

TOWN OF HAMPTON FALLS

PRESENT: M. J. Caruso, Chairman; F. J. Ferreira, Jr., Selectman; E. N. Small, Town Administrator; L. A. Ruest, Administrative Assistant

BUILDING INSPECTOR/ CODE ENFORCEMENT: R. B. Vigneau referred the Board to his report for January noting one new home permit issued, that the impact fees assessed have now been collected and that new homes in the works will be assessed an impact fee. He distributed a listing of active code enforcement matters and reviewed the status of each with the Board. The indexing of the sections of the zoning regulations has been completed.

ROAD AGENT:

REPLACEMENT OF MAILBOXES – ESTABLISH A POLICY: Discussion of a policy for the replacement of mailboxes damaged as a result of plowing took place at this time. The unwritten policy of the past was to replace mail boxes with standard postal approved boxes for a cost up to \$20. The Board requested that information be placed in an upcoming newsletter regarding the mail box guidelines in place making residents aware that some posts are getting old and rotting or falling over. Information should also include facts relating to the Town right of way and that no sprinklers, steel posts, etc. are allowed. If items are placed in the Town right of way, it is at the owner's risk.

It was suggested that the Board adopt a policy to replace a mail box with a standard postal approved mailbox (include a picture). If residents have chosen to place a box greater in value, it will be their responsibility to make up the difference. It was also suggested that the policy include reference to the guidelines for location of mail boxes. The Board agreed to not replace damage that is not the responsibility of the Town. E. N. Small will prepare a policy in order to hold a hearing. In the meantime, R. B. Merrill will repair the Drinkwater Road post and determine whether the box can be repaired or needs replacement. At this time, the owner can be offered up to \$20 for the damage to the box or the town will replace with a standard box.

SPRINKLERS AND STEEL POSTS IN THE RIGHT OF WAY: R. B. Merrill also stated his concern with residents installing lawns up to the pavement. Each road should have a four-foot gravel shoulder. The Board instructed R. B. Merrill and R. B. Vigneau to notify owners immediately once right of way issues are identified.

SUPPLY OF SALT: R. B. Merrill informed the Board of the problems with receiving deliveries of road salt and indicated that he has hired someone to truck purchased salt to the Town so that there will be some available for the next storm.

FIRE CHIEF: J. M. Lord distributed his January report to the Board. He reviewed call activity and reported that he has been in contact with commercial businesses to clear exits of snow.

FEDERAL HAZARDOUS MITIGATION PLAN: J. M. Lord referred the Board to a memo from the Rockingham Planning Commission regarding a grant for this project. He explained that this plan is needed in order for towns to request federal funds. The RPC is willing to take on this task for Hampton Falls at no cost other than time of volunteers. An example of this plan is on line at the RPC website for the Town of Seabrook. J. M. Lord will make arrangements for a date and time to meet with department heads and long time residents of the town.

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COMPLAINT FORM: J. M. Lord referred the Board to a copy of a complaint form for use of the Fire Department. As a result of the officer's class J. M. Lord attended, this form has been developed for the public to use to document incidents.

SEXUAL HARASSMENT: A seminar, sponsored by the Local Government Center, is scheduled for March 12. It is open to town, school, police and library personnel also.

AMBULANCE FEES – 3 RUNS = \$1,005: Fees collected in 2005 total \$1,005.

HOUSE NUMBERING MAP – ROCKINGHAM PLANNING COMMISSION: This project has been completed and maps have been made available to Fire, Police, Town Administrator and Building Inspector.

JOHN W. DODGE – REAPPOINTMENT AS DEPUTY FOREST FIRE WARDEN-DIV. FORESTS & LANDS: The Board made the following motion and signed the appointment form.

MOTION: To reappoint John Dodge as Fire Warden.

MOTION: F. J. FERREIRA, JR.

