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PRESENT: M. J. Farinola, Chairman; Maryann Kasprzak, R. P. McDermott, Selectmen;
E. N. Small, Town Administrator; L. A. Ruest, Administrative Assistant

MEETING WITH THE TOWN CLERK AND TAX COLLECTOR

COMBINING THE POSITION OF TOWN CLERK & TAX COLLECTOR: This matter was not discussed this meeting. A copy of RSA 4, Town Clerk—Town Tax Collector Combined was provided to the Board.

TOWN OFFICE HOURS - MON. – THURS., 8-4 -- CLOSE FRI. – SUN. and OFFICE HOURS ON WEDNESDAY: Chairman Farinola requested that this agenda item be taken out of order and asked R. P. McDermott to present his prepared statement (see attached). The statement outlines a proposed effort to increase Town Hall efficiency, offer consistent hours to residents, reduce energy costs and be more available. He indicated that it has been identified that walk-in traffic on Fridays is less than other days of the week. R. P. McDermott stated that there is confusion among residents as to the hours of town offices and noted that the new sign to be posted on the side of Town Hall should help. R. P. McDermott suggested that employees work a four-day work week Monday through Friday from 8 a.m. to 5 p.m. thus saving energy costs when the Town Hall is closed Thursday evening through Monday morning. E. N. Small inquired as to whether R. P. McDermott is speaking of 10 hour days rather than 8 hour days. It was also suggested that the Town Clerk consider transferring the Friday morning hours (9 a.m. to Noon) the Town Clerk's office is open to Wednesdays. This would offer residents Monday through Thursday 8 a.m. to 5 p.m. access to the Town Hall.

Tax Collector M. Hill inquired as to possibly studying the needs. R. P. McDermott stated he would be in favor of a small study or survey from townspeople. She suggested that a survey could be mailed with tax bills and returned with payments as has been done with other surveys in the past. The next bill is mailed in October. M. Hill expressed concern with the budget and hours available.

Town Clerk Holly Knowles stated that a number of suggestions have been made and changed in this regard and that discussion has gone from having the Town Hall open to the public with no affect on the Town Clerk and Tax Collector, to closing on Mondays, to opening Monday through Friday to this suggestion of Monday through Thursday 8 a.m. to 5 p.m. She stated discontent with finding out the Selectmen's intentions with regard to changing her office hours through a newspaper article. She also expressed discontent with R. P. McDermott's statement of the need for more positive energy ("Yes we can" in lieu of no we cannot). She stated she has added services over the years that would support a positive proactive position.

H. Knowles stated that she has been talking with other City and Town Clerks with regard to hours and find that there are as many different hours as there are cities and towns. Different arrangements have been tried and it has been found that no matter what is done, some will complain. She provided information to the Board as to the number of persons that come on certain days, when days are busy and when they are not, bank hours for deposits and pick up of deposit slips and expressed concern with the budget not addressing additional hours as suggested. She also noted that the Board of Selectmen has asked when the hours for assistants in the Town Clerk's office would be decreased and has also been asking for a five percent reduction of the budget for years and is again asking for a budget reduction to

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2011. She questioned whether additional hours are warranted given that residents can renew auto registrations and dog licenses on line.

R. P. McDermott asked that what's been discussed in the past be put aside and now look at Monday through Thursday. He asked employees to talk and come up with a solution. H. Knowles asked who is complaining as she would like to talk with them to explain and asked Selectmen to refer questions to her rather than answer questions on her behalf. R. P. McDermott stated that there has been a perception during his time as Selectmen that the Town Hall is not open because the Administrative Assistant doesn't have a car in the parking lot or the Building Inspector is out on an inspection or that the Town Administrator works weekends.

