

OCTOBER 16, 2013

**BOARD OF SELECTMEN
TOWN OF HAMPTON FALLS**

**TOWN HALL
6:30 p. m.**

DRAFT MINUTES

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

PROPOSED AMENDMENTS TO FEES (WARRANT ARTICLE 9/2013) BY DEPARTMENT

Fire Inspector, John True, distributed a hand out describing the proposed increases to the various fees and permits including comparisons with neighboring towns. The Board asked for time to review the document; it was agreed that this would be discussed at the November 20th meeting. R. McDermott requested that this hand out be converted to a spreadsheet format. The fees for the Building Department remain as presented.

BUILDING INSPECTOR, CODE COMPLIANCE, HEALTH – MONTHLY REPORT

The Board acknowledged the Building Inspector report for September. M. Sikorski reported that he had been busy with inspections this month and permit requests were low. In regard to the Code Enforcement issue at Map 6, Lot 64-12, C. Graham asked which counsel were we waiting for response from. L. Ruest replied both counsels and that the matter would be discussed in nonpublic session.

ROAD AGENT – MONTHLY REPORT

The Board acknowledged the Road Agent report for the month of September. D. Robinson reported that the road work was complete and only tree work remained to be done. L. Ruest will be preparing the Department report of expenses to date.

FIRE CHIEF, AMBULANCE, EMERGENCY MANAGEMENT – MONTHLY REPORT

The Board acknowledged the Fire Chief's report for the month of September. Chief Lord was not present.

Highway Safety Committee – Stard Road

Chief Dirsa presented the Highway Safety Committee report for Chief Lord highlighting the recommendations made on October 8, 2013. The Board agreed with the recommendations made with the exceptions of the roadside mowing and the blind driveway sign. After discussion, the Board made the following motion:

MOTION: To adopt the recommendations of the Highway Safety Committee but to also include the placement of a blind driveway sign for southbound traffic on Stard Road and to conduct roadside mowing.

MOTION: C. P. GRAHAM

SECOND: M. KASPRZAK

UNANIMOUS

Mrs. Pineo, Stard Road, Seabrook was present. R. McDermott asked if she was satisfied with the recommendations made. She stated she was; she was given a copy of the Highway Safety Committee report.

FEMA-4105-DR-NH – Winter Storm Nemo (\$38,519.69 Federal Share)

The Board acknowledged receipt of the letter from FEMA in regard to Winter Storm Nemo and the \$38,519.69 deposited representing the Federal share of the total approved eligible costs.

POLICE CHIEF, ANIMAL CONTROL – MONTHLY REPORT

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

OCTOBER 16, 2013

**BOARD OF SELECTMEN
TOWN OF HAMPTON FALLS**

**TOWN HALL
6:30 p. m.**

Chief Dirsa referred to an email he had sent to the Board requesting approval of a six-month probationary appointment for a part-time officer. He explained that the candidate was not available to meet the Board at this time but would be able to attend the November 20th meeting. Chief Dirsa explained he was requesting to have the appointment approved at this meeting due to time constraints with training opportunities.

MOTION: To approve appointment of part-time officer Brad Von Hayden for a probationary period of six months.

MOTION: M. KASPRZAK

SECOND: C. P. GRAHAM

UNANIMOUS

Chief Dirsa mentioned that one of the two handicapped parking spaces at the Town Hall was missing a second sign. He passed out a Motor Vehicle statute regarding handicapped parking spaces which indicates a fine may be charged for an improperly posted handicapped parking sign. L. Ruest reported Road Agent D. Robinson is obtaining another sign with a cement bottom.

Chief Dirsa addressed the questions of requiring background checks for Hawkers and Peddlers that had been discussed at a prior meeting. Chief Dirsa said that to require background checks would involve an Ordinance change and would add a long period of time to the application process. He felt that it would not be necessary to require background checks at this time given the amount of Hawkers and Peddlers requests in Hampton Falls and that most of them are known to the Hampton Falls Police Department.

Chief Dirsa requested the Board's permission to seek guidance from Town Counsel regarding a specific police case matter. The Board agreed that this was appropriate and thanked Chief Dirsa for checking with them first.

The Agenda Item under New Business Financial Administration SAU 21 Request for Impact Fees (Letter of 9/1/13), was taken out of order at this time.

MOTION: To authorize the impact fees of \$22,238.35 for Map 5, Lot 51-14 and map 5, Lot 43-3 as requested.

MOTION: C. P. GRAHAM

SECOND: M. KASPRZAK

UNANIMOUS

L. Ruest explained that this takes care of all impact fees for 2013.

• **OLD BUSINESS**

Financial Reports – General Fund Balance \$711,666.

