

**BOARD OF SELECTMEN
TOWN OF HAMPTON FALLS**

**JUNE 5, 2013
TOWN HALL**

DRAFT

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

R. P. McDermott called the meeting to order at 6:30. Brucie Izard was present and introduced herself as the new reporter assigned to the Town of Hampton Falls for the Hampton Union.

• **OLD BUSINESS**

Financial Reports – L. Ruest reported that she is working with the cash flow in conjunction with the school payments.

ACCOUNTS PAYABLE/PAYROLL WARRANTS

MOTION: To approve the Accounts Payable warrants #361, #362 and 363 in the amounts of \$5,140.04, \$171,326.43 and \$5,469.87 and the Payroll warrants #224, #225 and #226 in the amounts of \$14,237.56, \$15,873.30 and \$4,559.90.

MOTION: C.P. GRAHAM

SECOND: M. KASPRZAK

UNANIMOUS

SELECTMEN'S ACTION ITEMS LISTING

R. P. McDermott asked if a column could be added to the list to include the date the item was added to the list.

M. Kasprzak asked if the Elm Trees could be ordered this Fall. L. Ruest reported that the conditions for purchase require prepayment in 2013; an amount for purchase of the Elm Trees was not included in the 2013 budget. It was decided to include an amount for the purchase of the Elm Trees in the 2014 budget.

A discussion took place regarding item 1, streamline code compliance between BOS and CCO. As the new Code Compliance Officer has not had to set up a file yet it was decided that this matter could be discussed at a future date.

C.P. Graham reported on the status of the discussions regarding Nextera. He reported that he has not received a response from Hampton yet.

With regard to the brush dump expansion, a discussion took place regarding the compost and that it is accumulating at the dump. R. P. McDermott reported that the Road Agent has asked what is to be done with it. Some of the ideas discussed were seeking a request for proposal, offering a limited amount to homeowners and offering an amount to the Town Improvement Committee for use on town properties. It was decided that R. McDermott would obtain information regarding measurement amounts and prices for further discussion. M. Kasprzak and L. Ruest will prepare a request for proposal for consideration of the Board.

NEXTERA – 2012 VALUATION

DRAFT

C.P. Graham explained that the information provided was arrived at as a result of a settlement between Nextera and Department of Revenue Administration and not a result of an appraisal. The next step in the process is to find out what Hampton is looking to consider.

POLICIES AS RE-AFFIRMED LAST MEETING (5/15/13)

Copies of final policies will be provided in paper form and PDF once a review of all policies are complete.

HAMPTON FALLS IN-CRUISER VIDEO

The Board received information regarding the approval of the grant for \$2,497.50 for the In-Cruiser Videos.

OTHER

A discussion took place regarding the May invoice submitted by the Road Agent relating to costs associated with Crank & Goodwin Roads. This expense will be applied to the capital reserve fund. L. Ruest to meet with the Road Agent to discuss future estimates to include percentage for contingency.

PUBLIC COMMENT

B. Izard, reporter from the Hampton Union, asked where on the agenda the topic of the highway invoice was. L. Ruest explained it came under the "Other" section and C.P. Graham gave a synopsis of the issue discussed.

• **NEW BUSINESS**

SUMMER MEETING SCHEDULE

The Board of Selectmen agreed to meet on the 17th of July and the 21st of August for the Summer 2013 Schedule.

SELECTMEN'S PERMIT – GRANITE STATE QUEST – RIDE TO CONQUER CANCER

MOTION – To authorize the Chairman to sign the Selectmen's Permit for the Granite State Quest Bike Ride.

MOTION: M. KASPRZAK

SECOND: C.P. GRAHAM

UNANIMOUS

SELECTMEN'S PERMIT – NH HUNTER JUMPER ASSOCIATION

Postponed until completed application received.

2013 WARRANT ARTICLES

L. Ruest reported that Warrant Articles - Upgrading former Selectmen's office; Mosquito Control Program and the Computer Equipment Warrant Articles were being addressed in 2013.

CURRENT USE APPLICATIONS, MAP 7, LOT 8-2 AND MAP 4, LOT 73-10

DRAFT

The Board signed approval of documents as presented by the Tax Collector for current use applications.

MOTION: To approve the current use applications as submitted.

MOTION: M. KASPRZAK

SECOND: C.P. GRAHAM

UNANIMOUS

CERTIFICATION OF YIELD TAXES (MAP 6, LOT 9; MAP 6, LOT 17; MAP 1, LOT 23-01)

The Board signed approval of documents as submitted by the Town Clerk for Certificate of Yield Taxes.

TAX DEED – (MAP 8, LOT 34)

The Board was informed that the taxes had been paid for Map 8, Lot 34 for the tax deeding year.

COMCAST – FRANCISE FEE PAYMENTS

The Board was informed that the franchise fee payments had been received from Comcast and made available to the Treasurer of the Trust Funds.

