

**BOARD OF SELECTMEN
TOWN OF HAMPTON FALLS**

**NOVEMBER 5, 2014
TOWN HALL**

DRAFT

PRESENT: R. P. McDermott, Chairman; M. Kasprzak, L. M. Smith, Selectman;
L. A. Ruest, Town Administrator; K. Croteau, Secretary

The Chairman called the meeting to order at 6:30 p.m.

• **OLD BUSINESS**

Financial Reports – General Fund Balance \$714,441.00.

ACCOUNT PAYABLE/PAYROLL WARRANTS

MOTION: To approve Payroll Warrant #275 in the amount of \$3,041.03 and Accounts Payable Warrants #433 and #433a in the amounts of \$5,290.84 and \$1,761.78 as presented by the Bookkeeper.

MOTION: M. KASPRZAK

SECOND: L. M. SMITH

UNANIMOUS

MOTION: To approve Payroll Warrants #273 and #274 in the amounts of \$16,003.99 and \$14,130.45 as presented by the bookkeeper.

MOTION: M. KASPRZAK

SECOND: L. M. SMITH

UNANIMOUS

MOTION: To approve Accounts Payable Warrants #428a in the amount of \$462,778.72, #430 in the amount of \$4,349.66, #431 in the amount of \$2,204.49 and 433c for \$111.00 as presented by the Bookkeeper.

MOTION: M. KASPRZAK

SECOND: L. M. SMITH

UNANIMOUS

MOTION: To approve the check Warrant #13 as submitted by the Town Treasurer totaling \$2,661.90 as presented.

MOTION: M. KASPRZAK

SECOND: L. M. SMITH

UNANIMOUS

IMPACT FEE DISTRIBUTION – WINNACUNNET SCHOOL DISTRICT

The Board reviewed the spreadsheet submitted by SAU#21 Business Administrator showing the regional apportionment of Impact fees town specific to Winnacunnet. The Board asked the Town Administrator to contact the SAU#21 for explanation of the \$1,500 discrepancy between that report and the spreadsheet prepared by the Town showing impact fees released. L. Ruest added that there were no more impact fees due to be released this year and the spreadsheet will appear in the Town Report.

REVISED SELECTMEN'S PERMIT APPLICATION FORM

The Board reviewed the permit application which was revised to include a signature from the Lincoln Akerman School for approval to use parking areas at the Lincoln Akerman School. L.M. Smith noted he would bring the form to the School Board meeting.

MOTION: To approve the changes to the Selectmen's Permit Application Form to include a requirement for signature for approval to use parking areas at the Lincoln Akerman School.

MOTION: L. M. SMITH

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**SECOND: M. KASPRZAK
UNANIMOUS**

NH DEPT. OF REVENUE MONITORING REPORT

L. Ruest explained that the letter received from the DRA real estate appraiser was written based on the audit that was done by the previous Assessor. L. M. Smith noted the recognition given to the Town Administrator for assistance during the project.

DEPT. OF TRANSPORTATION – INVITATION TO MEET TO ADDRESS CONCERNS

The Board acknowledged receipt of the letter from the Department of Transportation Commissioner in response to the Board's letter sent regarding Mr. Bohm's concerns regarding the traffic accident on Route 84 in August.

The Board asked the Town Administrator to contact the Commissioner's office to request the meeting take place in Hampton Falls. A discussion took place regarding the remaining DOT concerns such as the chevron on Route 84 and the flashing light in the school zone and the Board asked that those items be included on the agenda for that meeting.

CAPITAL IMPROVEMENT PLAN 2015 -2020

M. Kasprzak presented the Capital Improvement Committee's requests for 2015-2020. She went through requests item by item. L. M. Smith, referring to the request for a capital reserve fund for the Public Safety Building, questioned the \$5,000 for building maintenance and asked whether what they were asking for was maintenance or capital improvement. L. Ruest explained that the Fire Chief had noticed the work done on other Town Buildings and had brought forward a list of items. He was instructed by the Committee to bring specific details next year and the Committee placed a medium priority on the request.