H. Knowles also requested not changing the hours until after the March election. She explained that there are numerous forms and reports that are prepared and submitted to the State. Changing this information in the middle of the year will be problematic. H. Knowles stated that she will see what could be arranged and noted that her salary does not allow for her to work on Wednesday and that she would need to determine if hours are available for an Assistant. She requested that a survey be sent out with tax bills to include additional funding needed for additional hours. R. P. McDermott stated he could email a survey to residents as well. R. P. McDermott stated that if it is found that the Planning Board and Zoning Board have need for less time; the Administrative Assistant may have additional time to help out in other offices.

M. J. Farinola reviewed the discussions held in the past in conjunction with information prepared by the Town Administrator. It was found that Wednesdays and Fridays were areas needing coverage. Additional costs were identified for an additional person to cover; however, the Board did not feel this was the best idea. R. P. McDermott then came up with the idea of Monday through Thursday. This idea related to a goal from when S. C. Hanson was Selectmen regarding consistent hours. This idea would address the staffing and the Board is willing to find additional money for the Town Clerk. H. Knowles stated that she works for the people and questions whether the people are in favor of additional costs for the Town Clerk's office. M. J. Farinola stated that the residents trust the Board of Selectmen and that this suggestion opens the opportunity to do something cooperatively for minimal funds.

Discussion took place with regard to being open during the lunch hour and the requirements of the State regarding employees logging in to the system, the additional reporting process, etc. H. Knowles stated that this would create more than it would save being less efficient. She expressed concern with the ability of part-time employees to come in for a half hour or hour and having to put a "closed" sign in the window because employees are not available. Deputy Town Clerk K. Sabatini stated she felt the Town Clerk's office should be open during business hours. Police Secretary S. Allen questioned whether salaries would increase for those who would be working additional hours. R. P. McDermott stated that the Board would do what it can to find the funds. If hours don't change, there will be no increase in the budget. M. Hill noted that hours of the Tax Collector's office are what they are until next budget. R. P. McDermott stated he was okay with the Tax office staying open Monday, Tuesday, and Thursday. M. Hill expressed concern with complaints that her office is not open when others are.

M. Kasprzak asked about full-time employees and the 8 a.m. to 5 p.m. suggestion. E. N. Small stated that there are times, especially at town report/budget/audit time, when additional hours are worked and questioned whether employees would be allowed in the building. R. P. McDermott confirmed that full-

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time employees would work within the four day work week and that additional times shouldn't be an issue. M. Kasprzak confirmed that the intent is four days not 40 hours. R. P. McDermott stated that salaries are not being adjusted; employees are being asked to try. K. Kelley noted concerns that may arise with contractors and R. P. McDermott stated the Board would like to achieve no Friday hours. K. Kelley added that with the amount of vacation and comp time he has at present; he could be out of the office not providing a service to the public. K. Kelley reviewed the results of activity he logged during closed hours with the Board.

Planning Board Chair C. Brown asked the Board to take into consideration those employees who would be working a longer day and then be attending evening meetings and comp time. Town Moderator and ZBA Chair A. Dittami spoke to the benefits and positives relating to the service provided by the Town Clerk regarding elections and town meetings. He stated that he has never received a single complaint from voters as to the service provided by the Town Clerk. He questioned whether the change of Town Hall hours would impact the quality or frequency of service provided to residents and that the Board should give weight to the Town Clerk's position to see if there is an adverse impact to changing the Town Hall hours.

From the ZBA perspective, A. Dittami stated that the Board received good service from employees noting that applicants have come out of meetings feeling the ZBA is doing its job. When problems have arisen, it has been due to applicants speaking to the wrong person and obtaining misinformation. He noted concern of changing the manner in which applicants receive attention at the Town Hall in order to ensure there is no incomplete, conflicting or misinformation coming forth to the ZBA meetings as this would cause more problems.

M. J. Farinola ended this conversation at this time noting that there are things to be worked out or talked about. R. P. McDermott stated that from this discussion all should know what the Board is trying to accomplish. The Board asked that E. N. Small work with employees and come up with ways to meet the suggestion of Monday through Thursday Town Hall hours. Discussion of a survey took place and the ways in which request for input could be obtained (newsletter, email, separate mailing, other). M. Kasprzak will draft a survey.