SECOND: P. G. ROBART

UNANIMOUS

POLICE CHIEF: R. Dirsa distributed the Department report for January noting statistics and incidents. R. Dirsa requested that the Board write a letter to the Department of Transportation with respect to the continuing problem with malfunction of traffic lights at Depot Road.

FORFEITURE FUND – FEDERAL ANNUAL CERTIFICATION \$2,022: R. Dirsa provided the Board with a copy of the annual Federal Certification Form. He reported that he is looking to spend this money on improvements to the locking/security system at the Police Department. Speed passes are being considered for access and recordkeeping of activity.

PRIMEX – “PUBLIC EMPLOYEE MOONLIGHTING” TRAINING FEB 4: R. Dirsa stated he will be unable to attend this training due to a court hearing.

FBI EXECUTIVE SCHOOL – MARCH – 1 WEEK TRAINING: R. Dirsa reported that he has been accepted for this training and will be attending.

TOWN MODERATOR – 8:45 AM: John Shaw was present and provided with a copy of the proclamation for the American Red Cross. The Board reviewed the warrant articles at this time. Planning Board members will be asked to attend to speak to zoning amendment warrant articles. John Shaw requested that full text of the yard sale ordinance be made available. Arrangements will be made for an armed services person or Hampton Falls Scout to lead the pledge of allegiance. A listing of which selectmen will present which article will be provided to J. Shaw in advance of the meeting.

REVIEW OF WARRANT FOR THE DELIBERATIVE SESSION

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• **OLD BUSINESS**

REVIEW AND APPROVAL OF PREVIOUS MINUTES – JAN 19, 2005:

MOTION: To approve the minutes of the January 19 meeting as written.

MOTION: F. J. FERREIRA, JR.

SECOND: P. G. ROBERT

UNANIMOUS

FINANCIAL REPORTS-GENERAL FUND BALANCE: The Town Clerk collected \$36,700 in January.

WEBSITE: L. A. Ruest provided an update on the status of the Town website.

NEW MEETING SCHEDULE FOR ALL MEETINGS & ACTIVITIES: E. N. Small provided the Board with an updated schedule to include the health clinic sponsored by Visiting Nurses on the first Wednesday of each month from 10 a.m. to Noon.

POLICY FOR CONDUCTING SELECTMEN'S MEETINGS – UPDATE?: The Board approved the update of this document.

DELIBERATIVE SESSION / FLIER AND RED CROSS PROCLAMATION: E. N. Small provided the Board with a copy of a proclamation to be read at the deliberative session.

WARRANT AND BUDGET TOWN REPORT INSERT – 150 COPIES FOR FEB 5 MTG:

DELIBERATIVE SESSION FLIER: A flier has been mailed to residents reminding them of Saturday's session.

DEPT. OF REVENUE ADMINISTRATION'S "DEFAULT BUDGET OF THE TOWN:" The Board reviewed and signed this state form for mailing.

AUDIT AND REPRESENTATION LETTER: E. N. Small informed the Board that the audit is complete and requested they sign the representation letter. Once this is received, Plodzik and Sanderson will forward the completed audit reports.

ESTIMATED AND ACTUAL REVENUES SPREADSHEET: E. N. Small provided the Board with an updated spreadsheet.

LAS & WHS MONTHLY PAYMENTS – ADJUSTED: E. N. Small reviewed the adjusted figures received noting that \$330,000 is paid monthly to the local school and \$90,000 is paid monthly to the high school.

REPORT ON THE REVIEW OF THE TOWN'S FINANCIAL MANAGEMENT SYSTEMS: Results of this audit have been received and are available for review by the Board. Good comments and suggestions were made and some will be implemented.

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INSURANCE ON INVESTED FUNDS & AUDIT: E. N. Small confirmed that town funds are insured properly. He noted that although the auditors provide a statement stating otherwise, information has been provided to them regarding the Depositor's Insurance Fund.

