

DRAFT

PRESENT: R. P. McDermott, Chairman; M. Kasprzak, Vice Chairwoman; C. P. Graham, Selectmen; L. Ruest, Administrative Assistant; Abigail Tonry, Acting Secretary

NEW HAMPSHIRE COMMUNITY PLANNING CHALLENGE: continued to the November 7th meeting.

MONTHLY REPORT: POLICE: Chief Dirsa spoke regarding an opportunity for shared county attorney time with Exeter on an 80/20 split. The position is expected to cost a maximum of \$83,000 annually; Hampton Falls' share would be \$16,600. Jackie Docko would be the assigned attorney to Hampton Falls but the office has many attorneys if a conflict for her time should arise. The town would have access to an attorney 24/7 as the free county time is now less available due to higher volume of cases. Currently Chief Dirsa estimates that Officer Boynton spends about 10 hours a week as officer prosecutor. DUI cases can take up to 20 hours in preparation and prosecuting time but the main concern is crimes against persons where the victim is at a disadvantage when there is not an attorney prosecuting the case. Often there are two officers needed on one case and the defense will wait until the last day to notify the court of their intentions which also ties up officer time. Chief Dirsa said that Officer Boynton is his second in command as well as the force's trainer, crime scene photographer and that having a county attorney would allow Officer Boynton more time on patrol. Although this would not be a cost saver to the town, estimating Officer Boynton's time/rate it is about the same amount now spent. Of the 28 towns the Chief surveyed only five still have officer prosecutors. Of the five four are from Hampton District Court. C. Graham stated that having a county attorney would have merit stating that this might be "the cost of growing pains in the big bad world". He wanted to see the contract to be sure that Hampton Falls' need to be in Hampton District Court versus Exeter would not discourage the attorney from completing her work. The contract would run from Jan 1-Dec 31. The Board recommended Chief Dirsa tell Exeter that we are interested and could like to review a possible contract.

ROAD AGENT: Dick Robinson stated that the culverts on Brown Road and Curtis Road are cleared of the beaver dams. He said he was told by the state that he should shoot the beavers as he cannot trap them due to other animals he might catch in there traps. L. Ruest will bill the owners as the water is a risk to the roads and keeping the culvers clear is the owner's responsibility. There was discussion of cleaning the town's catch basins before winter. D. Robinson said there are 63 at a cost of \$35 each which exceeds the \$2000 budget for 2102. He said he will clean the worst ones and not the ones that are not bad. There was discussion regarding refrigerators etc. still left at the Brush Dump. L. Ruest stated that after the fall cleanup day she gives a count to Northside Carting and she will include that number in her amount to be removed.

FIRE: L. Ruest stated that with E. Small gone she is now first on the E-911 list and needs a new second. She suggested that it be Chief Lord or his representative. The Board agreed to allow her to make that request to Chief Lord.

- **OLD BUSINESS**

FINANCIAL REPORTS - GENERAL FUND BALANCE \$217,207. Accounts Payable \$649,225.23; Payroll \$14,660.94

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MOTION: To accept the Accounts Payable and Payroll Warrants.
MOTION: **M. KASPRZAK**
SECOND: **C. P. GRAHAM**
UNANIMOUS

SELECTMEN'S ACTION ITEMS: No action items.

IMPACT FEES: The selectmen met on October 15 for a work session. They have postponed the discussion and decision to the November 7th meeting.

EMPLOYEE BENEFITS:

MOTION: To adopt September 2012 job descriptions for Full-Time Administrative Assistant, Part-Time Bookkeeper, Part-Time Code Compliance Officer and Part-Time Secretary as presented to the Board.

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

REPLACEMENT COPIER: L. Ruest presented the Board with revised quotes for copiers. She was able to get a \$350 trade-in for the old machine. When asked if she felt there was money in the budget to buy the copier outright she said due to personnel changes she was not sure at this time. The budget meeting for October 22 was postponed to October 29 at 9:30am to allow time to review the changes in cost of personnel and the purchase of a copier.

There was a request from the public to allow the 7th graders to put their sale rubbish in the dumpsters a week after White Goods Day. They are not able to hold their sale the same day as White Goods as many students are involved in a track meet that day. L. Ruest said she would check with Northside Carting regarding their removal date.

Todd Santora asked if there would be any more impact fee meetings. He was told of the November 7th meeting.

Stacy Kinnely asked what the Board wanted to hear at the LAS Renovation presentation. The Board stated that they wanted to hear what the LAS committee wanted the Board to do.

