTERS: Discussion took place with regard to clarifying the Board's position with regard to the Town Administrator's authority to contact town counsel with regard to personnel matters. Following discussion, the Board determined that the Town Administrator is to inform the full Board of the need to contact counsel when a personnel matter arises, to include a basic description of the incident without identifying the employee or the situation.

At this time, E. N. Small informed the Board of the need to contact town counsel with regard to a personnel issue. All three Board members approved.

SOLID WASTE & RECYCLING CONTRACT – MEETING WITH SW COMMITTEE?: The Board of Selectmen will meet with Recycling and Solid Waste Committee members on Wednesday, July 18 at 6 p.m.

PROCLAMATION: C. P. Graham explained that he has been asked to assist with a proclamation for Karen Ayers with regard to her long-time service to the Town and Conservation Commission projects. The proclamation was signed by the Board.

NH COASTAL ADAPTATION WORKGROUP (CAW) - JUNE 28, TOWN HALL

- **NEW BUSINESS**

**THANK YOU NOTE- DONATION OF HISTORY OF HAMPTON FALLS 1900-1917 and
THANK YOU NOTE – HF DELI BARN– PIZZA DONATION ON WHITE GOODS DAY** were signed by the Board. M. Kasprzak suggested that a plaque showing appreciation for service or

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donations be considered. The Board agreed and M. Kasprzak will research samples for consideration.

JULY 18 MEETING – MS4 STORM WATER REGULATIONS-JONATHAN RING: C. Brown reported that she is not available for this meeting and would be willing to review the minutes if needed. Following review of the grant documents, it was questioned as to where the locations of concern are in Hampton Falls, whether there are any and whether the Town would meet the affordability points criteria.

DRA’S DECISION LETTER REGARDING WARRANT ARTICLES 9 AND 19: E. N. Small noted that the draft warrant is sent to the DRA for review in advance of finalization. This was done for the 2012 warrant, however, a letter has been received from the Town’s DRA advisor disallowing these two warrant articles. C. P. Graham suggested that a letter pointing out the effort of sending the draft warrant for advance review was finalized based on input of the DRA and now the Town is learning that certain warrant articles are disallowed.

WHS CASH NEEDS PROJECTIONS: E. N. Small reported that the unadjusted figure has been received.

ABATEMENT APPEALS FROM THE TOWN’S ASSESSING AGENT

MAP 8, LOT 83-3, 24 COACH LANE

MOTION: To accept the recommendation of the Assessor and deny this request.

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

MAP 8, LOT 84-10, 15 MEADOW LANE

MOTION: To accept the recommendation of the Assessor as presented.

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

MAP 1, LOT 65 – 2 & 5, HARDY LANE

MOTION: To accept the recommendation of the Assessor as presented.

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

VETERAN’S EXEMPTION was approved and signed by the Board.

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PA-28 INVENTORY OF TAXABLE PROPERTY FORM FOR 2013: M. Hill explained that this form is used to obtain assessing information, residency information and dog population information. The Board signed the order form for the PA-28 forms.

VALUATION OF TELECOMMUNICATION POLES AND CONDUITS – DRA REPORT: E. N. Small explained that the Town’s DRA representative has sent a report informing of the need for the Town to complete the valuation of the telecommunications poles and conduits in Town. E. N. Small reported that the budget does not include funds to do so and there is question as to whether the DRA has the authority to require this.

ACOUSTICAL PANELS – MAIN HALL OF THE MEETING ROOM: An estimate to repair the panels in the meeting hall has been received in the amount of \$400. E. N. Small explained that the closing of the double doors to the hall is loosening the panels. R. P. McDermott asked how the panels will be attached. E. N. Small will ask this question and report back.

OTHER

Telephones: L. A. Ruest reviewed the pricing received from Hampton Technical for replacement telephones within the Town Hall offices. Following discussion, the Board approved the purchase of three phones at a cost of \$150 each. In addition to the telephone pricing, a price to run a telephone wire and CAT5 cable to the front Assessor’s office was approved.

Tercentenary Invoice: The Board approved the processing and payment of expenses submitted by this Committee.

MOTION: To approve the payment of the expense of \$26.22.

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

Volunteer Application – Conservation Commission: E. N. Small reported that B. Burns has requested appointment of Dale Oshberg who has expressed interest in serving as Member of the Conservation Commission; his brief statement is to follow.

MOTION: To approve the appointment of the volunteer applicant, Dale Ohsberg, to the Conservation Commission.

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

Assessment – PSNH: E. N. Small reported that he has spoken with Glenn Walker with regard to an offer from a PSNH representative to reduce its assessment value in Hampton Falls. G. Walker has indicated that he feels the Town should wait to see how this matter will fair with the Board of Tax and Land Appeals.

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July/August Newsletter: Board members has no changes to the proposed newsletter for the Town.

PUBLIC COMMENT

C. Brown, Exeter Road, stated she would like to know more with regard to taxing utility type poles as individuals are taxed on their phone bills and questioned where the money is going if the Town is not taxing them.

REVIEW AND APPROVAL OF PREVIOUS MINUTES --JUNE 1 & 6:

MOTION: To approve the minutes of the June 1 and June 6 meetings as written.

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

NEXT SELECTMEN'S MEETING – WEDNESDAY, JULY 18, 2012, 6:30 P.M., TOWN HALL

MOTION: To adjourn the meeting at 9:15 p.m.

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