

Draft

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

Chairman Smith opened the meeting and spoke to an issue that came up at the August 17 meeting, when resident Margaret Allen, recording the meeting on videotape, objected to resident Steve Sabatini taking her photograph. L. Smith read from RSA 91:A-2 “Any person shall be permitted to use recording devices, including, but not limited to, tape recorders, cameras and videotape equipment, at such meetings,” and said that he was wrong to ask Mr. Sabatini to put the camera away, as he was within his rights. The Chairman said he had also consulted with Stephen Buckley of the New Hampshire Municipal Association, and was told that attendees at a public meeting forego some expectations of privacy. Mr. Buckley said he saw no reason to disallow photography. L. Smith concluded that based on the cited RSA and Attorney Buckley’s counsel, his practice while Chairman of the Board of Selectmen will be to allow photographs to be taken during the meeting, as long as that photography does not interfere with the conduct of the meeting.

• **OLD BUSINESS**

Financial Reports – General Fund Balance \$2,643,551.51

ACCOUNTS PAYABLE/PAYROLL/TREASURER WARRANT(S)

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

Payroll check warrant	#351	\$29,819.66
Payroll check warrant	#352	\$16,051.84
Accounts payable warrant	#533	\$64,158.71
Accounts payable warrant	#534	\$5,912.34
Treasurer’s Warrant	#15	\$1,831.18

MOTION: R. McDermott

SECOND: J. Ziolkowski

UNANIMOUS

BUILDING INSPECTION SERVICES – AVESTA SENIOR HOUSING PROJECT: The Town Administrator informed those present that because of the scope of the Avesta Housing project on Brown Road, it will be impractical to expect the Town’s part-time Building Inspector to do the inspection and oversight work involved. It is estimated that the Avesta job will take about 10 hours per week, and M. Sikorski is limited to 12 hours per week. That being the case, she said she has spoken with Michael Castagna of the Castagna Consulting Group in North Hampton about overseeing the project for the Town. She added that she has talked to Attorney Mark Beliveau of Pierce Atwood, who has spoken with representatives for Avesta, and they are all on board.

Mr. Castagna was present and gave an overview of his company and the work he would expect to do on the Avesta project for the Town. He said he has looked at the plans and they are well done and very detailed. He said his job would be to ensure the work is done properly, to code, with the proper materials, etc.

L. Ruest requested he draft a schedule of inspections to include involvement of the Town’s Fire Department and Building Inspector, with the idea that they would have the opportunity to sign off periodically.

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Mr. Castagna estimated that the first building will take close to a year to complete. He suggested an agreement that will budget for his time for one year, at a “cost not to exceed” figure, and then if the project is done sooner, he will be paid less.

L. Smith said that he was glad M. Castagna was here, as the project is beyond the Town’s capability to oversee on its own.

The Board was in consensus that L. Ruest be given the authority to work with M. Castagna on the necessary agreements and paperwork, and to work with counsel regarding the posting of Avesta funds to pay for his services.

NOTICE OF INTENT TO CUT: L. Smith took this item out of order, as it is related to Avesta Housing.

The Board’s attention was brought to Site Plan Review Regulations Article VII Section 7.4, in which it is stated that (wetland placard) “Markers must be in place prior to any tree cutting or excavation, and a certificate of wetland placard installation form shall be submitted to the Planning Board for the file.”

MOTION: To approve an application from Avesta Meadows One LP for a Notice of Intent to Cut Wood or Timber at Map 5, Lot 57, subject to the applicant complying with Site Plan Review Regulations Article VII, Section 7.4., certifying the placement of wetland placard markers prior to cutting trees.

MOTION: J. Ziolkowski

SECOND: R. McDermott

UNANIMOUS

DEPARTMENT OF LABOR ADMINISTRATIVE AUDIT RESULTS: The Selectmen reviewed the results of a Department of Labor audit conducted on Town buildings on July 28, 2016. L. Smith said there were a number of comments, mostly minor items, but that three have greater significance:

1. The inspectors were unhappy with the way some offices are arranged, with only one entrance/exit, such that a person could block the Town employee from the exit. The only office impacted is the Building Inspector’s office which can be brought into compliance by rearrangement of the furniture. The Town Clerk and Tax Collector’s offices can be kept locked to be compliant, while the Town Administrator’s office has two doors.
2. The need to install emergency eye wash stations.
3. The entry doors do not provide an exit sufficient to permit safe escape of occupants in case of emergency.

