

MAY 15, 2013

**BOARD OF SELECTMEN
TOWN OF HAMPTON FALLS**

TOWN HALL

DRAFT MINUTES

PRESENT: R. P. McDermott, Chairman; M. Kasprzak, Vice Chairwoman; C. P. Graham, Selectmen; L. A. Ruest, Administrative Assistant; K. Croteau, Secretary

6:30 pm

Building Inspector, Code Enforcement, Health – Monthly Report

The Board acknowledged the Building Inspector's report for the month of April. Discussion took place regarding updating fees. It was decided to address the issue of fees in the Fall. R. P. McDermott inquired as to the status of the Linden Road issue. This code compliance matter is in the hands of counsel. C.P. Graham asked if the draft had been received from the attorney. L. Ruest to follow up.

Road Agent – Monthly Report

The Board acknowledged the Road Agent's reports for the month of April.

Roadside Mowing/Brush Cutting - Discussion took place regarding roadside mowing and brush cutting. L. Ruest provided a spreadsheet of Highway Projects with the balances available to assist with determining whether funds would be available for a possible second mowing in response to R. P. McDermott's suggestion to do so. It was decided to wait and see if a second mowing will be needed.

Winter Road Maintenance Contract 2013 – 2014 Winter Season. After reviewing the reports of concerns, M. Kasprzak noted that it had been a fairly easy winter and was satisfied with the winter maintenance overall. The Board agreed and decided to go out for information and proposals for next season.

Road Work – 2013 The Board reviewed the Road Work – 2013 worksheet authorizing recommended road projects for 2013, there were no concerns. D. Robinson to move forward on the road projects listed.

D. Robinson to contact Winter Road Maintenance Contractor for completion of tasks including repairs to gates, at the brush dump before funds will be released.

Fire Chief, Ambulance, Emergency Management – Monthly Report

The Board acknowledged the Fire Chief's report for the month of April. Chief Lord reported that all had gone well at the Castleberry Fair event at the Town Common. Chief Lord reported that he would be attending an Emergency Management meeting the first week in June regarding Storm Nemo.

Police Chief, Animal Control – Monthly Report

The Board acknowledged the Police Report for the month of April. Chief Dirsa answered questions regarding the report.

Chief Dirsa presented a request for changes in detail rates. He explained he had researched with other towns and the Local Government Centers' 2011 Salary Survey for the rates. After discussion regarding the funding of these rates, it was decided that, in the future, the rates would be considered for funding through the budget in the Public Safety line item. L. Ruest to research options and provide details.

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MOTION: To approve the changes in police and fire detail rates from \$35 to \$38.

MOTION: M. KASPRZAK

SECOND: C.P. GRAHAM

UNANIMOUS

Chief Dirsa reported that the grant applied for through the N.H. Highway Safety Department for a cruiser camera had been approved for \$2,497.50.

HIGHWAY SAFETY COMMITTEE MEETING

With reference to speed limits on Crank and Goodwin Roads, the Highway Safety Committee prepared and presented a map depicting the locations of the speed limit signs in place throughout town, it was noted that there were a number of signs missing. Their recommendation was to review with the Road Agent and have him replace any missing signs. They did not feel there was a need to install additional signs.

C. P. Graham noted that Goodwin and Crank Roads have been repaved resulting in an increase in speed in the area. Chief Dirsa to look into the matter.

• **OLD BUSINESS**

Financial Reports – General Fund Balance \$ 304,366 – School payments are being held in anticipation of tax bills being mailed.

Account Payable/ Payroll Warrants

MOTION: To approve Payroll Warrant #223 in the amount of \$15,127.42 and Accounts Payable Warrants #359 in the amount of \$8003.44 and 360 in the amount of \$608,068.74.

MOTION: M. KASPRZAK

SECOND: C.P. GRAHAM

UNANIMOUS

Review of Policies: - moved to the end of the meeting

Select Board's Rules and Procedures

Selectmen's Expectations for All Department Heads

Obtaining Legal Opinions Policy

Minutes Policy

Listing of Town Owned Properties Available for Recreation

L. Ruest reported the Listing of Town Owned Properties for Recreation is available on the Town Website on the Conservation Commission page. It will also be added as a link in the upcoming Newsletter for July/August.

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Road Markings Route 88 (“school” and arrows)

L. Ruest provided a copy of an email to Eric Healey at the NH Department of Transportation requesting the word “school” and arrows to be placed on Route 88 in two locations at the Lincoln Akerman School. The word “school” has been painted and information is forthcoming regarding the request for arrows.

Other – There were no other items presented at this time.

PUBLIC COMMENT

There was no public comment at this time.

• **NEW BUSINESS**

Wetland Crossing Agreement – Pond, Map 1, Lot 23-1

As Neal Pond was present, the Board took this item out of order. The Planning Board approved the Wetland Special Use Permit for this property. L. Ruest explained the process and requirements for posting bond to Mr. Pond.