RFP – CO-GENERATION GRANT and RECOMMENDATION FOR ACCEPTING ONE OF THE THREE PROPOSALS: Referring to an email of August 16, S. C. Hanson reported that there are three proposals before the Town for consideration. He recommends Freedom Renewable Energy, the mid-priced proposal. One reason is that the proposal heats hot water with solar and backup system. He requested a conditional motion to allow him time to work things out with TRC.

MOTION: To approve the recommendation to accept the proposal from Freedom Renewable Energy subject to meeting contract conditions with TRC and Energy Efficiency Committee final approval.

MOTION: R. P. MCDERMOTT
SECOND: M. J. FARINOLA
UNANIMOUS

S. C. Hanson reported that there may be a problem with available space for components; however, he feels that this matter will be worked out before there is a need for heat. J. M. Lord asked what happens

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if approval is not granted by TRC as well as the timeframe for installation and completion in regard to the approaching heating season. He added that he needs to address whether there is a need to purchase fuel oil versus obtaining and installing a propane tank for the new system. J. M. Lord requested that the project be put off until spring if it is felt that there may be a chance the building is without heat when heat is needed. S. C. Hanson acknowledged J. M. Lord's position and stated he plans to finalize paperwork with TRC and draft a contract with Freedom and obtain signature(s).

S. C. Hanson stated that there may be items outside the awarded grant that will need to be funded. He added that he is hoping to hear from the Office of Energy and Planning and TRC as to whether leftover funds can be used for other energy projects.

DECISION RE PROPANE AND SIGNING OF AGREEMENT: The Board approved a one-year agreement with Webber Energy for propane for the Town Hall and Public Safety Building (new co-generation unit) at a price of \$1.8353 per gallon for the 2010-2011 heating season. M. J. Farinola signed the agreement. Discussion took place with regard to whether the Town plans to purchase its own propane tank for the new system at the Public Safety Building or utilize one of Webber's tanks. Arrangements for location and placement will be addressed by J. M. Lord and S. C. Hanson. B. Mutrie inquired as to whether the Historical Society could take advantage of the rate obtained by the Town. It was suggested that she contact Webber Energy to inquire.

ROAD AGENT - MONTHLY REPORT: M. J. Farinola apologized to D. Robinson for not supporting his position last meeting. D. Robinson reported that roadside mowing is just about complete adding that the flail mower speaks for itself in that the job performed is better than in the past.

REVIEW RPFS- ROADSIDE BRUSH CUTTING: E. N. Small and D. Robinson are to meet and talk with Ken Carpenter to negotiate doing the roadside brush cutting within available funds. M. J. Farinola asked that once a number is reached that the matter be brought back to the Selectmen for consideration.

REVIEW RPFS- EMERGENCY TREE & LIMB REMOVAL: D. Robinson and J. M. Lord recommend using Valley Tree Service due to its proximity to Hampton Falls and price. D. Robinson reported that he can handle most cases of fallen trees or limbs, however, does need to have a service to fall back on when there is a need for a bucket truck. J. M. Lord emphasized that if the Fire Department or Road Agent can handle the situation, they will. In emergency needs or situations where equipment is needed, Valley Tree can be contacted.

The Board is looking for an agreement with a company that can be available on holidays, weekends, etc. and charge a set fee to take care of trees or limbs without any increased fee for holidays, etc. It is anticipated that there may be a need to use this service once in a number of years within an agreement. J. M. Lord and D. Robinson will take this information into consideration and make a recommendation for an agreement.

ESTIMATE FOR REPAIRS TO DRAINAGE – DRINKWATER, BOYNTON'S HILL TO KING ST.: D. Robinson obtained a proposal from MacDonald Paving to prepare shoulders, to include gravel and compaction, and pave approximately 3,660 square feet for a price of \$7,320. M. J. Farinola stated that if the money is available from the Highway Budget, those funds should be used first and E. N.

