

**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

PROPOSED AMENDMENTS TO FEES (WARRANT ARTICLE 9/2013) BY DEPARTMENT
L. Ruest explained that she had reached out to all departments asking for information on amending or establishing license or permit fees. It was decided to bring the proposals to the September 18 meeting.

BUILDING INSPECTOR, CODE COMPLIANCE, HEALTH – MONTHLY REPORT
The Board acknowledged the Building Inspector’s report for July.

Draft Code Compliance Procedure - A discussion took place regarding the draft Code Compliance Procedure presented. It was decided a work session would not be necessary and the Board approved the procedure as presented.

Yard Sales – R. P. McDermott explained he asked to have the yard sale issue added to the agenda because he wanted to know if the Board would want to ask the Police Department to stop by at yard sales and ask if a permit had been granted; his concern was for safety with the parking at yard sales. C. P. Graham asked if it would not be putting a burden on the Police Department and inquired as to the reason a yard sale permit was required. Chief Dirsa explained the permit process was put in place to prevent retail-type locations presenting as yard sales. L. Ruest explained that the yard sale permit was part of the Selectmen permit with authority given to the Building Inspector to authorize the yard sale permit; in the past the process included copy distribution to the Police Department. M. Sikorski explained he had only received 2-3 requests for permits over the last couple months; he also noted that only one had been obtained during his working hours. A suggestion was made to include a notice in the upcoming Newsletter stating that permits are required for yard sales. The Board recommended a requirement for the permit to be granted by the Building Inspector one week in advance and the permits distribution to the Police Department be resumed.

ROAD AGENT – MONTHLY REPORT
The Board acknowledged the Road Agent’s report for July.

2013 Road Projects – Status – D. Robinson reported that remaining road work was to begin at Dodge Road on Monday. L. Ruest said notification would be sent to residents. C. P. Graham questioned roadside mowing and brush cutting between Kensington and Drinkwater Roads. R. P. McDermott explained that a list of roads had been established for the contractor to do the mowing and brush cutting and that the list had been completed; other roads requiring attention are addressed by the Road Agent on an emergency basis. R. P. McDermott asked L. Ruest to prepare a list to give to the contractor for an estimate.

Winter Road Maintenance (2013-2014) and Request for Information – J. Ziolkowski from E.L.M. Services, Inc. was present. A discussion took place regarding responses to the requests for information. C.P. Graham explained the reason for requesting proposals was to guarantee the best option for the Town. D. Robinson stated that some towns send out RFPs yearly. After discussion, it was decided that

**BOARD OF SELECTMEN
TOWN OF HAMPTON FALLS**

PUBLIC SAFETY BUILDING

in the future the Town would request RFPs on an annual basis but for this year it was too late. RFPs to be requested at the end of the winter maintenance season in the future (June).

J. Ziolkowski spoke regarding the contract noting he felt it was fair and equitable and that he too was a resident taxpayer in Town and as such wants what is the best option for the Town as well. He had one concern regarding the non-storm related calls to salt treat roads. This will be addressed at the budget work session.

It was agreed to enter into agreement with E.L.M. Services, Inc. for the upcoming year. L. Ruest to prepare agreement for action or amendment at the September 4th meeting; in conjunction, the Weatherworks contract will be renewed by the Town and J. Ziolkowski to take care of B.W.S.

FIRE CHIEF, AMBULANCE, EMERGENCY MANAGEMENT – MONTHLY REPORT

The Board acknowledged the Fire Chief’s report for July.

Emergency Notification System (ENS); Appoint Authorized Users –

Chief Lord explained that the ENS is run by the State of New Hampshire as part of the 911 System and requires designation of authorized users to access and post information to the system. He presented the form with him and Chief Dirsa as the designated authorized officials. Chief Lord explained it is an emergency system only and that general information is not posted here. He will be attending a training class this Fall.

MOTION: To authorize the Chairman to sign the New Hampshire Emergency Notification System Authorized User Form appointing the Fire Chief and Police Chief users.