A discussion took place regarding the criteria for capital reserve funds request to have a cost of over \$5,000, a useful life of at least three years, and be considered non-recurring. L. Ruest reminded the Board that the Capital Improvement Plan process is a tool for review by the Planning Board with recommendations to the Board of Selectmen for consideration; the requests can be accepted, rejected or amended. C. Brown, Chairwoman of the Planning Board noted that the Capital Improvement Committee instructed the Department Heads for the Public Safety Building and the Library and the Chairman of the Parks & Recreation Commission to come back with specific project designations next year.

Police Chief Dirsra was present and provided the Board a history of the request for the 3-bay garage. He explained the project has been on the list for about ten years. Last year, the Committee was presented with a sketch and estimate of about \$90,000. A capital reserve fund request for \$45,000 for 2014 and \$45,000 for 2015 was presented. When the warrant article passed, the Chief presented the sketch to a contractor who gave an estimate of \$182,000 which was more than anyone anticipated. He explained that town resident, Jack Fermery, has offered to do an architectural sketch without the architect seal for purposes of a more definitive estimate. He explained there was a concern about adding a third year to the request which has been verified by Counsel. The request at present is for \$65,000 in 2015 and \$65,000 in 2016, which can be adjusted upon a more definitive estimate. The Board asked the Chief to move forward with Jack Fermery on a drawing so that an estimate can be obtained before Town Meeting.

C. Brown noted, at the Planning Board meeting, the Parks & Recreation Commission withdrew its requests for a capital reserve fund and the Lincoln Akerman School asked that the \$31,670 for the piping upgrade be moved from the 2016 column to the 2015 column.

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REQUEST FOR AUTHORIZATION TO SIGN NEW COPIER CONTRACT

Police Chief Dirsa presented details of a proposed contract for a new copier, as the current contract is due to expire in December 2014. The new contract will be \$3 less per month and will have more features.

MOTION: To authorize the Police Chief to sign the five-year contract for the new copier.

MOTION: L. M. SMITH

SECOND: M. KASPRZAK

UNANIMOUS

TOWN ENGINEER – JONES & BEACH ENGINEERS LETTER OF 10/07/2014

The Board acknowledged the letter from Town Engineers, Jones & Beach indicating they would be lead engineer on the senior housing project. The Planning Board has identified an alternate reviewing engineer for the Town for this project.

PRIMEX INSURANCE PAYMENT – DEDUCTIBLE 7/1/2013 CLAIM

The Board acknowledged receipt of the \$1,000 check for the insurance claim regarding the accident with the police cruiser and tractor trailer truck. Chief Dirsa noted that the video sent to the insurance company, showing the tractor trailer backing up into the cruiser, was effective.

TREE AND LIMB REMOVAL – DIRECTION TO ROAD AGENT

The Board reviewed the draft procedure and identified one change; to change the direction to a Selectmen's Policy instead of a Procedure. L. M. Smith noted that the policy provides more authority and allows the Road Agent to offer the resident the opportunity to keep the wood if the Road Agent is able to contact the resident at the time the work is done.

MOTION: To accept the Selectmen's Policy for Road Agent Re: Tree/Limb Removal as written.

MOTION: L. M. SMITH

SECOND: M. KASPRZAK

UNANIMOUS

ORDINANCE, FEES, PERMITTED/PROHIBITED ITEMS REVIEW

The packets prepared by L. Ruest were acknowledged with a work session tentatively set for 11/14 /14 at 9:30 a.m.

SOUTHEAST REGIONAL REFUSE DISPOSAL DISTRICT 53B (DUES & MEMBERSHIP)

L. Ruest referred to the letter from the SRRDD to the district towns that the members of the Solid Waste Committee mentioned showing the projected dues for Hampton Falls; there are no details on the contract regarding what happens to fees when other towns withdraw.

OTHER

L. Ruest presented the Master Plan contract with the Rockingham Planning Commission signed by the Planning Board Chairman.

MOTION: To enter into agreement with the Rockingham Planning Commission for the purpose of updating the Master Plan.

MOTION: L. M. SMITH

SECOND: M. KASPRZAK

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The Board members signed the contract with the Rockingham Planning Commission.

L. Ruest presented the warrant prepared by the Tax Collector showing details of each tax to be collected with the amount of the warrant as \$4,367,090 for Board signature.

