

**PRESENT:** T. C. Tocci, S. C. Hanson, M. J. Farinola, Selectmen;  
E. N. Small, Town Administrator; L. A. Ruest, Administrative Assistant

This meeting was called to order at 6:30 p.m.

**FORMATION OF THE ENERGY COMMITTEE – SHAWN HANSON - TOWN CLERK TO SWEAR IN NEW MEMBERS:** S. C. Hanson introduced persons interested in serving on the Energy Committee. Introductions of Beverly Mutrie, Susan Smylie, John Ratigan, Larry Rice, Steve Sabatini, Scott Bieber, Tony Delano and Tom Baker (LAS Representative) were made. Meetings are scheduled for the third Thursday of each month; meeting once monthly. Town Clerk H. Knowles swore the members in at this time. The Board members and Committee members signed appointment forms

• **OLD BUSINESS**

**REVIEW AND APPROVAL OF PREVIOUS MINUTES -- MARCH 18 & 19:**

**MOTION:** To accept the minutes of the March 18 meeting as written.

**MOTION:** S. C. HANSON  
**SECOND:** M. J. FARINOLA  
**UNANIMOUS**

**MOTION:** To approve the minutes of March 19 as written.

**MOTION:** S. C. HANSON  
**SECOND:** M. J. FARINOLA

With regard to the minutes of March 19, M. J. Farinola referred the Board to page 4, paragraph 7, (*M. J. Farinola inquired as to the ambulance receipts going to the Fire Department. He requested when this was implemented and voted. E. N. Small explained that it was approved by warrant article and is set up as a special revenue fund.*) stating that he is awaiting this information. He asked that a sentence indicating "*M. J. Farinola requested a copy in writing as to when this was implemented and voted.*" be added to this paragraph.

M. J. Farinola referred the Board to page 7, Role of Town Administrator:

**ROLE OF TOWN ADMINISTRATOR & COMMUNICATIONS WITH DEPARTMENT HEADS:** *E. N. Small reviewed his role as Town Administrator noting that he communicates with Department Heads. Should the Board see a problem, it is his responsibility to work things out with the Department Head. He noted that the Board should be aware of its power in three members, not just one, and should one Selectmen order him to do something, that he will consult with the other two Selectmen for consensus.*

He stated he didn't agree with the wording as he would prefer the Department Heads work with the Board of Selectmen, rather than report to the Town Administrator. He acknowledged that the Town Administrator has certain responsibilities but not necessarily to communicate to Department Heads for the Board of Selectmen. He requested this paragraph be removed.

M. J. Farinola referred the Board to page 7:

**MS-2 REPORT OF APPROPRIATIONS VOTED:** *E. N. Small provided the completed MS-2 report for signature of the Board. M. J. Farinola stated he would like to verify the figures prepared by the Town Administrator before signing. Suggestion was made that M. J. Farinola work out this issue with the Town Administrator. M. J. Farinola stated he respects deadlines, but he doesn't want to work with E. N. Small, but wants to check the figures on his own. The document was signed by T. C. Tocci and S. C. Hanson.*

He stated that he felt he did not state that he didn't want to work with the Town Administrator in the tone reflected in the minutes. He requested the sentence be removed in its entirety.

M. J. Farinola referred the Board to the last two lines of the minutes:

*M. J. Farinola excused himself from the meeting and declared the meeting adjourned at 10:44 a.m. E. N. Small stated there is business to conduct in non-public session. No non-public session meeting took place at this time.*

He requested that the minutes reflect that a motion was made to adjourn the meeting by T. C. Tocci and seconded by S. C. Hanson.

L. A. Ruest stated that she recalls differently and that her notes do not reflect as such.

**VOTE: Unanimous**

**ACTION ITEMS MARCH 18 & 19:** An updated listing was provided to the Board.

**REQUEST FOR INFORMATION ON AA'S WAGES AND BENEFITS FOR CHRIS MERRILL:**

E. N. Small provided the Board with a breakdown of the Administrative Assistant's wages and benefits as requested last meeting. M. J. Farinola inquired with regard to the policy of providing information to the public. S. C. Hanson provided information with regard to the policy adopted by the Board of Selectmen. M. J. Farinola inquired as to whether the information on this worksheet can be legally provided to the public. E. N. Small indicated that the information that falls under HIAPPA rules is not provided on this worksheet. A copy of this worksheet was provided to C. Merrill.

**REQUEST FOR INFORMATION FROM CHRIS MERRILL, RECEIVED ON 3-24-08:** The Board addressed a letter of request dated March 20 (received March 24) from C. Merrill. It was noted that several questions were replied to by E. N. Small and some needed discussion of the Board of Selectmen.