Selectmen’s Permit, Use of Bandstand by Historical Society

L. Ruest explained that the Historical Society permit application had not been received. Since the Board will not meet again until June 5, and the permit is for Memorial Day, the Board agreed to authorize the Chairman to sign the permit provided all required signatures are obtained.

MOTION: To authorize the Chairman to sign the Selectmen’s Permit for the Historical Society’s use of the Bandstand on Memorial Day provided all applicable Department Head signatures are obtained.

MOTION: C.P. GRAHAM

SECOND: M. KASPRZAK

UNANIMOUS

NH DRA Equalized Valuation

The Board reviewed the NH DRA Equalized Valuation. It was noted that it did not include Nextera. L. Ruest reported that the Assessor had found a duplication and a suggestion was made to reduce the next bill by that amount. After discussion, it was decided to apply the \$75,000 adjustment. C.P. Graham will contact the Town of Hampton regarding Nextera.

Tax Deed (Map 7, Lot 50)

J. Ashak, Tax Collector, presented a Deed Waiver for property located at Map 7, Lot 50. He explained that the taxpayer had entered into an agreement and is continuing to pay.

MOTION: To execute the Tax Collector Deed Waiver with respect to Map 7, Lot 50 premised upon a taxpayer agreement to be entered into for the 2010 tax lien.

MOTION: C. P. GRAHAM

SECOND: M. KASPRZAK

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UNANIMOUS

Tax Deed (Map 8, Lot 34)

After discussion, it was decided that the Tax Collector would contact the taxpayer to see if a payment agreement could be made. The Board did not sign a deed waiver at this time.

Residence in Industrial or Commercial Zone

L. Ruest presented the Residence in Industrial or Commercial Zone Exemptions applications for Board signature. There are two applications this year. The Board signed as required for recording at the Registry.

Delegation of Deposit Authority

L. Ruest presented the Delegation of Deposit Authority for required signature by the Board.

Hampton's Post No. 35 – Memorial Day Services, Town Common

The town received a letter regarding the Memorial Day Services to be held on Monday, May 27, 2013 at 9 AM. This has been posted to the Town Website.

Other

The Action Items Listings was reviewed. These items will be updated for the next meeting. It was noted that the item "MS4 Stormwater Permit" could be removed from the list as a waiver has been granted. The issue of lighting at the town garage was discussed, it was decided that if lighting was to be installed, it would be done through the budget.

Permanent part-time status. L. Ruest recommended Kathleen Croteau to permanent part-time status for the Secretarial position.

MOTION: To approve Kathleen Croteau for permanent part-time status.

MOTION: C. P. GRAHAM

SECOND: M. KASPRZAK

UNANIMOUS

L. Ruest presented a list of Hazardous Trees provided by Unitil for consideration of the Board.

MOTION: To approve designation of listed trees as a hazard and authorize to have Unitil remove them.

MOTION: C. P. GRAHAM

SECOND: M. KASPRZAK

UNANIMOUS

L. Ruest presented an unrecorded lien release for signature by the Board.

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Public Comment

Beverly Mutrie, Brown Road, inquired about seeking a grant for the heating system for the Museum. R. McDermott and C.P. Graham reported that the Fire Department had a negative experience with the grant for the Public Safety Building heating system. R. P. McDermott said Peter Robart of the Town Improvement Committee would be the one to speak to regarding the Museum improvements.

REVIEW AND APPROVAL OF PREVIOUS MINUTES – May 1, 2013

MOTION: To approve the minutes of the May 1, 2013 meeting as written.

MOTION: M. KASPRZAK

SECOND: C. P. GRAHAM

UNANIMOUS

NEXT SELECTMEN’S MEETING – Wednesday, June 5, 2013, 6:30 p.m., Town Hall

MOTION: To go into nonpublic session in accordance with RSA 91-A:3 II. (e) Consideration or negotiation of pending claim or litigation, and II. (a) Personnel at 8:18 p.m.

MOTION: M. KASPRZAK

SECOND: C. P. GRAHAM

UNANIMOUS

NON-Public Session RSA 91-A:3 II (a) Personnel and (e) Consideration or negotiation of pending claims or litigation

MOTION: To go out of nonpublic session and resume at 8:26 p.m.

MOTION: C. P. GRAHAM

SECOND: M. KASPRZAK

UNANIMOUS

Review of Policies:

The Board reviewed and discussed the policies presented. It was decided to reaffirm the Obtaining Legal Opinions Policy and the Minutes Policy. After discussion, it was decided to look at the Select Board’s Rules and Procedures and the Selectmen’s Expectation for All Department Heads in July or August.

MOTION: To adjourn the meeting at 8:38 p.m.

MOTION: M. KASPRZAK

SECOND: C. P. GRAHAM

UNANIMOUS