

DRAFT

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

AUDIO/VIDEO EQUIPMENT FOR TOWN HALL MEETING ROOM: J. Ziolkowski reported that he worked with an employee of the Lincoln Akerman School with regard to identifying a proposal for the Board's consideration.

It was determined that providing Town Hall with an audio/video system would be done in two phases. Phase one would be an audio system that includes a microphone for audience members, table top or lapel microphones for board members, an amplifier and wall mounted speakers. Phase two would add a video camera. This would allow for the recording of certain public meetings to be uploaded to the Town's web site where persons could view them. A review of a listing of potential costs took place as well as discussion as to persons who would be responsible for recording(s). The Board agreed to start with option one. Anticipated total cost of the complete system would be up to \$10,000.

It was also determined that a request to establish a special fund, utilizing franchise fees, for the purpose of the costs associated with video recording of meetings, to include computer/other equipment or web site enhancement needs, will be drafted as a warrant article for consideration of the voters in March 2017.

Discussion took place with regard to establishing a community action cable television channel for access to information by those who do not utilize computers. It was determined that this is an expensive option and that a question could be asked of the voters to seek interest. Discussion also took place with regard to the percentage of franchise fees charged. L. Ruest will check with Attorney Kate Miller to determine if the percentage can be changed at any time or whether it is required to be set as part of the five year agreement.

Proposals for obtaining and installing equipment will be sought from three vendors for consideration in budgeting funds for this purpose in 2017.

USE OF UNASSIGNED FUND BALANCE (Former Scholarship Funds): The Board held discussion with regard to the manner in which these funds can and cannot be utilized. Suggestion has been made with regard to using these funds to assist with a community center portion of the proposed new gymnasium at Lincoln Akerman School, if the School's plan is presented as a combined gymnasium/community center. The intent is to assist with the purchasing of items to benefit the gymnasium in its use as a community center..

L. Ruest will bring the Board's question of "Can the Town of Hampton Falls use accumulated franchise fee funds (former scholarship funds) for the purpose to supplement a potential school gymnasium project to make it usable as a community center?" to Town counsel, the Town's auditing firm and Department of Revenue Administration.

MOTION: To adjourn the meeting at 10:20 a.m.

MOTION: J. E. ZIOLKOWSKI  
SECOND: R. P. MCDERMOTT  
UNANIMOUS