

**FINAL**

**PRESENT:** R. P. McDermott, Chairman; M. Kasprzak, Vice Chairwoman; C. P. Graham, Selectmen; E. N. Small, Town Administrator; L. A. Ruest, Administrative Assistant

**PRESENTATION OF THE CAPITAL IMPROVEMENT PROGRAM 2012-2017 - PETER ROBART:** P. Robart referred the Board to spreadsheets outlining the projects submitted by Departments for the years 2012-2017.

He explained the definition of a Capital Improvement Project and reported that the Committee met with Department Heads in order to bring this information forward to the Planning Board for consideration of recommendation to forward to the Board of Selectmen. The Planning Board accepted the plan and recommended it to the Board of Selectmen at its November 15 meeting. A review of the 2012 projects of the proposed Plan took place department by department, item by item. This review also included certain priorities set for projects (low, medium, high, committed).

Questions and comments were made with regard to various proposals relating to the Fire Department, Old Library (used by the Historical Society) and Library. K. C. Kelley offered to undertake obtaining prices for work needed at the Old Library. The Board asked that he work with the Historical Society to identify and prioritize needs. C. P. Graham asked K. C. Kelley to contact Forrest Brown.

C. P. Graham reported that persons have inquired as to why the Old Library is not a more productive building. Referring to the Cy Pres petition, he stated the answer may be that there is a narrow range of uses that fit within the order of the Superior Court.

E. N. Small stated that it is up to the Board of Selectmen as to which of these to include on the warrant.

**MOTION:** To accept the Capital Improvement Plan 2012-2017 as presented.

**MOTION:** C. P. GRAHAM  
**SECOND:** M. KASPRZAK  
**UNANIMOUS**

**ROAD AGENT - OCTOBER REPORT:** R. P. McDermott asked if any of the Road Agent charges for October include emergency management matters. D. Robinson stated no and E. N. Small identified some charges for Solid Waste. R. P. McDermott requested that the charge for replacement of the wheel to the Brush Dump gate be billed to J. Ziolkowski, the winter road maintenance contractor.

M. Kasprzak inquired as to a fallen tree on Drinkwater Road and expressed concern with it eventually falling onto the road. D. Robinson stated that when money allows, he will cut it and haul it away.

**TREE AND LIMB REMOVAL FROM THE OCT 28/29 STORM:** D. Robinson reported that Valley Tree Service has removed hanging limbs resulting from the October snowstorm. He noted that there were many more than anticipated. Roadside cleanup of trees/limb debris has not yet begun. Valley Tree will be returning at a later date for an additional day's work. J. M. Lord asked that charges relating to the storm be tracked so that they can be included in a claim should this storm be declared by the State or FEMA. E. N. Small informed of a report from a resident indicating a tree within the Town's right of way has fallen onto his property. R. P. McDermott asked to revisit this later.

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**BROWN ROAD DRAINAGE AT APPLECREST FARMS:** D. Robinson reported that he did some temporary work at this location to redirect water. R. P. McDermott asked D. Robinson to visit the property owner with him to explain the work needed by the property owner.

**HIGHWAY DEPARTMENT BUDGET:** C. P. Graham inquired as to the status of funds available from the Highway budget. E. N. Small provided a listing outlining the balance and anticipated expenses through year end.

**BUILDING INSPECTOR, CODE ENFORCEMENT, HEALTH – OCTOBER REPORT:** The Board acknowledged K. C. Kelley’s monthly report.

K. C. Kelley requested signature of the Board on a letter he prepared to the NH Liquor Commission in response to a request for issuance of liquor license for Luis Fish Market, LLC, 115 Lafayette Road. The Board signed the letter.

K. C. Kelley reported that M. Linnehan has inquired as to a permit to sell Christmas trees at property located at 64 Lafayette Road (Map 7, Lot 56). He acknowledged that this property owner will need to apply to the Planning Board at some point, however, given time constraints, suggested that the Selectmen’s Permit application for special event be considered by the Board. The Board expressed concern with traffic and competition with the Fire Department fundraiser of selling Christmas trees. Following discussion, the Board asked K. C. Kelley to have M. Linnehan complete the Selectmen’s Permit process with various departments for consideration at the Selectmen’s December 7 meeting. C. P. Graham asked if a proposal for this property will end up with site plan before the Planning Board. C. Brown stated yes.