These items are being researched and remedied where possible, and L. Ruest will provide a written response to the Department of Labor by September 30.

2016/2017 HIGHWAY BLOCK GRANT \$67,099.28: The Board reviewed this figure, noting that it is slightly higher than last year.

ROCKINGHAM COUNTY DEPT. OF CORRECTIONS: The Selectmen reviewed a letter drafted to Major Consentino of the Rockingham County Department of Corrections, thanking him for making the recent roadside cleanup project a success. Inmates, under the direction of CO Evans, were brought to the Town for community service work on five days, including two days of cemetery clean-up. It was noted that the crew accomplished more than asked and the only cost to the Town was to provide lunch. L. Smith said that he was glad the Town could take advantage of this opportunity, that it was good for all involved. The Selectmen signed the letter.

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BIDS RECEIVED – TOWN REPORT PRINTING: L. Ruest reported that two bids have been received for the printing of the 2016 Town Report, of six requests sent out. The bids were opened:

1. Minuteman Press, Newburyport, MA: \$4,469.54 total for the printing of 200 books.
2. Select Print Solutions, North Brookfield, MA: \$1,771.84 total for the printing of 200 books.

MOTION: To accept the bid from Select Print Solutions for the printing of 200 Town Report books at a cost of \$1,771.84.

MOTION: R. McDermott

SECOND: J. Ziolkowski

UNANIMOUS

- **NEW BUSINESS:**

DISABLED PROPERTY TAX EXEMPTION (MAP 1, LOT 56)

MOTION: To approve the application for a disabled property tax exemption for Map 1, Lot 56.

MOTION: R. McDermott

SECOND: J. Ziolkowski

UNANIMOUS

2015 ABATEMENT RECOMMENDATION (MAP 8, LOT 64-4): L. Smith read from Assessor Todd Haywood's recommendation.

MOTION: To accept T. Haywood's recommendation and deny the abatement for Map 8, Lot 64-4 based on the lack of proof that the taxpayer is aggrieved.

MOTION: J. Ziolkowski

SECOND: R. McDermott

UNANIMOUS

2015 ABATEMENT RECOMMENDATION (MAP 8, LOT 64-5): L. Smith read from Assessor Todd Haywood's recommendation.

MOTION: To accept T. Haywood's recommendation and deny the abatement for Map 8, Lot 64-5 based on the lack of proof that the taxpayer is aggrieved.

MOTION: R. McDermott

SECOND: J. Ziolkowski

UNANIMOUS

DEEDING OF MARSHLAND TO TOWN OF HAMPTON FALLS (MAP 2, LOT 95): The Selectmen reviewed a letter from Tax Collector Stephanie Grant as well as her correspondence with NHMA legal counsel Stephen Buckley regarding the Town's authority and procedure in accepting donation of marshland to the Town.

MOTION: To accept deeding of marshland at Map 2, Lot 95 to the Town, with all expenses to be paid by the property owner.

MOTION: R. McDermott

SECOND: J. Ziolkowski

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It was agreed a thank you letter should be sent to the owner of the land.

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NH STATE PRIMARY, SEPTEMBER 13, 8 AM TO 8 PM: It was noted that the Selectmen have a workshop meeting that morning as well.

UNASSIGNED FUND BALANCE: L. Ruest referred the Board to information received from Attorney Kate Miller on the subject of Comcast franchise fees that are now part of the unassigned fund balance. Attorney Miller addressed questions regarding the use of the funds and the drafting of a Warrant Article to that end.

Discussion took place on the fact that the previous scholarship money can't be used for the school, however could be committed for the community center portion of the proposed gym if presented to the voters as a combined gym/community center.

There was also a lengthy discussion of possible use of the franchise fees for audio and video equipment for use at Board meetings. Lapel microphones vs. table microphones were discussed.

J. Ziolkowski said he is meeting with three audio/video companies.

HIGHWAY SAFETY COMMITTEE RECOMMENDATIONS: L. Smith asked to postpone this subject until the Department Heads are present, at the September 21 meeting.