FIRST HALF OF 2013 TAX WARRANT

The Board signed the first half of 2013 tax warrant amounting to \$4,254.903 as presented by the Tax Collector.

MS-4 STORM WATER PERMIT

The Board acknowledged the letter received from the U.S. Environmental Protection Agency granting a waiver from the New Hampshire Stormwater MS-4 permit requirements with the caution that this waiver does not constitute an outright exemption from the Stormwater Program.

BRUSH ATTENDANT

The Board reviewed and discussed the job description for the Dump Attendant position. L. Ruest explained that she had met with the P. Michael, the Dump Attendant, to discuss the job description. After discussion and clarification they came to agreement on the duties outlined in the job description.

MOTION: Move to adopt the job description as prepared by the Administrative Assistant for the Dump Attendant position.

MOTION: C.P. GRAHAM

SECOND: M. KASPRZAK

UNANIMOUS

SAFETY VESTS

L. Ruest explained that P. Michael, the Dump Attendant, made a suggestion to provide safety vests for employees and volunteers participating in White Goods Day. L. Ruest provided a sample from a Home Depot flyer. The Board unanimously agreed to purchase ten vests for uses other than Fire Department.

DRAFT

SOUTHEAST REGIONAL REFUSE DISPOSAL DISTRICT 53-B

The Board acknowledged receipt of the letter from Southeast Regional Refuse Disposal District 53B indicating the increase in the 2013/2014 annual CPI adjustment.

MONTHLY REPORTS - SELECTMEN REPRESENTATIVE REPORTS

SELECTMEN MCDERMOTT – LIBRARY: No report on the Library was given at this time.

SELECTWOMAN – KASPRZAK - PLANNING BOARD, HERITAGE COMMISSION: M. Kasprzak reported that the Planning Board held a public hearing and approved an application from Unifit for Scenic Road Alteration Permit regarding the trimming of trees along the scenic roads in town. No report on the Heritage Commission was given at this time.

SELECTMEN GRAHAM - SCHOOL BOARD, ENERGY COMMITTEE: C. P. Graham stated that he did attend the School Board meeting in May; the School Board held a retreat and decided to present the same warrant article in March of 2014. He reported he would be unable to attend the June meeting. No report on the Energy Committee was given at this time.

OTHER

R. P. McDermott suggested the budget discussions should begin in August. The Board agreed to this suggestion.

L. Ruest distributed the Special Events Listing for the remainder of the 2013 year. She advised everyone to take note of the revision date as this document is updated frequently.

L. Ruest mentioned that the Tax Assessor, D. Calder, has requested a work session with the Board of Selectmen to discuss changes in assessment values. This meeting is tentatively scheduled for Monday, June 24, 2013 at 9:30 a.m.

L. Ruest reported that the Winter Maintenance Contractor has requested retained funds as he has finished repairs. It was decided to hold off until next meeting on this as the Road Agent needs to review the checklist and advise the Board.

L. Ruest distributed a handout of two different scenarios pertaining to police detail as this will become a matter of discussion for the budget. These scenarios relate to the special fund versus the budget.

PUBLIC COMMENT

B. IZARD asked the Board to comment on which agenda item they found most significant this evening.

L. Ruest explained that the Board of Selectmen meets twice a month. The first meeting is considered a business meeting while the second meeting the Board meets with the Department Heads.

DRAFT

M. Kasprzak said that this meeting was mostly dealing with housekeeping matters. She found the evaluation of Nextera important and was most significant for this meeting.

C. P. Graham agreed with M. Kasprzak and added that the approval of the MS-4 waiver was significant as well.

R. P. McDermott concurred with the other Board members on this matter.

MOTION: To go into nonpublic session in accordance with RSA 91 A:3 II. (a) Personnel and RSA 91 A:3 II (e) Consideration or negotiation of pending claim or litigation, 8:25 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 8:51 p.m.

MOTION: C. P. GRAHAM

SECOND: M. KASPRZAK

UNANIMOUS

APPOINTMENT OF PART-TIME ASSISTANT TOWN CLERK

J. Fournier has retired and H. Knowles is recommending temporary appointment until she can advertise the position.

MOTION: To approve the appointment of Kathy Croteau for part-time assistant Town Clerk for the months of June, July and August 2013.

MOTION: M. KASPRZAK

SECOND: C.P. GRAHAM

UNANIMOUS

REVIEW AND APPROVAL OF PREVIOUS MINUTES

MOTION: To approve the minutes of the May 15, 2013 as written.

MOTION: C.P. GRAHAM

SECOND: M. KASPRZAK

UNANIMOUS

MOTION: To adjourn the meeting at 8:56 p.m.

MOTION: M. KASPRZAK

SECOND: C.P. GRAHAM

UNANIMOUS