NEW BUSINESS:

L. Ruest showed the Board a proposed Tax Bill Stuffer with information regarding the new web site, tax payment drop boxes and new staff office hours. The Board approved the.

COMCAST RENEWAL: The public hearing for the franchise renewal has been scheduled for November 7th. When asked if the attorney would be present L. Ruest stated that she has in the past and will be contacted to attend.

DRAFT

COMPENSATION COMMITTEE: C. Graham reported that the committee had met many times since March 2012 to review the overall packages for all employees including benefits and health insurance. Currently an employee has a choice of 4 plans, the town pays 80% and the employee pays 20%. It was recommended that someone wishing to opt out of the town’s offered health insurance may do so at 25% of the town’s cost. The current change ties the opt out to a percentage of the town’s cost not a dollar amount as it was in the past. Regarding part-time police officers it was felt that the town’s rates are considerable below surrounding towns. Hampton Falls spends the money to train officers and then they leave for other towns. It was recommended eliminating the first step, making starting pay \$10 with \$2.60 raise each subsequent step. It was previously approved to allow the Chief to offer \$100 bonus per holiday shift to part-time officers. The police secretary is to be paid patrolman rates as she is responsible for highly confidential matters. It was recommended that the town spend \$600 to allow employees to have direct deposit of their paychecks. The committee recommends that all other town employees receive a 3% adjustment in wages. The budget increase is expected to cost \$10,900.

\$	4,700.00	police secretary
\$	4,900.00	patrolmen
\$	600.00	direct deposit
\$	700.00	holiday shifts
\$	16,900.00	all others
\$	(16,900.00)	buyout medical
\$	10,900.00	

Beverly Mutrie asked if this was an annual increase. C. Graham stated this was a one-time increase. Larry Smith, a committee member, wanted to share that not all recommendations were monetary. It was recommended that the committee meet annually with all employees to discuss compensation issues. The compensation committee recommends the Board accepts these proposals.

MOTION: To approve the recommendations from the Compensation Committee and to thank all the members for their comprehensive work on putting together these recommendations.

MOTION: M. KASPRZAK

SECOND: C. P. GRAHAM

UNANIMOUS

The Board signed a Veteran’s Tax Credit application of Putnam Breed.

FURNACE PROPOSAL: L. Ruest stated that the proposal for a new furnace at the Historical Museum shows that the system quoted is not sufficient to heat the building. It is estimated that there is an 186,000 BTU loss in the building. There is no wall insulation and 30+ year old insulation in the attic. Additional work will be needed to get the proper heat for that building.

CRANE WETLAND CROSSING: The selectmen were made aware of the Planning Board’s job to review the plantings of 18” seedlings on the property border while the symbols on the plan call for mature plantings of 6-10’. The selectmen will hold off on the reduction until the Planning Board addresses this issue. They signed the invoice from the town engineer.

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The Board signed the appointment of Larry Job to the ZBA.

L. Ruest stated that the new website was up and running and asked all to check it out and let her know of any corrections that might need to be made.

REVIEW AND APPROVAL OF PREVIOUS MINUTES (9/27 and 10/3)

MOTION: To approve the minutes of the September 27 and October 3 meetings as written.

MOTION: C. P. GRAHAM

SECOND: M. KASPRZAK

UNANIMOUS

MOTION: To go into nonpublic session at 8:10pm in accordance with RSA 91-a II. (e)
Consideration or negotiation of pending claims or litigation

MOTION: C. P. GRAHAM

SECOND: M. KASPRZAK

UNANIMOUS

MOTION: To go out of nonpublic session at 9:05 p.m. and resume.

MOTION: C. P. GRAHAM

SECOND: M. KASPRZAK

UNANIMOUS

NONPUBLIC SESSION MINUTES 10/11/12:

MOTION: To approve the nonpublic session minutes of 10/11/12 as written.

MOTION: C. P. GRAHAM

SECOND: M. KASPRZAK

UNANIMOUS

PERSONNEL: L. A. Ruest provided the Board with an update as to the change in employment positions at the Town Hall and how things are going overall. The two positions of part-time bookkeeper and part-time secretary have yet to be filled; L. A. Ruest continues to assist in these areas.

Given the change in staffing, the Board agreed that the Town Hall is to be closed, with doors locked, to the public on Wednesdays and Friday afternoons.

MOTION: To adjourn the meeting at 9:10 p.m.

MOTION: C. P. GRAHAM

SECOND: M. KASPRZAK

UNANIMOUS