MONTHLY REPORTS --SELECTMEN REPRESENTATIVE REPORTS

SELECTMAN MCDERMOTT – LIBRARY: R. McDermott reported that discussion at the recent Library meetings was mainly about work being done to the library roof. The budget was addressed as well.

SELECTMAN ZIOLKOWSKI - PLANNING BOARD, CONSERVATION COMMISSION:

J. Ziolkowski said he was unable to attend the Planning Board meeting, but noted that Planning Board Vice Chair Charlyn Brown was present, and asked her to report on the meeting.

C. Brown said that it was a brief meeting, in which the Board discussed mainly what will go on the Warrant in March, including a needed change to the Accessory Dwelling Unit Ordinance. She noted that all proposed amendments will be minor, and only changing what is necessary to be in compliance with the new State regulations. These changes will include an increase in allowable size from 650 to 750 square feet, removal of the restriction to one bedroom, and the inclusion of a connecting door to the main dwelling unit.

SELECTMAN SMITH - SCHOOL BOARD, RECREATION COMM., HERITAGE COMM., TOWN IMPROVEMENT COMM.: L. Smith reported that the School Board discussed the topic of the school building project and maintenance. A fund raising group is up and running, its purpose being to reduce the amount of money needed in a municipal bond to go forward with a renovation project by soliciting donations.

A presentation was given for the Capital Improvement Program by Todd Santora.

L. Smith said he did not attend the August meeting of the Heritage Commission, which was a regional meeting with a representative from the NH Preservation Alliance present.

At the Town Improvement Committee meeting, discussion continued on the cost of replacing the entry doors to the Town Hall. There was also continued discussion of the possible Depot project, to build a pier. He said a lot of work is still needed as well as input from the Conservation Commission.

A driveway permit application is being prepared for Governor Weare Park, which would benefit the Town and offer additional parking for the Baptist church.

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The slate roof on the Town Hall has been repaired at a cost of \$1,000, half of the amount budgeted for that purpose.

The subject of removing the rose bushes along the fence at Governor Weare Park will be on the agenda of the next Recreation Commission meeting.

REDEDICATION OF GLOBAL WAR ON TERRORISM MEMORIAL MONUMENT, SEPTEMBER 11, 2016: American Legion Post 35 has extended an invitation to attend a rededication ceremony to take place at Post 35, 69 High Street in Hampton, at 6:00 PM on September 11.

WINNACUNNET FUNDRAISER: R. McDermott expressed concern about a recent door-to-door fund raising event conducted by high school students. It was suggested he contact the WHS athletic department.

DROUGHT CONDITIONS: Due to drought conditions, suggestions have been made by residents to cease irrigation of the Town Common and sports fields.

All agreed that it is not necessary to completely shut down the water, but to be responsible.

PICTURE POST: L. Smith explained the concept of Picture Post. A request has been received to place a picture post at the Depot. This request relates to a UNH project that will be conducted in conjunction with Lincoln Akerman School students. The Board concurred that it is acceptable to place a post at the Depot as long as it is placed in a location that will not interfere with vehicles, trailers, etc. The Board requested that the Conservation Commission Chairman be asked to assist with placement. If the post is to be placed in a location other than Town property, the Town will not have jurisdiction.

LETTER OF THANKS TO NANCY STILES: The Selectmen signed a letter of thanks to Nancy Stiles for her years of service as State Senator.

REVISED LIQUOR LETTER REQUEST: The request from Applecrest to serve alcohol at the Cyclocross event on October 30 has been revised to include the Creamery, where a dinner will be held. It was agreed that this is acceptable to the Town. A discussion then took place about ways to streamline the process of approving these requests for extension(s) of liquor license.

PUBLIC COMMENT

No comments were heard at this time.

REVIEW AND APPROVAL OF PREVIOUS MINUTES: 8/17/2016

MOTION: To approve the minutes of August 17, 2016, as written.

MOTION: R. McDermott

SECOND: J. Ziolkowski

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MOTION: To adjourn at 7:37 PM.

MOTION: J. Ziolkowski

SECOND: R. McDermott

UNANIMOUS