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Small noted that funds are available in the Capital Reserve Fund for this purpose. Discussion took place as to whether D. Robinson felt that this paving would fix the drainage problems in this location of town. D. Robinson stated that the problem is the slope above the gutter line being covered with debris. Unless this area is cleaned, debris will work its way to the gutter. Once smooth, the gutter line will clean itself. Question was raised as to whether there would be a problem at the bottom of the hill. D. Robinson stated the water would travel to the culvert.

MOTION: To approve the proposal by MacDonald Paving for the swales.

MOTION: R. P. MCDERMOTT
SECOND: M. J. FARINOLA
UNANIMOUS

M. J. Farinola asked D. Robinson to report on the roads needing repair next. D. Robinson stated that portions of Nason Road should be patched before winter. He also indicated that sections of Crystal Drive need an overlay as well as Victoria Drive and Crank and Goodwin Roads. He recommends that patch repairs be done with available budget funds this year.

BUILDING INSPECTOR, CODE ENFORCEMENT, HEALTH - MONTHLY REPORT: K. C. Kelley referred the Board to his report for July noting permit statistics, code enforcement matters and town building repair projects.

Code Enforcement: K. C. Kelley reported that the ZBA has made a motion to allow the Building Inspector 60 days to try to reach an agreement with regard to the Fitzgerald special exception. K. C. Kelley asked the Board if they prefer that he not recommend approval of door to door sales. The Board asked that he encourage the Selectmen's Permit application process and forward the information to the Board of Selectmen and Police Department for consideration.

Town Buildings: K. C. Kelley reported that some work remains to be completed by D. M. Construction as a result of the damages from the spring storm events and that he is to prepare a letter outlining the need for code compliant repairs so that additional funds are made available by the insurance company for the repair work.

TOWN HALL EAST SIDE OF THE ATTIC WALL AND WINDOW – REVIEW REPAIR ESTIMATES: K. C. Kelley referred the Board to two prices obtained. He is waiting for a third price.

LAPTOP POLICY: This matter was not discussed this meeting.

FIRE CHIEF, EMERGENCY MANAGEMENT - MONTHLY REPORT: J. M. Lord referred the Board to the Department's report for July and reported on incidents, statistics and training.

TANKER 4: J. M. Lord reported that repairs have started; however, the wrong parts were received. This results in a delay in getting the tanker repaired and returned. J. M. Lord reported that the new fire engine is expected to arrive on October 13. Payment will need to be made within 10 days of delivery.

REVERSE 911 – 911 Addressing: J. M. Lord and L. A. Ruest reported that the State of NH has approved reverse calling abilities. A NH Bureau of Emergency Communications information bulletin

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was provided to the Board outlining specifics of the program. Part of this project will include mapping, updating and verification. L. A. Ruest explained that she is working on updating and verifying street address ranges. As part of this project, it has been brought to the Town's attention that Hampton Falls is not on the listing for mapping services. Should the Selectmen approve being added to the list for these services, the Town will be mapped and then the Town will receive a number of maps that result from the mapping survey of 911 addresses of properties in Hampton Falls. These maps will be useful for emergency services purposes.

MOTION: To approve the participation of Hampton Falls in the NH E911 mapping program

MOTION: R. P. MCDERMOTT
SECOND: M. KASPRZAK
UNANIMOUS

POLICE CHIEF - MONTHLY REPORT: Lt. T. Boynton reviewed the Police Department's report for July noting statistics and incidents. He reported on firearms complaints, burglaries, drug arrests and cruiser camera repairs. M. J. Farinola stated he felt that money should be prioritized for cruiser cameras.

SOLID WASTE COMMITTEE - MISSION STATEMENT AND APPOINTMENT OF 3 COMMITTEE MEMBERS: Board members indicated that they approved of the wording of the mission statement provided last meeting. E. N. Small will bring appointment forms for members to the next meeting for signature.