**DARTMOUTH TOXIC METALS SUPERFUND RESEARCH PROGRAM:** The Board acknowledged receipt of a letter from Michael Paul, Community Engagement Coordinator, with regard to levels of arsenic concentrations and his request to meet. R. P. McDermott stated he will be invited to a future meeting to present information.

**DEMOLITION OF FARO GARDENS:** K. C. Kelley inquired as to whether the Board has any issues with regard to the application for demolition from Luis Elias. The Board requested that before a permit is issued that K. C. Kelley ensure that the building, leach field and septic are all listed to be removed from the property. Concern was expressed regarding the limited information on the application to include that it has not been signed by the property owner. E. N. Small noted that there is no contact information on the letter and that more information is needed. K. C. Kelley stated he would have the contractor sign the attachment letter he prepared outlining explicit requirements.

**FIRE CHIEF, EMERGENCY MANAGEMENT - MONTHLY REPORT:** The Board acknowledged J. M. Lord’s October report.

T. Samway, Old Stage Road, inquired as to the availability of defibrillators in town buildings. J. M. Lord reported that this equipment is available in emergency vehicles but not town buildings at this time.

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C. P. Graham explained a draft policy he provided to the Fire Chief with regard to levels of response in emergencies. He stated he is looking to avoid pitfalls that can occur in the interim period and that the policy would establish spending authority, need to meet, etc.

**MINUTES OF THE HF EMERGENCY OPERATIONS CENTER, NOV 1 SPECIAL MEETING:** A copy of these minutes was provided to the Board.

**POLICE CHIEF - MONTHLY REPORT:** The Board acknowledged R. Dirsa's report for October and inquired as to a number of incidents.

- **OLD BUSINESS**

**FINANCIAL REPORTS - GENERAL FUND BALANCE \$46,414**

**SELECTMEN'S ACTION ITEMS FROM PREVIOUS MEETING:** C. P. Graham inquired as to the status of discontinuing the acceptance of credit cards by the Town Clerk's office. He expressed concern with the amount of time that is being attributed to reconciling and the inordinate amount of time being spent by employees without compensation. The Board agreed to look at available funds in conjunction with the amount of time spent in order to compensate the Treasurer.

**RELEASE OF FUNDS/APPROVAL OF ENGINEERING FEES FOR BINETTE WETLAND CROSSING:** The Board acknowledged an October 27, 2011 letter from Jones and Beach Engineers indicating that this project is complete. E. N. Small indicated that a request has been made to release funds held by the Town.

**MOTION:** Based on the town engineer's report of October 27, it is moved that funds held to secure the performance of work be released.

**MOTION:** C. P. GRAHAM  
**SECOND:** M. KASPRZAK  
**UNANIMOUS**

**VACANT ALTERNATE – PLANNING BOARD AND ZONING BOARD OF ADJUSTMENT POSITIONS:** R. P. McDermott asked C. Brown if she wanted to explain the email he sent her in this regard. She stated that he received her message of response.

**UPDATED OPERATING BUDGET PACKET:** A revised budget has been prepared and provided to the Board on yellow paper. This is the information for consideration going forward from this date.

**REPORT ON NEW STATE LAW RELEVANT TO AVOIDING BORROWING TANS:** E. N. Small reported that more research needs to be done on this subject. Once a better understanding is reached, E. N. Small will report back to the Board.

**CO-GENERATION UNIT ADJUSTMENTS AND APPLICATION TO UNITIL:** E. N. Small reported that the net meter has been installed at the Public Safety Building; however, it has not yet been programmed.

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**TRUST GIFTS – ADOPTED IN 2003 – APPLIES TO THE OLD LIBRARY BUILDING:** A copy of RSA 31:19 was provided to the Board as well as a copy of Article 7/2003.

**NIEBLING CONSERVATION EASEMENT – CONSERVATION COMMISSION**

**REPRESENTATIVE:** J. P. Pontbriand was present at the Board's request to answer questions with regard to moving forward to place this eight acre parcel in conservation easement.

