

DRAFT

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

NON-PUBLIC SESSION –RSA 91-A: 3, II. (A) PERSONNEL

MOTION: To go into non-public session in accordance with RSA 91-A:3, II. (A) Personnel discuss personnel.

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

MOTION: To go out of non-public session and resume at 2:39 p.m.

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

RECYCLING/SOLID WASTE CONTRACT: Robbie George and Mark George of Northside Carting were present. E. N. Small referred the Board to an amended agreement for a term of two years and three months. Discussion took place with regard to the term of the contract expiring at the same time the term of the 53B District contract for disposal. This will allow the Board to address both matters in 2015 when negotiating a contract going forward. R. George noted that more landfills are available now and there may be an advantage to no longer continuing with the 53B District. E. N. Small noted one change to the agreement is the return to weekly curbside collection of recycling.

MOTION: To execute the modified agreement as written for the term of April 1, 2013 – June 30, 2015.

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

The agreement was signed by the Board and R. George. The Board thanked the Northside Carting representatives for a job well done.

TOWN ADMINISTRATOR SEVERANCE: The Board informed E. N. Small of a severance amount approved with regard to his retirement from the Town of Hampton Falls effective September 1, 2012. E. N. Small thanked the Board for its generosity.

CHANGE TO EMPLOYMENT POSITIONS:

BUILDING INSPECTOR/HEALTH OFFICER/CODE ENFORCEMENT/PLANNING ASSISTANT: The Board determined that this former full time position will now be two separate part time positions: Building Inspector/Health Officer and Fire Inspector/Code

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Enforcement Officer. The part time Building Inspector/Health Officer position is currently being advertised and resumes are due September 4.

Code Enforcement Officer responsibilities are to be added to the responsibilities of Fire Inspector J. True to become a combined part time position of Fire Inspector/Code Enforcement Officer (8 hours Fire Inspection, 16 hours Code Enforcement weekly). This employee will report directly to the Board of Selectmen, the code enforcement authority. Two code enforcement matters are pending with deadlines for compliance (37 Linden Road and 10 Crank Road).

MOTION: To appoint J. True as Code Enforcement Officer to serve a combined position of Fire Inspector/Code Enforcement Officer for one year.

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

It was restated that the Code Enforcement Officer portion of this job reports to the Board of Selectmen and the Fire Inspector portion reports to the Fire Chief.

ADMINISTRATIVE ASSISTANT: The Board determined that the former full time position of Administrative Assistant will become two to three part time positions: Bookkeeper (8 to 10 hours per week) and Secretary to Planning Board, Zoning Board of Adjustment and Selectmen (16 to 20 hours per week).

L. A. Ruest was asked to prepare and post want ads for these positions. Persons who have expressed an interest in working part time in this regard will be contacted to see if they would be willing to work on an interim basis until the positions are filled.

Discussion took place with regard to ranges of pay for these positions as obtained from the Local Government Center's wage survey. It was also suggested to break out the former position of Administrative Assistant to three part time positions for the pay plan and budget: Bookkeeper, PB/ZBA Secretary and Town Secretary).

MS1 and MS4: E. N. Small explained that the Department of Revenue Administration (DRA) does not yet have the MS1 form available. Due to this, E. N. Small prepared the paperwork to request an extension of time to submit. The Board signed this request.

E. N. Small stated that the MS4 has been prepared using revenue information through the month of August. He noted that information can be updated once the tax rate is set with the DRA. He reviewed the amounts of undesignated funds to be used to offset taxes as well as the increase to the overlay amount. He stated that the undesignated fund balance is set by the auditor.

UTILITY ASSESSMENT: E. N. Small distributed a summary of utility values. He explained the \$300,000 assessment for Seabrook Station (Parcel UT2). This amount has been determined based on Seabrook Station's agreement to withdraw its abatement request for 2011.

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E. N. Small also explained that he has been working with G. Walker in order to obtain an estimate for him or his firm to revalue the utilities and assess utility poles.

MOTION: With regard to Parcel UT2, to accept the proposal to value this parcel at \$300,000 for the 2012 tax year in exchange for rescission of the pending abatement application.

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

The Board agreed with the Town Administrator's recommendation to add \$40,000 to overlay. He will add this information to the MS4 for submission.

ROAD IMPROVEMENTS: E. N. Small provided the Board with a proposal for shim work to Drinkwater Road in the amount of \$26,975. He noted that there is other work needed for other roads and that that information is forthcoming from the Road Agent.

The Board reviewed a spreadsheet of available funds and discussed funds available from a capital reserve fund. The Board agreed to spending funds for Drinkwater Road as presented. It was noted that some funds should be retained in order to address potential storm damage to roads, etc.

WELFARE OFFICER: E. N. Small reported that there is one case at present and that an interim Welfare Officer is handling the matter. The Board approved an hourly rate of \$27 for the interim Welfare Officer's services.

WARRANT – 2013: E. N. Small reported that he has prepared a draft warrant and asked the Board to review the inclusion of a request to increase fees as well as an article to change the elected position of Treasurer to an appointed position. He also suggested that information be prepared for voter consideration in order to provide information supporting the need and request in advance of budget sessions.

TOWN HALL FURNACE TO 45 EXETER ROAD: E. N. Small reported that consideration is being given to moving an unused furnace from the Town Hall to the Old Library at 45 Exeter Road. Webber Energy is conducting a heat loss test in the building at 45 Exeter Road to determine if the unused furnace will suffice. There will be a fee to move and install.

TOWN HALL COPIER: The Board asked L. A. Ruest to obtain three prices for consideration of purchasing a new copier for the Town Hall.

MOTION: To adjourn the meeting at 3:50 p.m.

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