L. Ruest reported, in follow up to the meeting the Board had with PSNH, she requested the staging area where the ground had been disturbed by their equipment be returned to its original condition on Depot Road and provided contact information for Town officials.

PUBLIC COMMENT

The Chairman opened the meeting to the public.

C. Brown, Exeter Road, asked about the status of the Memorandum of Understanding between the Town of Hampton Falls and the NH Department of Transportation for coordinating Highway Access Management. L. Ruest said we were waiting for the signed document from the NH DOT and will follow up on the status.

C. Brown, Exeter Road, inquired about whether a determination had been made regarding the tree on Sanborn Road being on private property or on the Town right of way. L. Ruest said both the property owner and the tree company had come in to question the scenic road alteration permit process and at present the property owner is researching her deed to make a determination of property lines.

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

NEW BUSINESS

ROCKINGHAM COUNTY TAX WARRANT \$449,763 (Due 12/17/14)

The Board acknowledged the Rockingham County Tax Warrant.

MONTHLY REPORTS

SELECTMEN REPRESENTATIVE REPORTS

SELECTMAN MCDERMOTT –

LIBRARY R. P. McDermott reported the Library fundraiser held at Churchill's went well.

SELECTWOMAN KASPRZAK -

PLANNING BOARD – M. Kasprzak reported the Planning Board held a Public Hearing for the Design Review Application from Avesta Housing for the senior housing project, reviewed the CIP requests and the proposed amendments to the Wetland's Ordinance. A public hearing is scheduled for the proposed amendments on November 18.

HERITAGE COMMISSION - The Heritage Commission met and discussed the information available on the Town web site in regards to social media and they are looking to work with the BOS on that issue. They also worked on a home survey and currently have four categories.

SELECTMAN SMITH–

LINCOLN AKERMAN SCHOOL – L. M. Smith reported the School Board met on October 3rd and discussed space needs for a projected flat enrollment, there was also some talk regarding heating pumps. The parking issue regarding Castleberry Fair was discussed. LAS Principal, Mark Deblois, invited the Parks & Recreation

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Commission to have first dibs on the LAS gym and has put other groups on hold; he also mentioned there are opportunities for other resources such as computer, language and art classes.

PUBLIC COMMENT

The Chairman opened the meeting to the public.

C. Brown, Exeter Road, asked if the Rockingham Planning Commission would be using the Town Hall for its meeting next week. R. P. McDermott said he would find out and will find out if refreshments are needed.

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

REVIEW AND APPROVAL OF PREVIOUS MINUTES 10/15/14, 10/27/14, 10/28/14, 10/30/14 and 10/31/14.

L. M. Smith asked that the following change be made to the 10/15/14 minutes on page 4, 2nd paragraph of Other:

L. M. Smith said he attended the Climate Change Rise in Sea Level seminar in Seabrook dealing with a community rating system for flood insurance. He told them he felt Hampton Falls was not impacted by this as there are only four *policies* for Hampton Falls properties ~~listed in the flood plain~~ covered by the Federal Flood Insurance Program.

MOTION: To approve the minutes of the 10/15/14 meeting as amended.

MOTION: M. KASPRZAK

SECOND: L. M. SMITH

UNANIMOUS

L. M. Smith asked that the additional be added to the 10/28/14 minutes on page 2 1st paragraph as follows:

L. M. Smith asked that costs associated with the Household Solid Waste Collection Days (White Goods Days) be incorporated into the budget worksheet *with the goal of making Household Solid Waste Collection Days revenue neutral*. A discussion regarding part-time positions resulted in an increase of budgeted hours for the dump attendant on Saturdays and the assistants for the Household Solid Waste Collection Days adding \$2,000 to Line 390.

MOTION: To approve the minutes of the 10/28/14 meeting as amended.

MOTION: M. KASPRZAK

SECOND: L. M. SMITH

UNANIMOUS

MOTION: To approve the minutes of the 10/27/14, 10/30/14 and 10/31/14 meetings as written.

MOTION: M. KASPRZAK

SECOND: L. M. SMITH

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MOTION: To adjourn the meeting at 8:25 p.m.

MOTION: M. KASPRZAK

SECOND: L. M. SMITH

UNANIMOUS

**Next Selectmen's
Meeting – Wednesday November 19, 6:30 p.m., Town Hall**