Executive

Account Payable/Payroll Warrants

OCTOBER 16, 2013

**BOARD OF SELECTMEN
TOWN OF HAMPTON FALLS**

**TOWN HALL
6:30 p. m.**

MOTION: To approve payroll warrant #236 in the amount of \$18,390.48 and accounts payable warrant #379 in the amount of \$630,268.70 as presented.

MOTION: M. KASPRZAK

SECOND: C. P. GRAHAM

UNANIMOUS

Town Report Bids

L. Ruest reported that two bids had been received. One bid was substantially lower; the vendor providing the lower bid would require additional costs if needed. The references were positive. In response to the Board, L. Ruest said she would be willing to work with the vendor with the lower bid. She noted concern with time constraints of making proof copies.

MOTION: To approve and accept the low bid from Select Print Solutions, North Brookfield, Massachusetts for the 2013 Town Report.

MOTION: C. P. GRAHAM

SECOND: M. KASPRZAK

UNANIMOUS

Financial Administration

Utility Assessments (MS1) & Setting of 2013 Tax Rate

L. Ruest reported that utility assessments have been included in the MS1 report and submitted to the DRA. She also reported that there is a delay in setting tax rates this year and that the DRA has issued a technical bulleting indicating a start date of October 22.

A lengthy discussion took place regarding the timing of making tax bills and whether or not to obtain a tax anticipation note (TAN) from the bank and how much that note should be for to address concerns with cash flow.

MOTION: To authorize the Town Administrator to pursue a TAN of up to \$500,000 for a term of 60 or more days with Citizen's Bank.

MOTION: C. P. GRAHAM

SECOND: M. KASPRZAK

UNANIMOUS

Other

Public Comment

The Chairman opened the meeting to the public.

T. Santora, Avery Ridge Lane, asked for clarification regarding the new part time police officer appointed tonight. He asked if this was due to a resignation or was this an addition?

OCTOBER 16, 2013

**BOARD OF SELECTMEN
TOWN OF HAMPTON FALLS**

**TOWN HALL
6:30 p. m.**

Chief Dirsa explained that the Police Department is authorized to have 8 part-time police officers; they currently have 2 and the appointment approved tonight makes 3.

Hearing no further comment, the Chairman closed the meeting to the public.

• **NEW BUSINESS**

Executive

Budget Work Sessions – October 29 and October 31, 9:30 a.m.

The Board agreed to meet for Budget Work Sessions on October 29 and 30.

Newsletter, Nov – Dec 2013

The Board approved the Newsletter as presented.

Financial Administration

SAU 21 Request for Release of Impact Fees (Letter of 9/11/13)

(see above)

Legal

Coalition Communities

A letter was received from the Coalition Communities group to inform the Town of its continued efforts regarding the education funding and seeking support for its efforts. C. P. Graham asked if this could be discussed at the Budget Work Sessions.

Other

L. Ruest presented two Selectmen Permit applications:

1. Lincoln Akerman School PTO for Tiger Trot Road Race - 11/23/13
2. Wedding Reception at Town Hall - 12/14/2013

The Board authorized the Chairman to sign approval of both permits.

Public Comment

The Chairman opened the meeting to the public.

T. Santora, Avery Ridge Lane, asked what the Coalition Communities were.

L. Ruest explained that, a number of years ago, as a result of the separation of local and state school tax when donor and recipient towns were established, the Coalition Communities was formed to protect the donor towns' interests.

Hearing no further comment, the Chairman closed the meeting to the public.

REVIEW AND APPROVAL OF PREVIOUS MINUTES 9/4/2013

OCTOBER 16, 2013

**BOARD OF SELECTMEN
TOWN OF HAMPTON FALLS**

**TOWN HALL
6:30 p. m.**

MOTION: To approve the minutes of the 9/24/2013 and 9/26/2013 Budget Work session minutes and the 10/2/2013 meeting as written.

MOTION: M. KASPRZAK

SECOND: C. P. GRAHAM

UNANIMOUS

MOTION: To go into nonpublic session in accordance with RSA 91 A:3 II. (a) and RSA 91 A: II. (e) at 7:45 p.m. to discuss Personnel and Consideration or negotiation of pending claims or litigation.

MOTION: C. P. GRAHAM

SECOND: M. KASPRZAK

UNANIMOUS

MOTION: To go out of nonpublic session and resume at 8:12 p.m.

MOTION: C. P. GRAHAM

SECOND: M. KASPRZAK

UNANIMOUS

MOTION: To adjourn the meeting at 8:15 p.m.

MOTION: M. KASPRZAK

SECOND: C. P. GRAHAM

UNANIMOUS

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