He explained that it is planned to have South East Land Trust (SELT) hold and manage the easement in perpetuity; the Conservation Commission would have no administrative responsibility. A quote of approximately \$7,500 has been received from SELT for costs and maintenance of the easement. Funds would come from the Conservation Fund held by the Town Treasurer. J. P. Pontbriand stated that the Conservation Commission is ready to move forward and that support and direction is requested of the Board of Selectmen.

**MOTION:** To grant a conservation easement for this parcel and to expend a sum of not more than \$7,500 from the Conservation Fund for this purpose.

**MOTION: M. KASPRZAK  
SECOND: C. P. GRAHAM  
UNANIMOUS**

B. Mutrie, Brown Road, inquired as to whether this land can be used for recreational purposes. J. P. Pontbriand stated that the use would be similar to the Raspberry Farm conservation easement.

**PUBLIC COMMENT**

T. Samway, Old Stage Road, restated that the drainage problem arising from the Applecrest property along Brown Road has been ongoing for years and that the solution has been to place a proper culvert. He asked that someone ensure it is done as it is a safety issue that needs resolution.

**• NEW BUSINESS**

**62 KENSINGTON ROAD- TERMINATION OF SLOPE AND DRAINAGE EASEMENT:** A Release of Easement for this property was signed by the Board and will be notarized accordingly.

**COMPILE A LIST OF PROPOSED WARRANT ARTICLES FOR THE NEXT SELECTMEN'S**

**MEETING:** E. N. Small prepared a listing of proposed warrant article topics for consideration of the Board. Following review, the Board approved the listing. E. N. Small will prepare wording for each topic for review of the Board at a future meeting. R. P. McDermott suggested including a warrant article to request approval to increase certain fees and asked E. N. Small to ask Building Inspector K. C. Kelley which fees need to be increased. He also suggested that request be made by warrant article to increase white goods disposal fees.

R. P. McDermott asked Board members to review their schedules and provide E. N. Small with available dates for consideration to meet within the next two weeks to address final budget review,

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default review and warrant review. The Library budget will be reviewed at the December 7 meeting of the Selectmen.

**JAN. 10 PRESIDENTIAL PRIMARY**

**APPLICATION FOR A VETERAN'S TAX CREDIT was signed by the Board.**

**OTHER**

**RPC Funding Opportunities:** R. P. McDermott inquired as to whether the Police and Fire Departments have received a copy of this booklet and application for 2012. L. A. Ruest took the booklet for review with the Chiefs.

**BENEFIT STRATEGIES – PREMIUM CONVERSION PLAN APPLICATIONS for salaried employees were signed by the Chairman.**

**INTENT TO CUT:** The Board signed an intent to cut application.

**2011 EQUALIZATION MUNICIPAL ASSESSMENT DATA SHEETS CERTIFICATE:** E. N. Small requested signature of the Board on this report prepared by the Assessor for submission to the Department of Revenue Administration to establish an equalization ratio for the Town. The paperwork was signed by the Board.

**COMCAST CABLE:** E. N. Small received a request from Kate Miller of Donahue, Tucker, Ciandella to check with the Board as to whether it wants her to pursue cable for the Old Library. The Board indicated that this was done. E. N. Small reviewed the minutes from a previous meeting where this was decided and stated he would call K. Miller.

**MEETING WITH FIRE CHIEF J. M. LORD AND J. TRUE:** R. P. McDermott asked to meet with these employees at a future Board meeting.

**PUBLIC COMMENT**

B. Mutrie, Brown Road, informed the Board of the need to change the screens to storm windows at the Town Hall.

She also asked for the results of the town report bid. E. N. Small stated that ImageWise of Hampton Falls was awarded the bid.

**REVIEW AND APPROVAL OF PREVIOUS MINUTES -- NOV 2, 9**

**MOTION:** To approve the minutes of the November 2 and November 9 meetings as written

**MOTION: M. KASPRZAK  
SECOND: C. P. GRAHAM  
UNANIMOUS**

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**NEXT SELECTMEN'S MEETING – WEDNESDAY, DECEMBER 7, 2011, 6:30 P.M., TOWN  
HALL**

**MOTION:** To adjourn the meeting at 8:45 p.m.

**MOTION:** M. KASPRZAK

**SECOND:** C. P. GRAHAM

**UNANIMOUS**