HAMPTON FALLS TRI-CENTENNIAL CELEBRATION –STEERING COMMITTEE – DAVID FRENCH: Heritage Commission Chair D. French reported to the Board that efforts have begun with regard to a strategy for preparing for this celebration. Suggestions have been made to appoint a steering committee and also to place a warrant article on the ballot for funding. It has been suggested to get people who are already involved on other boards and committees to be part of a steering committee in order to get organized and carry the project through. Board members were in favor of going forward and bringing the matter to the voters.

MOTION: To seek members for an ad hoc committee.

MOTION: R. P. MCDERMOTT

D. French requested time to formulate a recommendation for the Board. He noted that the Heritage Commission has included information in the newsletter in this regard. M. J. Farinola stated he felt that the first step was to seek committee members then decide what is to be done. He stated that the Recreation Commission should be part of this process and that there should be a point of contact. D. French stated that he is willing to be the point of contact until a Chairman is appointed and that the Heritage Commission is willing to recommend and provide ideas for consideration. The consensus of the Board is to proceed as long as the Recreation Commission and other groups are represented on the committee.

- **OLD BUSINESS**

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FINANCIAL REPORTS – END OF JULY

GENERAL FUND BALANCE \$1,610,900

TOWN CLERK – RECEIPTS \$32,400

MISCELLANEOUS RECEIPTS \$4,468

TAX COLLECTOR – RECEIPTS \$957,800

SELECTMEN’S ACTION ITEMS FROM PREVIOUS MEETING: R. P. McDermott asked whether engineer fees for wetland crossings are paid by the property owner. E. N. Small reported that they are.

He also asked that bank transaction fees be checked with Citizen’s Bank. M. J. Farinola reported that he met with E. N. Small and identified funds available for the Assessor from the Financial Administration budget as the cost for the audit was less than budgeted.

TOWN ADMINISTRATOR’S PRIORITIES FOR AUGUST: This matter was not discussed this meeting.

2011-2012 LEGISLATIVE POLICY: E. N. Small compiled the results of each Selectmen’s vote on various policies. Following review, E. N. Small was asked to vote in accordance with the results as listed.

TAX RATE PAPERS – MS- 1 INVENTORY OF VALUATION / MS-4 STATEMENT OF REVENUES: The Board reviewed the MS-4 as prepared by E. N. Small for mailing to the Department of Revenue Administration. Board members also signed a request for extension to submit the MS-1 form as the Assessor needs additional time to obtain utilities values. The deadline for submission is September 1.

CIRCUIT RIDER AGREEMENT: M. J. Farinola reported that he spoke with Planning Board Chair C. Brown by telephone who answered all his questions regarding this service. No other questions were heard. M. J. Farinola signed the contract agreement.

ADMINISTRATIVE ASSIST. HOURS – DEDICATED TO PLANNING, ZONING, BOOKKEEPING, EXECUTIVE: E. N. Small reported that he requested information from the Planning and Zoning Board Chairpersons with regard to hours spent. He also reported that he relies on L. A. Ruest who does a great amount of Executive work. He reported that L. A. Ruest is keeping track of tasks for *four* categories and noted that additional projects above and beyond these tasks are being completed such as the work on the co-generation unit grant.

R. P. McDermott and M. J. Farinola questioned whether the percentages applied to Planning and Zoning are proper in that there is less application activity due to the economy and that time may be available to assist the Town Administrator. C. Brown stated that activity is starting to pick up at the Planning Board level and that when there are fewer applications, there is other business of the Board being worked on. A. Dittami reported that he reviewed the ZBA process, from receipt of an application through to decision and finalizing paperwork and broke down the hours spent. He reported that there are approximately 20 hours minimum spent each month. C. Brown reported that if 20 hours are spent on

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ZBA each month, more are spent on Planning Board in that there is more activity at the Planning Board level. She noted that statutes require monthly Planning Board meetings where the ZBA doesn't have to meet if there is no application.

