

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

6:30 pm

Building Inspector, Code Enforcement, Health – Monthly Report

The Board acknowledged the Building Inspector report for the month of October. In response to R. P. McDermott's inquiry about code compliance at Linden Road, M. Sikorski said he removed the case from the monthly report as it is currently static. M. Sikorski noted the owners of the properties at 153 Lafayette are in the process of allocating cost for a replacement septic system.

Road Agent – Monthly Report

The Board acknowledged receipt of the Road Agent's report for the month of October. L. M. Smith commented on the number of times the Road Agent was called to remove trash on Stard Road. Both M. Kasprzak and R. P. McDermott said this is an improvement; in the past, the Town received more numerous calls and calls for larger items such as furniture, tires etc. L.M. Smith said he would like the Board to consider imposing fines if incidents increase.

STATUS OF 2014 ROAD PROJECTS

L. Ruest reported most of the work relating to the Warrant Article is done for the year. Remaining budget work to be done is for catch basins and tree work; arrangements have been made with Knowles Tree Service for two trees on Depot Road and possibly other trees on Drinkwater and Evergreen.

PELTON'S WAY – FINAL INSPECTION BY ROAD AGENT OR TOWN ENGINEER

L. Ruest explained the established process where, upon completion of inspection by Town Engineer, the Planning Board recommends to the Board of Selectmen the release of funds to the developer. She reported the Planning Board, at its October 28th meeting, suggested that the Road Agent be asked to perform the final inspection. L. Ruest recommended that the Board stand by the established process and reach out to the Town Engineer for final inspection. An issue had been addressed at Road Committee level where damage to hot top had been identified and the President of the Association indicated that the damage was done by the Winter Road Maintenance contractor; this is not a punch list item for final inspection. The Board agreed to follow the established process and reach out to the Town Engineer for final inspection to include a paragraph regarding the damaged hot top.

WINTER BAN ON OVERNIGHT STREET PARKING POSTED

L. Ruest reported the Winter Ban on Overnight Street Parking has been posted.

SALT SHED COVER REPLACEMENT (delivered 11/13/14)

D. Robinson reported the Salt Shed Cover Replacement went well and the installation of the replacement is 99% complete.

**REPAIR GRANITE POST COMPLETED (BILL PORTION TO WINTER ROAD
MAINTENANCE CONTRACTOR FOR POST REPAIR AND PORTION TO HISTORICALY
SOCIETY FOR RELOCATION**

D. Robinson reported the repair is complete with the post relocated.

Fire Chief, Ambulance, Emergency Management – Monthly Report

The Board acknowledged the Fire Chief's report for the month of October. Chief Lord reported that the FEMA drill had gone well. L. M. Smith added that the FEMA consultant hired to observe the drill commented that this was the best run drill he had ever seen.

Chief Lord introduced Tara Harris, Daniel Barrette, and Collin Ward to the Board; they, along with George Koch, III, who was unable to attend the meeting, are joining the Volunteer Fire Association.

MOTION: To appoint Tara Harris as Firefighter, Daniel Barrette as Fire Fighter/EMT, Collin Ward as Fire Department Member and George Koch, III as Fire Department Member to the Hampton Falls Fire Department.

MOTION: M. KASPRZAK

SECOND: L. M. SMITH

UNANIMOUS

Chief Lord commented that there are now 40 members on the Hampton Falls Fire Department.

The Board reviewed the Selectmen's Permit submitted by the Hampton Falls Volunteer Fire Department for the sale of Christmas trees on the Town Common.

MOTION: To authorize the Chairman to sign the Selectmen's Permit for the Volunteer Fire Department to sell Christmas trees on the Town Common from November 22, 2014 through December 21, 2014.

MOTION: L. M. SMITH

SECOND: M. KASPRZAK

UNANIMOUS

Police Chief, Animal Control – Monthly Report

The Board acknowledged the Police Chief's report for the month of October. R. P. McDermott asked if there was a direct phone line that the Board or the Town Administrator could use to reach the Police Chief. Chief Dirsa said the best way to reach him is to call Dispatch.

• **Old Business**

Financial Reports – General Fund Balance \$408,750

MOTION: To approve Payroll Warrant #276 in the amount of \$13,985.85 and Accounts Payable Warrants #434, #435 and #436 in the amounts of \$656,733.21, \$7,613.08 and \$4,350.93 as presented by the bookkeeper.

MOTION: M. KASPRZAK

SECOND: L. M. SMITH

UNANIMOUS

MOTION: To approve the check Warrant #14 as submitted by the Town Treasurer totaling \$3,619.67 as presented.

MOTION: M. KASPRZAK

SECOND: L. M. SMITH

UNANIMOUS

OATH

L. Ruest presented the Oath to certify the tax rate of \$20.64 for 2014. The Board Members signed the Oath.

2015 BUDGET SUMMARY SHEETS (draft)

L. Ruest referred to the draft budget worksheets updated through October. The Board scheduled a work session for Friday, November 21 at 9:30 a.m. Department Heads were reminded to review the sheets in preparation for the work session.