MOTION: M. KASPRZAK

SECOND: C. P. GRAHAM

UNANIMOUS

HFVFD Association Purchase/Donation Kubota 4 Wheel Utility Vehicle

Chief Lord reported that the Volunteer Fire Association purchased and would like to donate a Kubota to the Town. He said they purchased the \$18,000 Kubota using Association funds. He explained it would be used for road races, horse shows and its primary purpose would be medical. He reported it can carry personnel, a stretcher and has a seat for an EMT to maintain contact during transport.

C. P. Graham expressed concern for expenditures for maintenance in the future. Chief Lord said maintenance would be minimal. L. Ruest noted if accepted, expenses would become part of the Town budget and it would be added to the Town’s insurance.

MOTION: To approve the donation of the 2013 Kubota RTV1140CPX Utility Vehicle from the Fire Association.

MOTION: M. KASPRZAK

SECOND: C. P. GRAHAM

UNANIMOUS

**BOARD OF SELECTMEN
TOWN OF HAMPTON FALLS**

PUBLIC SAFETY BUILDING

Chief Lord acknowledged the efforts of the Fire Department personnel identifying a structure fire in Seabrook and reported that the Fire Department had provided support to the Seabrook Fire Department while he was away in July and that the recent horseshow had gone well.

POLICE CHIEF, ANIMAL CONTROL – MONTHLY REPORT

The Board acknowledged the Police Chief's report for the month.

Hawkers and Peddlers Ordinance – Chief Dirsa explained that he received a letter from the State of New Hampshire, Department of Safety regarding NH and FBI Criminal History record checks for Hawkens and Peddlers. After explanation and discussion he asked if the Board wanted him to research this matter as it would require creation of an ordinance. The Board asked the Chief to do the research on this matter for its consideration at a future meeting.

Funds for new equipment for 2013 cruiser – Chief Dirsa explained there were funds in a police vehicle account funded by special details and asked the Board if they would grant permission to release an amount not to exceed \$10,000 for installation of new equipment on the new cruiser.

MOTION: To authorize the Police Chief to use up to \$10,000 from the special fund held by the Town Treasurer called the Police Department Vehicle Fund.

MOTION: C. P. GRAHAM

SECOND: M. KASPRZAK

UNANIMOUS

- **OLD BUSINESS**

FINANCIAL REPORTS – GENERAL FUND BALANCE \$

MOTION: To approve payroll warrant #230 in the amount of \$13,336.48 and accounts payable warrant #372 in the amount of \$297,945.93 as presented.

MOTION: M. KASPRZAK

SECOND: C. P. GRAHAM

UNANIMOUS

MOTION: To approve payroll warrant #231 in the amount of \$16,803.71 and accounts payable warrant # 373 in the amount of \$5,926.29 and payroll warrant #232 in the amount of \$16,764.80 and accounts payable warrant #374 in the amount of \$643,518.16 as presented.

MOTION: C.P. GRAHAM

SECOND: M. KASPRZAK

UNANIMOUS

PROPERTY OWNER'S REQUEST TO PURCHASE TOWN OWNED LAND

**BOARD OF SELECTMEN
TOWN OF HAMPTON FALLS**

PUBLIC SAFETY BUILDING

– MAP 8, LOT 73

The Board discussed a memo presented by the Assessor in this regard and asked for the matter to be placed on the September 4th agenda to allow L. Ruest the opportunity to contact the property owner of Map 8, Lot 74.

**END OF PROBATIONARY PERIOD – RECOMMENDATION PERMANENT
APPOINTMENT FOR TAX COLLECTOR (7/28/13) AND BOOKKEEPER (7/24/13)**

L. Ruest recommended that the Tax Collector and Bookkeeper be appointed to permanent part-time status.

MOTION: To appoint John Ashak, Tax Collector for a 3-year term (7/28/13 – 7/28/16).

MOTION: M. KASPRZAK

SECOND: C. P. GRAHAM

UNANIMOUS

MOTION: To accept the Administrative Assistant’s recommendation and appoint Jessica Fowler to permanent part-time status as Bookkeeper effective 7/24/13.

