

**BOARD OF SELECTMEN  
Town of Hampton Falls**

**January 6, 2004  
Town Hall**

**PRESENT:** M. J. Caruso, Chairman; P. G. Robart, F. J. Ferreira, Jr., Selectmen; E. N. Small, Town Administrator; L. A. Ruest, Administrative Assistant

**POLICE:** R. Dirsa distributed the Police Department report for the month of December noting a quiet month.

**REVISION TO THE TOWN'S PARKING ORDINANCE:** R. Dirsa referred the Board to a marked-up copy of the parking ordinance recommending changes to assist with the enforcement of that ordinance. E. N. Small will make the changes for public hearing. P. G. Robart suggested the area of the town right of way be identified as a certain number of feet from the pavement. He also inquired as to whether this ordinance addresses dry hydrants and school bus turnaround areas.

R. Dirsa reported that one part-time officer has been injured as part of his full-time job and will be unavailable for an indefinite period of time. M. Doyle has been training with other members of the Department and is doing well. R. Dirsa stated he is pleased with M. Doyle's progress and that he will work alone beginning January 19.

**ROAD AGENT:** R. B. Merrill reported that the Highway Department has been tending to the roads with recent storms. He stated that additional tree work will be done. Access will be made available to the Brush Dump for the disposal of Christmas trees on Saturday.

**BOND ISSUE – 8, 10 & 15 YEAR PLAN AT \$689,000 – ROAD IMPROVEMENTS – PUBLIC HEARING ON JAN 13:** E. N. Small provided the Board with schedules for the various plans. The Board took this matter under advisement for discussion later.

**BUILDING INSPECTOR/ CODE ENFORCEMENT/ HEALTH:** R. B. Vigneau referred the Board to his report for the month of December and annual report for the year. Nineteen new home permits were issued representing \$10,500,000 in value. R. B. Vigneau suggests increasing the building permit fee in 2006 and will bring this suggestion to the Ordinance and Regulations Review Committee for consideration.

R. B. Vigneau provided the Board with an updated spreadsheet outlining the status of current code enforcement matters. Additional discussion took place with respect to the light nuisance on Sanborn Road. The Board requested R. B. Vigneau contact the Police Chief to determine whether the light should be shielded from the Highway Safety Committee's standpoint.

**NEW OPEN/CLOSE SIGN – FRONT DOOR TO TOWN OFFICES & INSTALLATION OF BULLETIN BOARD:** E. N. Small thanked R. B. Vigneau for his assistance with the new sign, map rack and bulletin board at the Town Hall.

**KATHI LARKIN - SEACOAST VISITING NURSE ASSN. – MEETING ON JAN 18:** E. N. Small and R. B. Vigneau will be meeting with Seacoast Visiting Nurse member on January 18.

**OPEN BARN TO MORGAN COMMUNITY JAN 21 & 22, 8 AM – 8 PM:** The Board signed approval of a Selectmen's Permit to hold this event.

**FIRE/ EMERGENCY MANAGEMENT:** J. M. Lord noted on his report for December that the Fire Department has one more call in 2004 than in 2003. Service calls are up due to the availability of the Chief. Otherwise, December was a quiet month.

**INCREASE IN DISPATCHING FEE FROM \$7,500 TO \$20,000 FOR THE 2005 BUDGET:** J. M. Lord reported that he learned of this increase and conducted research with other departments with respect to costs and calculations (i.e., per call based on population). J. M. Lord suggested that once the formal letter of notification of the increase is received that the Town consider entering into a multi-year contract for these services.

J. M. Lord reported that the Department has received 20 smoke detectors from the Fire Marshall's office and indicated that they are available to town residents at no cost to the Town.

J. M. Lord reported that the Fire Department applied for a grant for \$125,000 to replace air packs and have received advance indication of approval. This grant will allow for the replacement of units that currently do not meet standards. This item was placed on the Capital Improvement Plan, however, will no longer be needed. The Town will need to match 10% or \$12,500. E. N. Small and J. M. Lord will work on the warrant article. The Board asked J. M. Lord to present this information to the public at the time of the budget hearing.

