

**BOARD OF SELECTMEN  
TOWN OF HAMPTON FALLS**

**DECEMBER 3, 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 \$748,714.**

ACCOUNT PAYABLE/PAYROLL WARRANTS

**MOTION:** To approve Payroll Warrants #277 and #278 in the amounts of \$11,065.74 and \$22,648.04 as presented by the Bookkeeper.

**MOTION: M. KASPRZAK**

**SECOND: L. M. SMITH**

**UNANIMOUS**

**MOTION:** To approve Accounts Payable Warrants #437 and #438 in the amounts of \$511,223.27 and \$7,992.64 as presented by the Bookkeeper.

**MOTION: M. KASPRZAK**

**SECOND: L. M. SMITH**

**UNANIMOUS**

**MOTION:** To approve Check Warrants #15 and #16 in the amounts of \$6,097.75 and \$20 as presented by the Treasurer.

**MOTION: M. KASPRZAK**

**SECOND: L. M. SMITH**

**UNANIMOUS**

IMPACT FEE REPORTING – LINCOLN AKERMAN SCHOOL

L. Ruest reported she received the Lincoln Akerman School impact fee reporting worksheet from staff at the SAU#21 office in the proper format and the information will be included in the Town Report.

DRAFT SOLID WASTE ORDINANCE – FINAL REVIEW

Discussion took place resulting in a number of suggested changes to the draft ordinance including matters to be reviewed by Town Counsel regarding imposition of fines. The updated draft will be brought forward to the December 17<sup>th</sup> meeting.

SOUTHEAST REGIONAL REFUSE DISPOSAL DISTRICT 53B – WASTE DISPOSAL AGREEMENT (eff. 7/1/2015)

The Board acknowledged receipt of the draft minutes of the November 12 meeting of the Southeast Regional Refuse Disposal District 53B.

FALL HOUSEHOLD SOLID WASTE COLLECTION DAY EXPENSES & RECEIPTS

Draft information regarding the fall collection was reviewed by the Board. Metals receipts have not yet been received.

MEETING WITH DEPARTMENT OF TRANSPORTATION

**DRAFT**

L. Ruest informed the Board that Senator Stiles had contacted her and would like to attend this meeting. L. Ruest will contact the DOT as no response has yet been received to the Town's November 7 letter.

**OTHER**

**WINTER ROAD MAINTENANCE CONTRACT**

Winter Road Maintenance Contractor, Jim Ziolkowski, was present. R. P. McDermott noted two concerns involving speed and driving on the wrong side of the road to which J. Ziolkowski provided documentation confirming reasonable speed; he also said, at times, the plow drivers do plow on the reverse side of the road. L. Ruest said the Sheriff's office reported a road had not been plowed. J. Ziolkowski asked that complaints be forwarded to him to address as it was unclear which road had been missed. L. Ruest noted an employee's car had been plowed in at Town Hall; she said the issue had been resolved by asking employees to park in a designated area during a snow event allowing the other areas to be plowed throughout the day and the employee designated parking area to be plowed during the noon hour. A discussion took place regarding downed tree limbs and the procedure to follow where the Winter Road Maintenance Contractor contacts the Road Agent to notify him of downed tree limbs and the use of safety cones in that process. L. Ruest reported the Library access had not been shoveled and J. Ziolkowski is now aware that government buildings are to be maintained at all times for access; even if a building is closed there are times when committees will be using the buildings. A discussion took place regarding mailboxes; L. Ruest referred to a memo the Town sent out in the past and suggested that memo be sent out in News & Announcement, Newsletter, Public Safety messages to explain the Town's right of way and policy regarding mailbox damage. Lastly, information regarding damage to road sides at Brown Road, Drinkwater Road and the Library parking lot was given to J. Ziolkowski. R. P. McDermott asked that these repairs be addressed in a timely manner.

**PUBLIC COMMENT**

The Chairman opened the meeting to the public.

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

**NEW BUSINESS**

**SCHOOL ADJUSTED APPROPRIATIONS**

The Board acknowledged the Lincoln Akerman School adjusted appropriation in letters received from both the Hampton Falls School District Treasurer and the Winnacunnet Cooperative School District Treasurer.

**COMCAST FRANCHISE FEE (7/1/14 – 9/30/14)**

**MOTION:** To accept the Comcast Franchise Fee payment of \$7,523.91 for the July 1, 2014 thru September 30, 2014 period.

