

**BOARD OF SELECTMEN  
TOWN OF HAMPTON FALLS**

**PUBLIC SAFETY BUILDING**

**DRAFT MINUTES**

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

**BUILDING INSPECTOR, CODE COMPLIANCE, HEALTH – MONTHLY REPORT**

The Board acknowledged the Building Inspector’s report. There was a discussion regarding sign compliance and that temporary sandwich-type signs were too close to the road. M. Sikorski reported he will contact Doug DePorter of NH DOT for state road requirements.

**ROAD AGENT – MONTHLY REPORT**

The Board acknowledged the monthly services conducted by D. Robinson in June and reviewed the completed Road Projects and Pending Road Projects for – 2013 spreadsheet. Discussion took place regarding the roadside mowing and brush cutting and the placement of “road work ahead” signs to warn motorists. R. McDermott asked about the wheels on the gates at the Brush Dump and it was decided to replace two wheels on the main gate.

**REQUEST FOR INFORMATION (RFI) – WINTER ROAD MAINTENANCE**

L. Ruest reported two contractors had responded to the Request for Information. The Board took this matter under advisement. This matter will be added to the August 21 agenda.

**FIRE CHIEF, AMBULANCE, EMERGENCY MANAGEMENT – MONTHLY REPORT**

The Board acknowledged the Fire Chief’s report for June. The Fire Chief reported he has met with the FEMA representative and a claim for Blizzard Nemo has been submitted. C.P. Graham inquired if there were any problems with the ambulance billing. Fire Chief reported there were no issues.

**POLICE CHIEF, ANIMAL CONTROL – MONTHLY REPORT**

The Board acknowledged the Police Chief’s report for June. C. P. Graham asked the Police Chief to provide an account of how the Prosecution Services Contract has aided the department over the past year in preparation for the upcoming budget season.

Chief Dirsa reported he had received the new police vehicle, approved by voters in March, today and that it should be ready to put on the road around August 1.

• **OLD BUSINESS**

**FINANCIAL REPORTS – GENERAL FUND BALANCE \$2,714,831**

**MOTION:** To approve accounts payable warrants 366 for \$15,649.89, 367 for \$5,222.77, 368 for \$600.00, 369 for \$731,999.00, 370 for \$6,024.43 and 371 for \$5,039.44 and payroll warrants 228 for \$12,398.72, 229 for \$12,999.90 and 230 for \$15,661.49 as presented.

**MOTION: C. P. GRAHAM**

**SECOND: M. KASPRZAK**

**UNANIMOUS**

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**POLICIES REVIEW**

The Select Board's Rules and Procedures and Selectmen's Expectations for All Department Heads matter is continued to August meeting.

**2014-2019 CAPITAL IMPROVEMENT PROJECTS - SELECTMEN**

L. Ruest reported that the next session for the Capital Improvement Projects will be held in September with worksheets due in August. She asked the Board to let her know of any projects to add on behalf of the Board of Selectmen.

**PUBLIC COMMENT**

D. French, Exeter Road, asked what the distance for signs from Route 88 was. L. Ruest said Route 88 is a state road and would be researched by M. Sikorski.

T. Beattie, Drinkwater Road, reported that the Scholarship Committee had awarded 10 Cable TV scholarships to recipients. They have received several thank-you notes. R. P. McDermott asked that the recipients be posted to the town website. T. Beattie mentioned that the recipients are also listed in the newspaper and in the Town Report.

**NEW BUSINESS**

**~~RELEASE OF IMPACT FEE - MITCHELL - M4, L 61 (8/16/13) - WHS BOND~~**

~~**MOTION:** To release the impact fee collected on Map 4, Lot 61 to the Winnacunnet High School Bond payment.~~

~~**MOTION:** C. P. GRAHAM~~

~~**SECOND:** M. KASPRZAK~~

~~**UNANIMOUS**~~

(It was later determined that this account was previously released at the request of the School District.)

**TOWN/LIBRARY/SCHOOL NEWSLETTER AGREEMENT (REVISED)**

L. Ruest explained that the revisions to the Agreement pertain to the former printing and mailing process to the "subscribe to" format through the Town's website and the need for each entity to fund for postage in the future.