REVIEW OF BUDGET, WARRANT, DEFAULT BUDGET, INCREASES/DECREASES

L. M. Smith noted that the Hampton Falls tax rate has stayed below the rate of inflation based on the tax rate history from 2006 when the rate was \$19.80 through 2014 with a tax rate of \$20.64.

2015 WARRANT - review by town counsel and DRA

L. Ruest said that the Solid Waste Ordinance, Fees and Education documents will need to be reviewed for finalization. Town Counsel and the DRA will review the warrant article wording for inclusion on the 2015 Town Warrant.

PUBLIC COMMENT

The Chairman opened the meeting to the public.

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

New Business

TOWN REPORT (1/18/15) AND AUDIT (1/19/15) DATES SELECTMEN'S MEMO

L. Ruest said the Town Report and Audit Dates Selectmen's Memo was originally sent to Department Heads and Board & Commission Chairmen in July; it is on the agenda as a reminder. The updated memo will be forwarded to all.

2015 BUDGET HEARING NOTICE

The Board signed the Budget Hearing Notice for January 7, 2015.

HEALTHTRUST – RETURN OF SURPLUS 2014

L. Ruest reported a total of \$16,315 to be distributed to those employees who participated in the medical and dental programs in fiscal year 2014.

Other

HAMPTON FALLS HISTORICAL SOCIETY

The Board reviewed the request from the Hampton Falls Historical Society for authorization to hold an event with alcoholic beverages at 45 Exeter Road on Tuesday December 9th for Historical Society members and their spouses.

MOTION: To authorize the Chairman to sign the Request for Approval of Event with alcoholic beverages from the Hampton Falls Historical Society for December 9th at 45 Exeter Road.

MOTION: M. KASPRZAK

SECOND: L. M. SMITH

UNANIMOUS

TOWN'S WEB SITE

L. Ruest addressed R. P. McDermott's inquiry regarding the Town web site and why the November 11th Veteran's Day event had not been posted to News & Announcements. She noted that the notification received from Hampton's Post 35 had not been received for presentation at a Selectmen's meeting. The acknowledgement of the Board of Selectmen in the minutes is what is

used by the staff when determining items to be posted. It was noted that this event has been posted in the past; however, additional discussion is needed with regard to what does and what does not get posted to the Town's web site.

Discussion took place regarding the Town web site policy, procedures and posting of meeting minutes or public service information. Of concern at present is social media as it is not yet part of policy. The Board acknowledged receipt of a draft social media policy for consideration obtained from Town counsel. The draft is consistent with other policies and the Newsletter Agreement parameters and would require persons responsible for social media accounts on behalf of the Town of Hampton Falls to sign an acknowledgement.

Lengthy discussion took place specifically with regard to adding the matter of social media account procedures, management and other matters to the Town's web site policy. It was acknowledged that some Facebook pages exist at present with some overseen by Department Heads. Question was raised as to which social media sites would be considered and who manages, or authorizes posts on committee or commission Facebook accounts. Questions were raised as to the types of information or content to be shared and whether it is to be on behalf of the group and whether it is appropriate for those managing the pages to posting information on behalf of other departments or groups. The Board agreed to schedule a work shop to review current policy, and possibly establish a social media policy, in February, 2015. The Town Administrator was asked to reach out to those Department Heads and Board and Commission Chairmen with Facebook accounts and ask that they take them off the Town web site until a Town policy for social media is established.

Public Comment

The Chairman opened the meeting to the public.

J. Lord, Brimmer Lane, commented that social media is here to stay and acknowledged it needs to be addressed.

T. Samway, Old Stage Road, agreed that a work shop was needed noting that the availability of minutes by way of the Town's web site should be more timely and there were other items of interest he felt would be good to add to the Town web site routinely.

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

REVIEW & APPROVAL OF PREVIOUS MINUTES 11/05/2014

MOTION: To approve the minutes of the 11/05/2014 meeting as written.

MOTION: M. KASPRZAK

SECOND: L. M. SMITH

UNANIMOUS

MOTION: To go into nonpublic session in accordance with RSA 91-A:3 II. (e) Consideration or negotiation of pending claims or litigation at 8:03 p.m.

MOTION: M. KASPRZAK

SECOND: L. M. SMITH

UNANIMOUS

MOTION: To exit the nonpublic session and go back into public session at 8:30 p.m.

MOTION: L. M. SMITH

SECOND: M. KASPRZAK

UNANIMOUS

L. Ruest referred the Board to handouts regarding the Right to Know Law she received at the NH Municipal Association seminar she attended recently. A discussion took place regarding electronic devices at public meetings and the rules that apply to them.

MOTION: To adjourn the meeting 8:52 p.m.

MOTION: M. KASPRZAK

SECOND: L. M. SMITH

UNANIMOUS

Next Selectmen's Meeting – Wednesday, December 3, 2014, 6:30 p.m., Town Hall