**MOTION: M. KASPRZAK**

**SECOND: L. M. SMITH**

**UNANIMOUS**

**DRAFT REGIONAL MASTER PLAN – ROCKINGHAM PLANNING COMMISSION PUBLIC HEARING  
DECEMBER 10, 2014**

The Board acknowledged that the Rockingham Planning Commission will hold an informational meeting regarding the Regional Master Plan on December 10<sup>th</sup>.

**DRAFT**

**MONTHLY REPORTS**

**SELECTMEN REPRESENTATIVE REPORTS**

**SELECTMAN MCDERMOTT –**

**LIBRARY** R. P. McDermott reported the Library reviewed their web site, and the results of the Halloween party at Churchill's which exceeded the funding received.

**SELECTWOMAN KASPRZAK -**

**PLANNING BOARD** – M. Kasprzak reported the Planning Board held a Public Hearing for amendments to the Wetland's Ordinance, accepted the resignation of the Vice Chairman, T. Franciosca, and reviewed the FEMA flood plan amendments to Section 9 of the Zoning Ordinance which will be presented at public hearing on December 16<sup>th</sup>.

**HERITAGE COMMISSION** – M. Kasprzak reported she was unable to attend the Heritage Commission meeting this month.

**SELECTMAN SMITH–**

**LINCOLN AKERMAN SCHOOL** – L. M. Smith reported the School Board held a public hearing on the 2<sup>nd</sup> regarding the proposed renovation project which has five phases, the first phase proposed to deal with space needs with a projected bond amount of \$4,900,000. They anticipate the following four phases to cost approximately \$400,000 each to address the roof, the electric, the locker room and the grease pumps in that order. The plans have not been finalized.

**OTHER**

The Board signed the permanent appointment form for James D. Manning as Dump Attendant and the extended 3-month probationary appointment form for Cathy A. Whalen as Part-Time Bookkeeper.

**PUBLIC COMMENT**

The Chairman opened the meeting to the public.

Chief Lord reported that the Fire Department, after paying the stipends, has about \$20,000 left in its budget with an anticipated \$10,000 to come in from offsetting revenues. He asked if the Board would approve up to \$6,000 for the purchase of dress uniforms for the Fire Department.

**MOTION:** To approve the release of funds up to \$6,000 from the Fire Department budget for the Fire Chief to purchase dress uniforms for the Fire Department.

**MOTION: M. KASPRZAK**

**SECOND: L. M. SMITH**

**UNANIMOUS**

**REVIEW AND APPROVAL OF PREVIOUS MINUTES:** 11/19/2014 & 11/21/2014

L. M. Smith identified changes to the 11/19/2014 minutes as follows:

Page 2 add the following comment at the end of the third paragraph:

*The Board complimented Chief Lord on his ability to maintain the Hampton Falls Fire Department at a full complement of 40 members, largely on a volunteer basis.*

**DRAFT**

Page 4 add the following comment at the second paragraph:

*L. M. Smith concurred and stated that any policy review should include a policy that all posted Town meetings shall have its minutes posted on the Town Web Site as soon as possible after receipt by the Town Clerk.*

L. M. Smith identified changes to the 11/21/2014 minutes as follows:

Page 1 bottom line:

*change \$190,000 to \$150,000 and add - It was decided to keep this item in the budget.*

**MOTION:** To approve the minutes of the 11/19/14 and 11/21/14 meetings as amended.

**MOTION: M. KASPRZAK**

**SECOND: L. M. SMITH**

**UNANIMOUS**

**MOTION:** To go into nonpublic session at 7:45 p.m. in accordance with RSA 91-a, II. (a) Personnel.

**MOTION: M. KASPRZAK**

**SECOND: L. M. SMITH**

**UNANIMOUS**

**MOTION:** To exit the nonpublic session and go back into public session at 7:55 p.m.

**MOTION: L. M. SMITH**

**SECOND: M. KASPRZAK**

**UNANIMOUS**

**MOTION:** To adjourn the meeting at 7:55 p.m.

**MOTION: M. KASPRZAK**

**SECOND: L. M. SMITH**

**UNANIMOUS**

**Next Selectmen's  
Meeting – Wednesday December 17, 6:30 p.m., Town Hall**