INVENTORY OF TAXABLE PROPERTY: PA 28 forms are being prepared to be mailed to property owners. This process was reestablished in 2004.

ESTIMATED CASH FLOW FOR 2005: E. N. Small provided the Board with a cash flow spreadsheet.

APPOINTMENT OF MARY ANN HILL, AS THE TOWN'S TAX COLLECTOR: The Board signed an appointment form for M. A. Hill.

MOTION: To appoint Mary Ann Hill as Tax Collector.

MOTION: F. J. FERREIRA, JR.

SECOND: P. G. ROBART

UNANIMOUS

COALITION: E. N. Small asked the Board if they had any questions regarding the documentation received. There were no questions at this time.

MINUTES OF THE JAN 7 SOLID WASTE RECYCLING COMMITTEE: A copy of this meeting's minutes was provided to the Board. A representative of Waste Management was present to address omissions in the collection effort.

PROBLEM WITH RUBBISH PICKUP ON JAN 28: E. N. Small reported that properties west of Sanborn Road on Route 88 and Victoria Drive did not receive trash pickup last Friday. Waste Management has been notified.

OPEN SPACE INITIATIVE: There have been six resignations from the Open Space Committee. The Board asked E. N. Small to draft a letter to the members and Conservation Commission outlining the need to disband the Open Space Committee temporarily. The letter will be signed in open session at a meeting scheduled for Monday, 8:00 a.m.

• **NEW BUSINESS**

USE OF LINCOLN AKERMAN SCHOOL FOR THE DELIBERATIVE SESSION ON FEB 5.: Permission has been granted to use the gymnasium for the deliberative session.

RULES FOR THE CABLE SCHOLARSHIP – WHO IS ELIGIBLE, ETC.: This matter will be added to a future agenda.

RESIDENCE IN COMMERCIAL ZONE RSA 75:11-V: The Board signed the listing of properties that qualify for recording purposes.

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DRA SALES-ASSESSMENT RATIO FOR 2004 – 85.4%: A revised sales assessment ratio has been received. This figure should be in the 90% range.

VETERAN’S EXEMPTION: The Chairman signed an application for a qualified property owner.

TWO ABATEMENTS: The Board signed abatements as recommended by the Tax Collector for the Hampton Falls School District and Starvish Realty. A refund for duplicate payment of property taxes was also signed.

TRANSFERS OF PROPERTY FOR 2004: An updated spreadsheet of transfers was provided to the Board.

PLAN NH—DESIGN ASSISTANCE FOR NH PROJECTS: An application for proposed projects has been received. Information is available if anyone is interested.

APPOINT AN ALTERNATE TO THE BOARD OF ADJUSTMENT: E. N. Small indicated there is a need for alternates to this Board. The Board encouraged the greatest number of alternates allowed be appointed.

CIRCUIT RIDER ASSISTANCE GRANT – SELECTMEN’S CHAIRMAN TO SIGN:
Chairman Caruso signed the contract.

MOTION: To enter into a contract for Circuit Rider Assistance beginning October 1, 2004 through June 30, 2005.

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

FUND THE GAP REPORT – NH CITIZEN’S VOICE PROJECT: This report is available for review.

PROPOSED COUNTY BUDGET \$67,011,086

NEXT SELECTMEN’S MEETING – WEDNESDAY, FEB 16, 2005, 6:30 P.M., TOWN HALL:
P. G. Robart noted that he will be out of town for this meeting.

MOTION TO GO INTO NONPUBLIC SESSION AT 9:19AM TO DISCUSS PERSONNEL, LITIGATION, LAND ACQUISITION AND WELFARE	MOTION: P. G. ROBART SECOND: F. J. FERREIRA, JR. UNANIMOUS
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MOTION TO SEAL THE MINUTES AND GO OUT OF NON-PUBLIC SESSION AND RESUME AT 9:29 AM	MOTION: F. J. FERREIRA, JR. SECOND: P. G. ROBART UNANIMOUS
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