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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

**PERSONNEL:**

The Board discussed and determined hours and wages for the new positions of part time Bookkeeper, part time Secretary to the Planning Board, Zoning Board of Adjustment, Board of Selectmen and Town Administrator and part time Building Inspector/Health Officer and part time Code Compliance Officer as follows:

Position	# of Hours Weekly	Pay Rate
Bookkeeper	Up to 8 – 10 Hours 2012	\$15 - \$20
Secretary	Up to 18 Hours	\$10 - \$20
Code Compliance Officer	Up to 16 Hours 2012 10 Hours 2013	\$16 - \$18
Building Inspector/Health Officer	Up to 16 Hours 2012 12 Hours 2013	\$25 - \$35

L. A. Ruest was asked to provide financial information with regard to hiring a part-time Building Inspector/Health Officer as an employee versus a part-time contracted position. Discussion also took place with regard to persons available for filling in the vacated positions on an interim basis.

**INTERVIEW – INTERIM PART TIME SECRETARY:** The Board welcomed Robin Arsenault and asked questions with regard to her experience, background, skills and availability. It was explained that the position includes some night meetings as well as daytime meetings. In response to R. Arsenault, the Board explained that it has posted this position and is seeking interested candidates and suggested she apply. The length of the interim period was estimated to be six weeks. R. Arsenault thanked the Board for the interview opportunity and stated she would consider the position and talk it through with family. The Board suggested contact be made with R. Arsenault on Thursday.

**APPOINTMENT OF PART TIME CODE COMPLIANCE OFFICER – J. TRUE:** J. True joined the meeting to obtain information on the hours and rate of pay for this new position. He explained his current employment situation to include his availability for working a certain number of hours on a part time basis. The Board explained that this position is a part time hourly position of up to 16 hours per week for the remaining months of 2012 and then up to 10 hours per week for 2013. The Board acknowledged that J. True may be called to an emergency event. It was noted that the responsibilities would include attending meetings of the Zoning Board of Adjustment, recordkeeping, etc.; this position reports to the Town Administrator and not the Zoning Board of Adjustment Chairman as indicated in a draft job description. It was also stated that the Board of Selectmen is the code enforcement authority of the Town of Hampton Falls and J. True would become its agent or Code Compliance Officer. The Board reviewed its position with regard to addressing zoning violations in the residential and commercial zones and

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reviewed the Town's code compliance procedure requirements to include creating a record, taking photos, contacting the property owner of record and seeking resolution. The Board requested that an activity log of activity be kept as well as regular meetings with the Fire Chief and Town Administrator. The Board requested that L. A. Ruest review the draft job description with J. True and amend for consideration of the Board.

In closing, discussion of a pay rate took place and was determined to be \$19 per hour for the remainder of 2012 when a review will take. J. True agreed to 10 hours per week at a rate of \$19 per hour. It was noted that J. True will continue with 8 hours per week as Fire Inspector for the Fire Department.

**ASSISTANT MODERATOR:** E. N. Small reported that Moderator Roberta Burns appointed K. Graham as Assistant Moderator.

**BEGIN DATE OF WEEKLY CURBSIDE PICKUP OF RECYCLING:** The Board acknowledged that the new contract with Northside Carting includes weekly curbside pickup of recyclables beginning in April 2013. The Board asked E. N. Small to contact Northside Carting to obtain a cost to begin weekly pickup in January 2013.

**HIGHWAY FUNDS:** The Board requested L. A. Ruest prepare information showing the available balances of highway funds.

**ASSESSING UTILITY POLES:** C. P. Graham inquired as to the status of assessing utility poles. E. N. Small explained that a request has been made to G. Walker (Sansoucy) to provide an estimate of the cost to assess poles in Hampton Falls.

E. N. Small recommended the Board also budget for the assessment of Unitil as this has not been done for some time.

**MOTION:** To adjourn the meeting at 12:25 p.m.

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