**MOTION:** To authorize the Chairman to sign the Newsletter Agreement. (2013)

**MOTION:** M. KASPRZAK

**SECOND:** C.P. GRAHAM

**UNANIMOUS**

**SELECTMEN'S PERMIT: SILVER OAK JUMPER TOURNAMENT AUG 7-11**

L. Ruest reported that all Department Heads have reviewed the permit application.

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Jeff Papows from Silver Oak Farms was present and spoke to the Board regarding the benefits to the community that the Jumper Tournament brings to the area.

**MOTION:** To approve the application for the Selectmen's Permit for the Silver Oak Jumper Tournament.

**MOTION: C. P. GRAHAM**

**SECOND: M. KASPRZAK**

**UNANIMOUS**

**LOCAL GOVERNMENT CENTER – REORGANIZATION BYLAWS**

L. Ruest explained that the LGC had reorganized to three entities (NH Municipal Association, Healthtrust and Property/Liability Trust) and the material presented was informational.

**MS-1 (SUMMARY VALUATION) & (REVENUES) REPORT DUE SEPT 1**

L. Ruest informed the Board that it is the time of year to start these report and that the Assessor prepares information for the MS-1.

**FIRST TAX WARRANT – PERCENTAGE OF TAXES COLLECTED**

The Tax Collector has reported collecting 91.4% of the warrant which is consistent with previous years.

**LINCOLN AKERMAN SCHOOL – UNADJUSTED ASSESSMENT \$4,998,355**

A letter from Hampton Falls School District Treasurer reporting the unadjusted assessment of \$4,998,355 was acknowledged by the Board.

**DELINQUENT TAXPAYER AGREEMENT – MAP 7, LOT 50**

L. Ruest explained that the Tax Collector had prepared an agreement for consideration. The Board concurred that there was consistent cooperation and the Board members signed the agreement.

**TAX REFUND #593 – DUPLICATE PAYMENT – MAP 5, LOT 4**

The Board members signed the tax refund for duplicate payment.

**CURRENT USE APPLICATIONS**

**MAP 1, LOT 19, MAP 6, LOT 64-17, MAP 4, LOT 5-06**

The Board members signed the current use applications as presented by the Tax Collector.

**PROPERTY OWNER'S REQUEST TO PURCHASE TOWN OWNED LAND**

The Board discussed the request to purchase town owned land and decided it would need to consider researching the fair market value of the property and possibly obtain an appraisal. L. Ruest will ask the Town Assessor to prepare information for consideration of the Board.

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**MOTION:** To research the fair market value of the property and proceed from that point.

**MOTION: C. P. GRAHAM**

**SECOND: M. KASPRZAK**

**UNANIMOUS**

**PLANNING – CIRCUIT RIDER PLANNER ASSISTANCE (7/2013 – 6/2014)**

**MOTION:** To authorize the Chairman to sign the contract for the Circuit Rider Planner for the July 2013 through June 2014 fiscal year.

**MOTION: C.P. GRAHAM**

**SECOND: M. KAZPRZAK**

**UNANIMOUS**

**PROPANE FOR TOWN HALL, PSB AND 45 EXETER ROAD – BID**

Discussion took place regarding the price of propane, L. Ruest reported that the Bookkeeper obtained pricing of a low per gallon price of \$1.69 to a high of \$1.95; the current provider has quoted \$1.69 at present. L. Ruest reported she had increased the estimated gallons to 250 for 45 Exeter Road . The Board agreed to continue with the current provider (Webber) at \$1.69 per gallon.

**HISTORICAL SOCIETY MUSEUM (45 EXETER ROAD) – MOLD ABATEMENT**

D. French, President of the Historical Society, was present and provided information regarding the current situation of the building at 45 Exeter Road. Among the concerns addressed were the suggestion that the building should be heated throughout the winter to help alleviate the mold problem and that the building may require a new furnace. D. French introduced R. Augusti, Crystal Drive, who is a mold abatement professional. R. Augusti provided detailed information regarding the mold problem at 45 Exeter Road. R. Augusti volunteered to take care of the mold abatement problem at 45 Exeter Road.