- **OLD BUSINESS**

**REVIEW AND APPROVAL OF PREVIOUS MINUTES:**

**MOTION:** To approve the minutes of the December 21 and December 30 meetings as written.

**MOTION:** P. G. ROBART  
**SECOND:** F. J. FERREIRA, JR.  
**UNANIMOUS**

**FINANCIAL REPORTS-GENERAL FUND BALANCE:** E. N. Small reported a General Fund balance of \$4,948,300.

**LETTER OF APPRECIATION – TED & MARIETTA:** A note will be sent to Ted and Marietta for their help with the holiday party preparation.

**BUDGET HEARING ON JAN 13, 7 PM, PSB (SAME NIGHT AS LAS BUDGET HEARING):** E. N. Small stated there is a conflict in that the town and school budget hearings are scheduled for the same date. E. N. Small has submitted a letter to bond counsel inquiring as to whether this would create a problem. E. N. Small will report on the response from bond counsel once received.

**REVIEW PROPOSED AND DEFAULT BUDGET:** E. N. Small reviewed these figures with the Board.

**PROPOSED 2005 WARRANT:** E. N. Small is working on the warrant and provide it to the Board once completed.

**2004 EXPENDITURES AND BALANCE IN THE OPERATING BUDGET:** E. N. Small reported that the 2004 budget did not over expend.

**MUNICIPAL LEADERSHIP INSTITUTE – CLASSES FOR 2005:** E. N. Small provided the Board with a listing of the upcoming seminars he will be attending.

**AUDIT -- JAN 17 – LETTER RE ENCUMBERED ARTICLES 2004:** E. N. Small provided the Board with a listing of encumbered articles as recommended.

**COALITION MEETING TUES, JAN 11, 6-8 PM, WHS AUDITORIUM:** E. N. Small provided the Board with information on this meeting. F. J. Ferreira, Jr. stated he planned to attend.

**UNEMPLOYMENT COMPENSATION AUDIT – ADJUSTMENTS:** E. N. Small reported that he identified an area where the Town was being overcharged. Adjustments will be made and billing adjusted accordingly.

**SOLID WASTE RECYCLING COMMITTEE MEETS W/ WASTE MANAGEMENT JAN 7, 4 PM:** A representative of Waste Management will be attending this meeting as well as E. N. Small. Waste Management is proposing to send a letter to townspeople explaining services.

**BROWN'S RIVER SALT MARSH RESTORATION – NH COASTAL PROGRAM:** E. N. Small provided the Board with information with respect to this restoration.

#### **OTHER**

- **NEW BUSINESS**

**MUNICIPAL RESOURCE LIBRARY (TOWN & CITY / COURT UPDATES / HANDBOOKS / LAW LECTURES):** A bookcase has been purchased to create an area for a municipal resource library.

**LOCAL GOVERNMENT CENTER (NHMA) ANNUAL DUES 2005 - \$1,736:** Annual dues have increased \$60. E. N. Small recommended continuance based on the excellent service received over the years.

**RELEASE OF FUNDS: BATCHELDER LANE WETLAND CROSSING (\$3,884) / ENGINEERING (\$991):** Request has been received for release of these funds. A letter has been received from the reviewing engineer indicating the wetland crossings have been built to plan.

**MOTION:** To approve release of Batchelder Lane Wetland Crossing and Engineering Review funds accounts.

**MOTION:** P. G. ROBART  
**SECOND:** F. J. FERREIRA, JR  
**UNANIMOUS**

**APPLICATION FOR A VETERAN'S EXEMPTION:** The Chairman signed approval.

**STATEWIDE ENHANCED EDUCATION TAX WARRANT FOR 2005 - \$1,005,357 (2004 - \$998,776):** The warrant for 2005 has been received. Hampton Falls remains a receiver town.