8. Adding all costs for Zoning and Planning together reaches around \$45,000 which is 3-4 times the cost of Kensington's Planning and Zoning. Should we continue to pay this amount?

S. C. Hanson stated that the total of \$45,000 is not accurate and falls within the \$36-37,000 range. He added that he is not sure of what's involved with responsibilities and requirements or whether this position compared to other towns is different. He noted that the Compensation Review Committee plans to conduct a salary survey, comparing other towns and like positions.

10. I would ask in the future if the Road Agent's time sheets could be posted on the bulletin board in the hall of town offices at the end of every month so they could be viewed without written request.

Discussion took place with regard to the request and the Town's policy. S. C. Hanson suggested that the information could be kept within and provided by the Town Clerk's office. T. C. Tocci noted that C. Merrill is the only asking these types of questions and that records are available. He added that town employees have duties to fulfill, that there are procedures in place within the context of the Right to Know Law. M. J. Farinola requested that the information be brought to the Selectmen. He was informed that invoices are provided to the Selectmen twice monthly.

MOTION: To have a copy of the Road Agent's invoice brought in each month.

MOTION: M. J. Farinola

No further action was taken on this motion. M. J. Farinola suggested that the invoices be provided by the Assessor's office. T. C. Tocci stated that the invoices are available from the Bookkeeper. L. A. Ruest confirmed that when requested documents are readily available, they are provided for review and copy, if requested.

11. The T. A. is going to meet with the Road Agent next week to set up a work schedule for the year. I would like any information developed during that meeting.

S. C. Hanson and T. C. Tocci stated that an overall plan with regard to the Highway Department is being worked on. Once completed, the Board will hold workshops to review, discuss and ultimately make decision.

12. When any work is to be done by the Road Agent, could it be posted maybe on the Town's web site before it's done, so we could know where, when and what they are doing. This would be for all work other than emergency work.
13. Could you also list all work that will and when it goes to bid and for any money spend through the road agents budget?

Susan Hemlepp, 30 Crystal Drive, inquired as to how bid information is made available to the public. E. N. Small reported that a notice is placed in the newspaper.

15. I showed the excessive costs the T. A. signed off on for the tree and brush removal along U. S. Rt. 1. This seemed to continue into 07 paying for parked trucks at \$45 per hour, chain saw rental of \$50 per day compared to \$7 per hour or \$56 per day for our police cruisers rented out, and paying the workers over and above the cost of the equipment which include workers comp, bookkeeping, etc. Is this practice going to continue into this year?

M. J. Farinola stated he would like to discuss the traffic control ordinance quoted by C. Merrill and stated he felt it should be rescinded. T. C. Tocci stated this will be covered in workshops as well.

**REGULAR SELECTMEN'S MEETINGS 1<sup>ST</sup> & 3<sup>RD</sup> WEDNESDAY, 6:30 PM:** This is a change from the recent schedule; no longer will the morning meeting be held.

**SELECTMEN'S WORKSHOPS – 2008 PROJECTS – PERSONNEL POLICY, TECHNOLOGY POLICY, HIGHWAY DEPARTMENT, INVESTMENT POLICY:** T. C. Tocci identified these policies as key projects for this year. He suggested work begin with the Personnel Policy and suggested workshop dates of Monday, April 7 and Monday, April 21, 7 p.m. M. J. Farinola expressed concern with not keeping consistency of the same day so that residents know when Selectmen's meetings take place and suggested looking at having Selectmen's meetings on the same night as the workshop.

T. C. Tocci explained that Selectmen's meetings are scheduled meetings and not public hearings or a town meeting. It is a time in which the Board conducts town business. If there is a wish to be placed on the agenda, it can be addressed by the Board. Workshops allow time for focus on projects in order to get work done, are public and allow for persons to attend, however, no public comment/interaction is received.

**POLICY ON RESEARCH SERVICES- UNANIMOUSLY APPROVED ON JULY 18, 2007:** This matter was addressed earlier in this meeting.

**SIGNING OF APPOINTMENTS – APRIL 2, 2008 – MARCH 31, 2009:** The Board reviewed a listing prepared by the Town Clerk of persons whose terms are expiring. The listing reflects those willing to continue serving the Town, with the exception of G. Smart, Conservation Commission. This name should be removed from the list. Two new Conservation Commission members have also been recommended by the Commission.

M. J. Farinola stated he has others for consideration and provided E. N. Small with volunteer application forms. S. C. Hanson inquired as to whether Hampton Falls has a policy to advertise for persons interesting in serving. It was noted that when various committees need volunteers or have an opening that information is passed to the Town Administrator who by way of the newsletter or other asks for volunteers. For example, the Heritage Commission will need volunteers and various outlets will be used to seek volunteers. E. N. Small stated volunteer forms are received on occasion and provided to committees/boards where an interest has been identified for consideration; sometimes information is provided to the newspaper.