A. Dittami noted that there is other work associated with the application process that is completed by L. A. Ruest in order to assist the Board. He noted that there are times when there is little or a lot of activity. This year, the ZBA is busier due to a look being taken to refit and reformat procedures to make the application process easier. He stated that the professional help from the Administrative Assistant and Building Inspector is helpful to the ZBA.

MCINNIS WETLAND CROSSING: E. N. Small requested approval of a Jones and Beach Engineer invoice (21558) for inspection services.

MOTION: To approve the payment of this invoice from the McInnis Wetland Crossing Engineering fund held by the Treasurer.

MOTION: M. KASPRZAK
SECOND: R. P. MCDERMOTT
UNANIMOUS

ALTERNATES ON THE BOARD OF CEMETERY TRUSTEES: E. N. Small provided the Board with a copy of RSA 389:6 and reported that five members are allowed, however, no alternate members are allowed. This matter is to be brought to the 2011 warrant to increase the Cemetery Trustees from three members to five members.

PUBLIC COMMENT

Tax Collector M. Hill asked whether the Board would be addressing the agenda item of combining the Town Clerk and Tax Collector Offices. M. J. Farinola stated that after 45 minutes of discussing Town Hall hours, the matter was tabled. M. J. Farinola suggested that this matter be addressed in the fall, if someone wants to do it. He stated that he is in favor of the idea.

• **NEW BUSINESS**

CAPITAL IMPROVEMENT PROGRAM 2011-2016 – PROJECTS FOR THE PERIOD: E. N. Small asked Board members if they had projects to bring forward. He stated that he plans to bring forward the matter of hardy plank siding for the Town Hall. M. J. Farinola suggested that the Board wait to see how the Library siding does over the next few years. E. N. Small noted that the Capital Improvement Committee has been working on this matter with the intention of siding the Town Hall in stages. B. Mutrie, Brown Road, asked the Board to include funds to improve the water quality at the Town Hall.

APPLICATION FOR A VETERAN'S EXEMPTION: E. N. Small presented an application for Paul Melanson who qualifies.

MOTION: To approve the application for Veteran's Exemption as submitted.

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**MOTION: R. P. MCDERMOTT
SECOND: M. KASPRZAK
UNANIMOUS**

STAFF WELLNESS DAY – SEPTEMBER 22 – SPONSORED BY THE LGC HEALTH TRUST: E. N. Small reported that the Local Government Center will be sponsoring a Wellness Day in Hampton Falls to assist employees. There will also be a seminar at the end of the workday. More information is forthcoming.

SUSTAINABLE COMMUNITIES INITIATIVE GRANT APPLICATION: The Rockingham Planning Commission has requested support from a number of communities for its efforts in regard to development of regional goals, policies and projects regarding housing, land use, transportation and economic development.

MOTION: To sign the letter of support.

**MOTION: R. P. MCDERMOTT
SECOND: M. KASPRZAK
2 IN FAVOR, 1 OPPOSED, PASSES**

SET A DATE FOR WHITE GOODS DAY: The Board set the date of Saturday, October 23, for the fall white goods collection day.

OTHER:

Painting of Old Library: A review of an Invitation to Bid for painting of the old library building took place at this time. Item 1.2 painting of brick foundation is to be deleted. The Board approved sending the bid out as amended.

PUBLIC COMMENT

REVIEW AND APPROVAL OF PREVIOUS MINUTES -- AUG. 4:

MOTION: To approve the minutes of the August 4 meeting as written.

**MOTION: R. P. MCDERMOTT
SECOND: M. KASPRZAK
UNANIMOUS**

NEXT SELECTMEN'S MEETING – WEDNESDAY, SEPTEMBER 1, 2010, 6:30 P.M., TOWN HALL

MOTION: To adjourn the meeting at 8:58 p.m.

**MOTION: R. P. MCDERMOTT
SECOND: M. KASPRZAK
UNANIMOUS**