A lengthy discussion took place regarding the plastic liner in the basement, the carpet that is in the process of being removed, the crawl space and the areas that have been insulated. R. Augusti explained the program he would like to put in place for mold abatement to include of an ozone unit that would circulate and wick conditioned air from within the building.

L. Ruest suggested R. Augusti meet with the Town Improvement Committee to discuss and prioritize these issues within available funds. The Town Improvement Committee will be meeting Tuesday, July 23, 2013.

The Board thanked R. Augusti for his donations and service.

**ASSESSOR SEARCH – JOB DESCRIPTON**

The Board reviewed a draft job description for the part-time Assessor position. C. P. Graham asked that the job summary include “assessing real property” and asked that “designations is desirable” be changed to “designations will ultimately be required.” The Board determined that there may be a need to advertise the position more than once given the expertise needed for this position.

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**Other**

**WEB SITE – PROCEDURE FOR SEARCHING**

R. P. McDermott asked that this matter be added to the agenda as he questioned the availability of information regarding trash pickups. L. Ruest explained the various options available to search for topics on the Town's website including the search box on the home page.

**PUBLIC COMMENT**

D. French, Exeter Road, gave kudos to those responsible for the changes in the front of the Town Hall.

T. Beattie, Drinkwater Road, expressed concern for the memorial stone for the former Selectman Biggi. L. Ruest explained the full plan and drawing of the plan for Town Hall is on display at Town Hall. Once the grass grows in there are plans for a tree, a sign and lastly, a flagpole.

D. Janik, Exeter Road, inquired about the LAS assessment and asked if it was an aggregate number. L. Ruest replied the number (previously discussed this meeting) is what they are assessing the Town and provided him with a copy of the document.

The Chairman closed the public session.

**OTHER**

**REQUEST TO PROVIDE FREE LEMONADE AT CONCERT**

The Board discussed a request received from T. Santora, Avery Ridge Lane, to allow his children to give out free lemonade at the concerts held at the Town Common while he conducts a survey for the LAS Construction Project. The Board requires the American Legion to obtain a Selectmen's Permit to provide food and drink at the concerts and asked L. Ruest to call T. Santora to ask him to reconsider the lemonade stand.

**WATER PRESSURE**

L. Ruest explained that volunteers identified a water pressure problem while installing at the Town Hall. A request was made to contact Epping Well for an evaluation. The Board agreed to ask for information regarding the current water quality and pressure.

**BRUSH DUMP**

A discussion took place regarding the cardboard recycling dumpsters located outside the fence at the Brush Dump and the problem with persons dumping trash in this area. It was agreed to move those dumpsters inside the gates so that the Dump Attendant can oversee disposal. L. Ruest will contact Northside Carting to determine if this is problematic for them..

**MOTION:** To go into nonpublic session in accordance with RSA 91 A:3 II. (a) at 8:30 p.m.

**MOTION: M. KASPRZAK**

**SECOND: C. P. GRAHAM**

**UNANIMOUS**

**JULY 17, 2013**

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**NON-Public Session RSA 91-A:3 II (a) Personnel**

**MOTION:** To go out of nonpublic session and resume at 8:41 p.m.

**MOTION: C. P. GRAHAM**

**SECOND: M. KASPRZAK**

**UNANIMOUS**

**REVIEW AND APPROVAL OF PREVIOUS MINUTES: 6/19/2013 & 6/24/2013**

**MOTION:** To approve the minutes of the June 19 and June 24, 2013 meetings as written.

**MOTION: C.P. GRAHAM**

**SECOND: M. KASPRZAK**

**UNANIMOUS**

**MOTION:** To adjourn the meeting at 8:46 p.m.

**MOTION: M. KASPRZAK**

**SECOND: C.P. GRAHAM**

**UNANIMOUS**

*Next Selectmen's Meeting – Wednesday, August 21, 2013, 6:30 p.m., Town Hall*