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PRESENT: Richard P. McDermott, Chairman; Larry M. Smith, Vice-Chairman; Maryann Kasprzak, Selectwoman; Lori A. Ruest, Town Administrator; Susan H. Ayer, Secretary

Call to Order: 6:30 PM

OLD BUSINESS

FINANCIAL REPORTS – General Fund Balance \$ 3,470,545.00

ACCOUNT PAYABLE / PAYROLL / TREASURER WARRANTS

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

Payroll check warrant	#327	\$28,541.14
Accounts payable warrant	#503	\$71,500.89

MOTION M. Kasprzak

SECOND: L. Smith

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TRUSTEES OF THE TRUST FUND REIMBURSEMENT REQUEST 01/29/2016

As a result of the Town’s annual audit, a new procedure requires the trust funds requested to be returned to the Town for various purposes be brought to a public meeting for approval of the Board of Selectmen.

On January 29, 2016, the following fund requests were submitted by the Town Bookkeeper:

Old Stage Bridge (2014)	\$250.00
Mezzanine Project (2014)	\$336.94
Highway CRF	\$3,890.00
Old Stage Bridge	\$60.00
Cable Scholarships	\$12,000
Mezzanine Project	\$110.21

MOTION: To authorize the Chairman to sign the Application for Payment forms for submission to the Trustees of Trust Funds.

MOTION: M. Kasprzak

SECOND: L. Smith

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DEED WAIVER – MAP 8, LOT 64-2

As a correction to an oversight of the previous Tax Collector, Tax Collector Stephanie Grant has requested that the Selectmen sign a Deed Waiver that should have been signed along with a payment agreement for unpaid taxes on the property for the years 2011, 2012 and 2013.

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• NEW BUSINESS

WIND –POWERED ENERGY EXEMPTION APPLICATION, MAP 6, LOT 29

The Board acknowledged an application which the Assessor has reviewed for approval of the Board. The Assessor marked the application as “okay,” however, the Selectmen will request more information about the value used and whether this is the same as the appraisal value before approving. This matter will be added to the next agenda.

STATUS OF 2015 TOWN & SCHOOL REPORTS

L. Ruest informed the Board that the Town Report is 99.9% complete, and she is awaiting the School reports now that it has held its Deliberative Session. The impact fee report is still pending as well. The goal is to have everything in order to send to the printer on Monday, February 8. Expressing frustration with the delays in getting impact fee reports from year to year, the Selectmen discussed various options such as leaving out the report and noting that it was not received in time for publication. It would have to be published in the 2016 report, as the information will be needed for historical purposes.

VOTING BOOTH SET UP FOR PRESIDENTIAL PRIMARY

Bob Regan will be setting up the voting booths on Saturday for use at the Primary Election set for February 9.

HISTORICAL SOCIETY MUSEUM LEASE RENEWAL – WORK SESSION

Members of the Historical Society were present for discussion of the museum’s lease renewal. The lease is changing from a 10-year to a 1-year duration. L. Ruest suggested that due to many significant changes to the agreement a workshop meeting should be held.

The Historical Society members were invited to a work session to be held on February 17 and 9:30 A.M. Cynthia Wojcicki, President of the Historical Society, said that in reading over the Society’s lease, she noticed that it requires 30-days’ notice to be given to the Town if there is to be a change in liability insurance. She said she is planning to change the policy over to a different company, which offers a better price and better coverage. She said the limits and coverage are the same, and gave the paperwork to L. Ruest. After some discussion, it was agreed to waive the 30-day notice in this one instance if the policy meets approval, so that C. Wojcicki can sign up next week.

DONATION RECEIVED FOR THE PURPOSE OF TOWN OF HAMPTON FALLS POLICE AND FIRE ASSOCIATIONS

L. Smith inquired as to the manner in which this donation check was processed. L. Ruest explained that she received a phone call from a representative of the financial institution indicating that the donation was meant for the Associations of the Police and Fire Departments, however, they are 501(c)3 or 4, and the financial institution donating the funds could not process payment to them directly.

After completing the proper paperwork for the financial institution on behalf of the Town, L. Ruest received the donation check. This check has been deposited to the General Fund and two separate checks are being processed to the Associations.

L. Smith noted that the check was written to the Associations while the direction from the trust indicated the money should be paid to the Departments, and asked that the matter be clarified before the check is deposited.

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HOUSEHOLD WASTE COLLECTION DAY DATES

Tentative dates were identified as follows:

Spring Household Waste Collection at the Brush Dump: May 21.

Fall Household Waste Collection at the Brush Dump: October 15.

SELECTMEN REPRESENTATIVE REPORTS

SELECTMAN MCDERMOTT--- LIBRARY

R. McDermott reported that the Library Board went over finances, estimates for the roof replacement, computer upgrades and their credit card policy, as well as discussing inmate labor. A new Library Assistant, Carol Chamberlain, has been hired.

SELECTMAN SMITH – SCHOOL BOARD, RECREATION COMMISSION

Recreation Commission: L. Smith said that Sue Veilleux will be running the Farmer's Market again this year, and already has vendors expressing interest. Local artist Barbara Busenbark is working with the Recreation Commission to start what is intended to be an annual "Art on the Common" art show. She has developed a logo for the show, and has painted a painting which will be photographed with members of the Commission as the cover for the May issue of the *Hampton Falls Living* magazine cover. L. Smith reported that she expects to get 50 to 60 artists to display the first year. He feels this show has the potential to be a very nice event for the Town, much like the Castleberry Fair.

Noting that the Christmas tree bonfire did not take place this year due to miscommunication, L. Smith said he has heard from Mark Lane that a new resident in Town has expressed interest in running the event next year.