MOTION: C. P. GRAHAM

SECOND: M. KASPRZAK

UNANIMOUS

GINSBERG V. TOWN OF HAMPTON FALLS

L. Ruest reported that Mr. Ginsberg had withdrawn his case (Ginsberg v. Town of Hampton Falls Superior Court #218-2013-CV474).

MEETING ROOM FLOOR

Discussion took place regarding refinishing the Town Hall Meeting Room floor. It was decided to get prices and bring back to September 4th meeting for consideration. The floor was last refinished in 2008.

PUBLIC COMMENT

C. Brown, Exeter Road, Planning Board Chair reported that although Mr. Ginsberg has withdrawn his case against the Town, the issue has not gone away as Mr. Ginsberg’s lawyer has submitted a request to come before the Planning Board.

C. P. Graham asked about the Wetland’s Ordinance work that was done by the Conservation Commission. C. Brown responded that the Planning Board was currently dealing with the NH Community Planning Grant Program which involves a number of ordinance changes; she stated she felt the Planning Board already had a full plate and would have to address the Wetland Ordinance once the Grant had been completed.

**BOARD OF SELECTMEN
TOWN OF HAMPTON FALLS**

PUBLIC SAFETY BUILDING

B. Mutrie, Brown Road, asked if the floor would be refinished with polyurethane and mentioned considering water-based products.

C. P. Graham asked B. Mutrie about the sign for the bake sale at the Unitarian Church and mentioned that it may be on Town owned property. B. Mutrie will look into the matter.

- **NEW BUSINESS**

TOWN REPORT RFP 2013:01

L. Ruest reported that the RFP for Town Report had been mailed.

SELECTMEN'S PERMIT – LOCO SPORTS, INC. ROAD RACE

MOTION: To authorize the Chairman to sign the permit for the Loco Sports, Inc. Road Race.

MOTION: M. KASPRZAK

SECOND: C. P. GRAHAM

UNANIMOUS

SELECTMEN'S PERMIT – SEACOAST YOUTH SERVICES, USE OF TOWN COMMON

The Board discussed the application and noted concerns recommended by the Recreation Commission.

MOTION: To approve the application for permit for the event to occur on October 19th subject to the conditions set by the Recreation Commission.

MOTION: C. P. GRAHAM

SECOND: M. KASPRZAK

UNANIMOUS

SEA LEVEL RISE AND OTHER COASTAL HAZARDS STUDY COMMISSION – APPOINT A REPRESENTATIVE FOR HAMPTON FALLS

After discussion the Board asked L. Ruest to contact the Deputy Fire Chief to see if he would be interested in serving on the study commission representing Hampton Falls.

APPLECREST FARM ORCHARDS INVITATION - 100TH ANNIVERSARY

R. P. McDermott to check on date for availability. The Board took this matter under advisement.

NEWSLETTER (SEPTEMBER/OCTOBER 2013)

The Board asked that the yard sale information discussed this evening be added to the September/October Newsletter and approved the draft as written.

2013/2014 STATE HIGHWAY BLOCK GRANT \$56,781

**BOARD OF SELECTMEN
TOWN OF HAMPTON FALLS**

PUBLIC SAFETY BUILDING

The Board acknowledged receipt of the letter from the State of New Hampshire, Department of Transportation regarding the 2013/2014 State Highway Block grant information.

MS-1 REQUEST FOR EXTENSION

The Board members signed the MS-1 request for extension.

TAX COLLECTOR RECOMMENDATION – PA 28 INVENTORY FORM

The Board reviewed the recommendation of the Tax Collector to discontinue the use of the PA28 Inventory Form.

MOTION: To dispense with sending the PA28 Inventory Form annually.

MOTION: M. KASPRZAK

SECOND: C. P. GRAHAM

UNANIMOUS

TAX LIEN REDEMPTION, MAP 7, LOT 13

The Board reviewed the recommendation of the Deputy Tax Collector with regard to this tax lien redemption for Wheelan.

MOTION: To approve the tax lien redemption for Map 7, Lot 13 for Wheelan.