S. C. Hanson stated he had not reviewed the entire list and M. J. Farinola stated he is not in favor of having a list filled out for approval. He added that he has other names for positions he would like to suggest and provided them to E. N. Small.

Concern was expressed with the lack of appointment; certain positions being unable to act in their capacities. R. Dirsa spoke to the appointments needed for Police Department members. None are new officers and if not approved, police services will halt. Officers cannot work without appointment and R. Dirsa will need to contact the State to cover services in Town. In response to M. J. Farinola, R. Dirsa reported he has four full-time officers. M. J. Farinola stated he is concerned with appointing a fifth full-time officer and wants to be sure this is not being done. R. Dirsa stated that position was not approved by the Town and that it would be inappropriate to do something of that nature. He requested support of the Board to keep the Department as is.

**MOTION:** To approve the appointments of the police officers shown on the listing.

**MOTION:** T. C. TOCCI  
**SECOND:** S. C. HANSON

M. J. Farinola inquired as to the specifics with regard to part-time officers. In this regard, the part-time officers are being reappointed with a term that expires 2009; working less than 40 hours per week per a shift schedule as deemed needed.

**VOTE: UNANIMOUS**

J. M. Lord spoke to the appointments for the Fire Department. He explained that persons are brought in as temporary until a background check is completed; then probationary for one year. After one year, they are placed on permanent. These call employees are covered by Worker's Compensation when on active call. J. M. Lord reviewed the full-time status of the Fire Chief as well as Officers who receive stipends.

**MOTION:** To accept the appointments of the Fire personnel as listed in the annual appointment schedule.

**MOTION:** T. C. TOCCI  
**SECOND:** S. C. HANSON  
**2 IN FAVOR, 1 OPPOSED, PASSES**

Referring to the remaining appointments on the list, T. C. Tocci stated there is no reason to question the ability, sincerity or devotion volunteers have put in to these positions. Hampton Falls has over 90 volunteer positions.

**MOTION:** To accept and approve the appointments for committees as listed to 2009.

**MOTION:** T. C. TOCCI  
**SECOND:** S. C. HANSON  
**2 IN FAVOR, 1 OPPOSED, PASSES**

**PROCEDURE FOR REVIEW OF PROPERTY VALUATIONS:** A copy of a revised informational memo provided to taxpayers was provided to the Board for signature. It was suggested to review whether the term Assessors or Appraiser should be used. Scott Bieber, 5 Woodlawn Avenue, inquired as to whether adjustments will be made to assessments given the economy. M. J. Farinola explained that the Assessor plans to adjust the entire base to address the market.

**SCHOLARSHIP TRUST FUND – OPINION BY TOWN COUNSEL:** An opinion dated March 6 has been received from counsel with regard to a question as to whether these funds could be placed in the General Fund. Counsel advises that these funds are not general income to the Town, but rather designated for a limited purpose. The M. Batchelder Scholarship Committee handles applications and makes recommendations with regard to this cable scholarship. The M. Batchelder fund is private and separate.

**HERITAGE COMMISSION – REQUEST FOR VOLUNTEERS:** This Commission was approved by warrant article and will consist of five members, of which one is T. C. Tocci as Selectmen's Representative. Four volunteers are needed and the RSA allows for up to five alternates. Request for volunteers will be made through the newspaper, newsletter and web site. Should anyone be interested, they should live in town, have demonstrated ability to understand the task and should submit their name to the Town Administrator. M. J. Farinola provided E. N. Small with information on someone interested in this Commission.

**WEST VIEW CEMETERY TRUSTEES TO TRANSFER ITS CEMETERY TO THE TOWN.- APPROVED – ART 17, 2001 TOWN MEETING:** E. N. Small stated that the trustees will be coming forward to complete this transfer.

**TOWN MEETING VOTE TO GATE AND BAR A SECTION OF ROAD BETWEEN CURTIS ROAD AND BLAKE'S LANE. LOCK IS NO LONGER NEEDED – TOWN COUNSEL:** Guidance has been received from counsel that it is no longer necessary to keep the gates to this Class VI road locked. Question was raised as to whether proper posting or signage is in place. E. N. Small will inform the Highway Safety Committee of this concern.

**NORTHSIDE CARTING INC. WILL BEGIN ITS SOLID WASTE AND RECYCLING SERVICE ON FRIDAY, APRIL 4:** Residents should see no change in service. S. C. Hanson informed those in attendance that the Town has an opportunity to save approximately \$88,000 over five years by changing service to collect recyclables every two weeks rather than weekly and that the Board plans to conduct a survey for feedback from residents.