The Castleberry Fair dates have been set as May 7 and 8 and September 17 and 18.

The Recreation Commission is encouraging people to use the Raspberry Farm Town forest more, and is inquiring about having more parking available there.

The School Board meeting this month was their Deliberative Session.

There was no Energy Committee meeting.

SELECTWOMAN KASPRZAK – PLANNING BOARD, HERITAGE COMMISSION

Due to another commitment, M. Kasprzak was unable to attend the Heritage Commission meeting.

The Planning Board is still working on the Avesta Housing Site Plan Review, which has been continued month to month since October.

The Planning Board has gone through the wetlands considerations. The well testing report will be ready for the February meeting, along with some design changes. The Board has agreed there should be no sidewalks, and the auxiliary parking will not be built unless needed. The project is to be built one building at a time, and parking needs will be assessed in between. The Board is trying to reduce wetland buffer impacts as much as possible, working with Mike Cuomo of the RCCD.

M. Kasprzak said there is still a lot of work to do, but the Planning Board conditional approval phase should be done by March.

L. Smith commented that he would advocate for less parking, but all the required spaces still need to be shown on the plan.

APPOINTMENT OF CONSERVATION COMMISSION MEMBER MARY ANN HILL

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At the January meeting of the Conservation Commission, the members voted to forward the application of Mary Ann Hill as member of the Conservation Commission to the Board of Selectmen for consideration of appointment.

MOTION: To appoint Mary Ann Hill as a full member of the Conservation Commission.

MOTION: L. Smith

SECOND: M. Kasprzak

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OTHER – PROPERTY TAX REFUNDS

TAX COLLECTOR

The Tax Collector has forwarded three requests for property tax refunds to the Board for signatures:

Refund #628, for \$106.29 for Map 2, Lot 82-5

Refund #629 for \$81.73 for Map 2, Lot 82-4

Refund #630 for \$83.31 for Map 4, Lot 17-11

All three, for overpayment of taxes, were signed by the Selectmen for processing.

REMOVAL OF MILL STONE – SANBORN ROAD AND KING STREET

L. Ruest brought the Board's attention to a matter regarding a mill stone that has been removed from the corner of Sanborn Road and King Street.

The Board reviewed the sequence of events that led to the stone being moved from its long-time spot on the corner to the rear of the property at Sanborn Road, and also discussed the history of the stone, as much as is known.

The property owners of the lot abutting the location of the mill stone have said that they did not want to move the stone, rather that the Town reached out to them and they agreed to allow the Road Agent to move the stone to their back yard at Sanborn Road. The owners are willing to keep the stone in their yard, however, they are protesting a bill from Robinson Enterprises for \$450 for moving the stone. They had not been told of any expense, and as the removal was not their idea, they assumed the Town would be paying for the work.

Members of the Historical Society noticed the stone missing and would like it to be returned to its original location.

L. Ruest said that at this time, unless the stone is to be returned to its exact former spot, research will need to be done to determine whether the stone was on private property or in the Town's right of way. This would involve researching deeds, old maps and old surveys. She wondered if it might be more expedient simply to return the stone to its original location on the corner.

R. McDermott asked if the stone could be replaced to a spot farther back from the road, so that vehicles can get by more easily.

L. Ruest repeated that this will beg the question of whether it is on private or public land.

After a lengthy discussion, it was determined that the stone should be returned to its original spot at Town expense. The stone is not a deterrent to emergency vehicles or smaller trucks or delivery vans rounding the corner. Tractor trailers have problems making the turn, and the Highway Safety Committee will be consulted about placing signs to warn of the road limitations to certain size vehicles.

OTHER:

L. Smith opened a discussion of the two Warrant Articles dealing with the Scholarship Fund. He has written a sample article that he proposed might be published in the March/April newsletter to educate the public on the issues surrounding the scholarship money. Stating that if Article 22 and 23 were to

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pass, the Board would be unable to act on them because it would constitute illegal use of public funds, L. Smith said that he would rather have a Warrant not pass than to have it pass and be unable to act upon it. He said he felt this could be put in a non-political way.

It was determined that this would not be appropriate for the Town newsletter.

Discussion turned to the Comcast contract, which will be up for renewal in 2017. L. Ruest said that the Town is going into the second step of the ascertainment process, and that the next step will be the comment portion. At that time, Kate Miller, the attorney handling the contract for the Town, will be available to discuss the topic, including why the money can't be used for scholarships.

The possibility of eliminating the franchise fee and reducing individual bills by 3% was discussed. L. Ruest said the Town might consider leaving 1% of the franchise fee in place, and using it for public notices on the public access television channel.

PUBLIC COMMENT

Beverly Mutrie of Brown Road asked if there could be something in the Town Report that would state that the impact fees report has not been received from the school, and inform residents about the history of problems with timely reporting.

L. Smith said he did not see what positive effect that would have; B Mutrie said that people should know the problem is with SAU and not the local school board.

L. Ruest suggested that on the page where the impact fee report should be an asterisk could be shown to a note saying that this report was not available at the time of printing.

REVIEW AND APPROVAL OF PREVIOUS MINUTES: 1/20/16, 1/27/16

MOTION: To approve the meeting minutes from January 20 and January 27 as written.

MOTION: L. Smith

SECOND: M. Kasprzak

UNANIMOUS

MOTION: Motion to seal the minutes of the non-public session of January 20.

MOTION: L. Smith

SECOND: M. Kasprzak

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MOTION: To adjourn at 7:45 PM.

MOTION: L. Smith

SECOND: M. Kasprzak

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