

Draft

PRESENT: L.M. Smith, Chairman; J.E. Ziolkowski, Vice Chairman; R.P. McDermott, Selectman; L.A. Ruest, Town Administrator; S.H. Ayer, Secretary

Prior to opening the meeting, the Chairman thanked the Town Administrator, Department Heads and staff for their efforts throughout the year, and shared words of tribute to Town Clerk Holly Knowles, recognizing her 30 years of service to the Town. The Town Clerk was presented with a gift of a painting of the Town Hall. Photographs were taken of Officials and Department Heads for the Town Report.

BUILDING INSPECTOR, CODE COMPLIANCE, HEALTH OFFICER – MONTHLY

REPORT: The Selectmen acknowledged Mark Sikorski's report for November.

There was a brief discussion of the code and zoning violations at 51 Depot Road, which the Building Inspector had outlined in a letter to the property owner. M. Sikorski said there are three areas of concern: more bedrooms than the septic system is designed for, advertising two apartments where only one is allowed, and advertising function space without details about capacity or type of usage allowed. A response in writing is expected from the property owner by December 28.

L. Smith reported that he had learned that a wedding reception on the Common is being planned by a couple who are also planning to stay at the Depot Road property. The Chairman expressed concern that the party may be unaware of the limitations of functions at the Depot Road property. A policy is being considered for use of Town properties.

Police Chief Robbie Dirsa expressed opposition to a wedding reception on the Common. He noted that weddings have taken place at the bandstand, which is covered by a Selectmen's Permit, but that the use of Town property for a full reception could get quite large, and alcohol could not be allowed.

If and when a permit is applied for, all departments will have the opportunity to review it and comment.

NH STATE SPECIAL PERMIT APPLICATION – MOSQUITO CONTROL: Dragon Mosquito has submitted its annual Special Permit application form for mosquito control on behalf of the Town.

MOTION: To authorize the Chairman to sign the permit application for mosquito control (2017).

MOTION: R. McDermott

SECOND: J. Ziolkowski

UNANIMOUS

ROAD AGENT – MONTHLY REPORT: The Selectmen acknowledged receipt of the November 2016 report of the road agent.

There was a brief discussion about work that should be done annually due to leaves, branches and stones that must be removed from gutters in the area of Cock Hill, and how much time and equipment is needed for the work.

WINTER ROAD MAINTENANCE SERVICES 2016-2017 REVIEW: J. Ziolkowski stepped down and recused himself from this discussion.

The Winter Road Maintenance Services contract was reviewed by the Selectmen, in compliance with item #5, which stated that the agreement will be reviewed annually. J. Ziolkowski has updated the equipment list for the 2016/2017 winter season.

There will be a meeting with E.L.M. Services after there have been three snow events, to identify and discuss any issues that may have arisen. The Secretary will verify that a current insurance certificate is on file with the Town.

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FIRE CHIEF, AMBULANCE, EMERGENCY MANAGEMENT – MONTHLY REPORT: The November Fire Report was acknowledged by the Selectmen.

Fire Chief Jay Lord informed the Selectmen that fixtures and bulbs for the upcoming Unitol lighting update are arriving and will be stored until needed. There was a brief discussion of coordination of the work to be done at the various buildings.

J. Lord spoke on the subject of his time away working at various large fires, first in the White Mountains, then in the Smokey Mountains of North Carolina and lastly coordinating firefighting in Tennessee. The Fire Chief thanked the Selectmen for the opportunity to participate with Fire Crew on these large emergency efforts. He said it was interesting to learn how to manage multiple fires, and that he also made valuable connections with other fire personnel.

POLICE CHIEF, ANIMAL CONTROL – MONTHLY REPORT: The Selectmen acknowledged the November Police report. The Chief also a requested authorization to purchase additional software, for which there is sufficient money in the Police budget.

MOTION: To authorize Chief Dirsra to purchase software as proposed.

MOTION: R. McDermott

SECOND: J. Ziolkowski

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FINANCIAL REPORTS: GENERAL FUND BALANCE \$3,0936,318.81

ACCOUNTS PAYABLE/PAYROLL WARRANT(S)

MOTION: To approve the following warrants as presented by the Bookkeeper and Treasurer:

Payroll check warrant	#364	\$23,700.72
Payroll check warrant	#365	\$823.50
Accounts payable warrant	#550	\$742,805.84
Accounts payable warrant	#551	\$253.00
Treasurer's Warrant	#23	\$9,216.06

MOTION: R. McDermott

SECOND: J. Ziolkowski

UNANIMOUS

TAX COLLECTOR REPORT – MS61 TREASURER'S REPORT BOOKKEEPER REPORTS – EXPENDITURES & REVENUES: Reports for the month of November were acknowledged by the Board.

VOLUNTEER STATEMENT – WINDING OF TOWN CLOCK: Andy Brubaker has volunteered to assist with winding the Town Clock at the Hampton Falls First Baptist Church. Selectmen acknowledged that A. Brubaker will need to sign a Volunteer Statement. This is not an appointed position.

BUDGET HEARING WEDNESDAY, JANUARY 4, 2017, 7 P.M.: L. Smith noted that the School budget hearing was moved to January 17 so that it will not coincide with the Town budget hearing.

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The Warrant was reviewed for amended wording.

Discussion took place regarding the necessity of including Article 12, \$6,000 for in-cruiser equipment and software, as authority has been voted by previous warrant article. This article will be removed once confirmed.

PERCENTAGE OF TAX WARRANT COLLECTED: 93% of property taxes have been collected.

TOWN NEWSLETTER – JANUARY/FEBRUARY 2017: The Selectmen approved the Town newsletter for publication as presented.

2016 EQUALIZATION MUNICIPAL ASSESSMENT DATA CERTIFICATE: The Selectmen signed this document, certifying that they have reviewed the information being provided to the NH Department of Revenue Administration (DRA) and that it is complete and accurate to the best of their knowledge. The DRA will use this information to calculate the Town’s equalization ratio. The Board requested the Assessor attend a future meeting to explain this process.

PUBLIC COMMENT RELATING TO THIS MEETING’S AGENDA ITEMS: None

REVIEW AND APPROVAL OF PREVIOUS MINUTES: 12/2/2016 and 12/7/2016

MOTION: To approve the minutes of December 2, 2016, as written.

MOTION: R. McDermott

SECOND: J. Ziolkowski

UNANIMOUS

L. Smith asked that the second to last paragraph on page 4, under “Town Improvement Committee”, be changed as follows:

“There was a discussion of ~~repair~~ *sandblast testing* of the concrete legs of the park benches....”

MOTION: To approve the minutes of December 7, 2016 as amended.

MOTION: R. McDermott

SECOND: J. Ziolkowski

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MOTION: To adjourn at 7:32 PM.

MOTION: R. McDermott

SECOND: J. Ziolkowski

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