MOTION: M. KASPRZAK

SECOND: C. P. GRAHAM

UNANIMOUS

NH BOARD OF TAX AND LAND APPEALS BY UTILITY COMPANIES (2012)

L. Ruest reported receipt of numerous utility companies' applications appealing 2012 assessments.

C. P. Graham reported he had contacted Mark Gearreald, counsel for the Town of Hampton. Mr. Gearreald told C. P. Graham that he will be making a recommendation to the Hampton Board to engage the services of Robert Ciandella for this appeal. Mr. Gearreald felt the matter was beyond the scope of his office and would go over budget. Mr. Ciandella represented the Town of Seabrook in this matter. C. P. Graham asked L. Ruest to contact Glen Walker for input on this matter.

COMCAST NETWORK ENHANCEMENT – NOTICE TO TOWN AND CUSTOMERS

The Board acknowledged the letter from Comcast regarding the need for equipment supplied by Comcast for Limited Basic service after September 24th as informational.

REQUEST TO NH DOT - REPLACE SIGNAGE ROUTE 88 AT ROUTE 1

AUGUST 21, 2013

**BOARD OF SELECTMEN
TOWN OF HAMPTON FALLS**

PUBLIC SAFETY BUILDING

Upon recommendation of the Road Agent and both Fire and Police Chiefs, a letter requesting the placement of “Wrong Way” signs at Routes 88 and 1 to the New Hampshire Department of Transportation was signed by the Board members. This request is to aid drivers in not entering this one-way roadway.

RESIDENT INQUIRY - BIRCH TREE ON TOWN COMMON

L. Ruest reported that discussions had taken place with both the Recreation Commission and the Town Improvement Committee regarding this matter. It was decided that the tree would be available to the resident on a day in the Fall with excavation being done by the Road Agent.

MEMBERSHIP CHANGE – CONSERVATION COMMISSION

The Board reviewed the recommendation of the Conservation Commission Chair to appoint Alternate Member Paul Melanson as a regular member of the Conservation Commission.

MOTION: To approve the recommendation of the Conservation Commission Chair and appoint Paul Melanson as a regular member of the Conservation Commission.

MOTION: M. KASPRZAK

SECOND: C. P. GRAHAM

UNANIMOUS

FALL WHITE GOODS COLLECTION DAY – DATE FOR 2013

The Board chose October 19th as Fall White Goods Collection Day for 2013.

OTHER

EAGLE SCOUT PROJECT IDEAS

The Board acknowledged that there is a Hampton Falls Scout seeking projects for his Eagle Scout project.

PUBLIC COMMENT

No public comment was heard at this time.

BUDGET WORKSHOPS

The Board of Selectmen will hold budget work sessions on Tuesday, September 24 from 9:30 a.m. until 11:30 a.m. and on Thursday, September 26 from 9:30 a.m. until 11:30 a.m.

MOTION: To go into nonpublic session in accordance with RSA 91 A:3 II. (a) at 9:23 p.m. to discuss Personnel.

MOTION: M. KASPRZAK

SECOND: C. P. GRAHAM

AUGUST 21, 2013

**BOARD OF SELECTMEN
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PUBLIC SAFETY BUILDING

UNANIMOUS

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

MOTION: To go out of nonpublic session and resume at 9:54 p.m.

MOTION: C. P. GRAHAM

SECOND: M. KASPRZAK

UNANIMOUS

PALMER GAS –

L. Ruest presented a brochure from Palmer Gas with an offer for Town employees and Volunteers to obtain a discount for fuel. The Board decided to contact Palmer Gas to go ahead with the offer as a courtesy to employees and Volunteers. R.P. McDermott asked to obtain a list of their customers for referral.

REVIEW AND APPROVAL OF PREVIOUS MINUTES: 7/17/03

MOTION: To approve the minutes of the July 17, 2013 meeting as presented.

MOTION: C.P. GRAHAM

SECOND: M. KASPRZAK

UNANIMOUS

MOTION: To adjourn the meeting at 9:58 p.m.

MOTION: M. KASPRZAK

SECOND: C.P. GRAHAM

UNANIMOUS

Next Selectmen's Meeting – Wednesday, September 4, 2013, 6:30 p.m., Town Hall