**STATISTICS ON 2004 MEAN AND MEDIAN SALES PRICES – D. CALDER:** The Board reviewed statistics provided by the Assessor.

**PRIMEX –5 % MULTI (3)YEAR DISCOUNT PROGRAM:** E. N. Small recommended entering into a three-year contract noting that Primex and Property Liability Trust services are invaluable.

**MOTION:** To enter in a three-year contract with Primex.

**MOTION:** P. G. ROBART  
**SECOND:** F. J. FERREIRA, JR.  
**2 IN FAVOR, 1 ABSTENTION,PASSES**

**UNEMPLOYMENT COMPENSATION 2004 RETURN OF CONTRIBUTION \$1,273:**

**REQUEST FOR SURVIVING SPOUSE COVERAGE POLICY:** L. A. Ruest explained that this request is to acknowledge a practice that is used now. By choosing an option and signing approval, the Town and Insurance Company are within the same understanding regarding this issue.

**MOTION:** To accept the COBRA option and authorize the Chairman to sign on behalf of the Board.

**MOTION:** F. J. FERREIRA, JR.  
**SECOND:** P. G. ROBART  
**UNANIMOUS**

**2005 SCHEDULE OF MEETING DATES AND TIMES:** An updated schedule was provided to the Board.

**RENT OF TOWN HALL – LINDEN HOMEOWNER'S ASSN – JAN 15 10 AM – 12 NOON:**

**3 YEAR CONTRACT W/ LOCAL GOVERNMENT CENTER FOR PROPERTY-LIABILITY INSURANCE – ADOPT A RESOLUTION (SEE ATTACHMENT):**

**MOTION:** To enter into a three-year contract with Property Liability Trust and authorize the Chairman to sign on behalf of the Board.

**MOTION:** P. G. ROBART  
**SECOND:** F. J. FERREIRA, JR.  
**UNANIMOUS**

**SEACOAST COMMUNITY SAFETY NET – JAN 10, WHS AUDITORIUM, 6 P.M.:**  
Information regarding this forum was provided to the Board.

**SCHOOL BOARD'S REQUEST FOR AN ABATEMENT OF TAXES ON THE FORMER  
MERRILL LAND:**

**MOTION:** To approve the School Board's request of December 28, 2004 for abatement of taxes on the former Merrill land.

**MOTION:** F. J. FERREIRA, JR.  
**SECOND:** P. G. ROBART  
**UNANIMOUS**

**MOTION TO GO INTO NONPUBLIC SESSION  
AT 8:45 AM TO DISCUSS PERSONNEL**

**MOTION:** P. G. ROBART  
**SECOND:** F. J. FERREIRA, JR.  
**UNANIMOUS**

**MOTION TO SEAL THE MINUTES AND GO  
OUT OF NON-PUBLIC SESSION AND RESUME  
AT 9:17 AM**

**MOTION:** F. J. FERREIRA, JR.  
**SECOND:** P. G. ROBART  
**UNANIMOUS**

**NEXT SELECTMEN'S MEETING – WEDNESDAY, JAN. 19, 2004, 6:30 P.M., TOWN  
HALL**

**MOTION:** To adjourn the meeting at 9:20 a.m.

**MOTION:** F. J. FERREIRA, JR.  
**SECOND:** P. G. ROBART  
**UNANIMOUS**

**ROAD IMPROVEMENT BOND:** Discussion of the various terms and its impact on the tax rate took place at this time. Following discussion, the Board agreed to present a 10-year bond to the voters.

**MOTION:** To present a 10-year bond for consideration of the voters.

**MOTION:** P. G. ROBART  
**SECOND:** F. J. FERREIRA, JR.  
**UNANIMOUS**

**MOTION TO ADJOURN THE MEETING AT 9:26 AM**

**MOTION:** P. G. ROBART  
**SECOND:** F. J. FERREIRA, JR.  
**UNANIMOUS**