**PROCLAMATION TO NH MEN & WOMEN KILLED IN THE IRAQ WAR:** A request has been made by a resident to acknowledge the passing of servicemen and women by way of a proclamation. The Board of Selectmen voted in the past to participate in this program. Word has been received of a NH serviceman who has been killed in the line of duty and request has been made to issue a proclamation from the Town of Hampton Falls.

M. J. Farinola expressed concern with this adding burden to family members of the fallen.

**MOTION:** To discontinue this policy.

**MOTION: M. J. FARINOLA**

No action was taken on this motion. The Board will continue to honor the policy.

## **OTHER**

C. Merrill asked if he could make a comment at this time. T. C. Tocci noted that this is not a public meeting and that should one request to be placed on the agenda, they should contact the Town Administrator. T. C. Tocci acknowledged C. Merrill. C. Merrill stated his tax bill is too high and that there is no other place to come but here to ask questions. He referred to S. C. Hanson's indications that Hampton Falls pays more compared to Kensington and stated he feels spending is excessive. He added that he feels the election of S. C. Hanson and M. J. Farinola shows things need to change.

- **NEW BUSINESS**

**ABATEMENT APPEAL MAP 8, LOT 64-9 – LETTER TO PROPERTY OWNERS BY TOWN'S ASSESSING AGENT:** The Board reviewed the Assessing Agent's recommendation to deny this abatement appeal.

**MOTION:** To deny the request for abatement for Map 8, Lot 64-9.

**MOTION: S. C. HANSON**

**SECOND: T. C. TOCCI**

M. J. Farinola inquired as to whether this recommendation could be reconsidered. E. N. Small stated that this request was received late and in accordance with state law, was recommended for denial. M. J. Farinola asked whether the Assessing Agent has time to address this request. E. N. Small stated she does.

**VOTE: UNANIMOUS**

**LOCAL GOVERNMENT CENTER'S LOCAL MEETING ON MARCH 25 RE NH**

**RETIREMENT -BRIEF REPORT ON NH RETIREMENT HB 1645:** E. N. Small referred the Board to an action bulletin regarding resolving the issue of under-funding. He provided the Board with figures obtained from a recent informational meeting. LGC is seeking support from towns and Senator Martha Fuller Clark is in support of the bill.

**PUBLIC HEARING TO ACCEPT \$23,000 OF UNANTICIPATED AND ANONYMOUS MONEYS FOR IMPROVEMENTS TO THE TOWN COMMON FOR APRIL 16 MEETING:** E.

N. Small provided the Board with documentation in regard to an anonymous donation for the specific purpose of a well and irrigation system at the Town Common. A public hearing needs to take place in this regard and one has been scheduled for Wednesday, April 16, 8 p.m. The Board signed the posting notice.

**MOTION:** To post for a public hearing on April 16, 8 p.m.

**MOTION:** S. C. HANSON  
**SECOND:** M. J. FARINOLA  
**UNANIMOUS**

**OTHER**

M. J. Farinola requested to discuss the possibility of one of the Town Clerk's assistants cross training for the Deputy Tax Collector position rather than hiring a new employee. E. N. Small reported that interviews of four applicants have taken place and a recommendation for appointment is forthcoming.

M. J. Farinola stated he would like to place a ban on hiring of part-time and full-time employees.

**MOTION:** To restrict the hiring of employees without approval of the Board of Selectmen.

**MOTION:** M. J. Farinola

No action was taken on this motion. No hiring takes place without the approval of the Board of Selectmen. E. N. Small stated that assistance is needed in the Tax Collector's office during busy times of the year and also to take over the responsibility of the office should something happen. E. N. Small suggested the Board address the subject of cross-training with the Town Clerk and Tax Collector. T. C. Tocci stated he is not in favor of a ban on hiring in that the Board considers each case as it arises.

**NEXT SELECTMEN'S MEETING – WEDNESDAY, APRIL 16, 2008, 6:30 P.M., TOWN HALL**

**MOTION TO GO INTO NONPUBLIC SESSION  
IN ACCORDANCE WITH RSA 91-A:5 IV.  
AT 8:21 PM TO DISCUSS WELFARE AND  
LEGAL OPINION**

**MOTION:** T. C. TOCCI  
**SECOND:** M. J. FARINOLA  
**UNANIMOUS**

**MOTION TO GO OUT OF NONPUBLIC SESSION  
AND ADJOURN AT 8:36 PM**

**MOTION:** S. C. HANSON  
**SECOND:** T. C. TOCCI  
**UNANIMOUS**