

Town of Hampton Falls

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

**8:00 AM**

**NH DEPT OF CORRECTIONS FURNITURE SHOP AND PRODUCT LINE:** E. N. Small provided a copy of a letter and brochure outlining available products.

**ROAD AGENT:** R. B. Merrill reported a washout on Crank Road as a result of leaves in the ditch line. This area is being repaired today. Fallen limbs and tree tops that are now exposed due to the snow melt will be moved to the brush pile. A new rail is to be placed at Batchelder Lane to replace the broken one. Additional tree work will be done to clean up trees on Mill Lane and Drinkwater Road. Stumps from these trees will be ground.

**BRAD JONES- 2005 ROAD CONSTRUCTION WORK, BIDDING AND BOND ISSUE:** Counsel has advised that it is acceptable to go with last year's bid for 2005 road construction work. B. Jones of Jones and Beach Engineers has called to check prices of hot top. He reviewed the information received with the Board at this time. Noting that the Town has three qualified bidders from last year, B. Jones expressed concern with going out to bid now as prices may be higher and the Town would save money by not repeating the bidding process. B. Jones will measure the roads and submit information to Pike Industries for their agreement.

**MOTION:** To endorse the plan to go with last year's bid.

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

**SANBORN ROAD CULVERT – STATE BRIDGE AID:** Last year's contractor is no longer able to do this work. B. Jones has revised specifications to include removal of the existing box culvert and replacing it. This effort is to begin as soon as possible. B. Jones will provide six sets of plans for bidding. The project is expected to start the first of July and be complete about August 15. May 4 was suggested as the bid due date with a date of May 18 to open bids. E. N. Small will prepare the invitation to bid.

**MARSH LANE TURNAROUND – 7:30 AM, APRIL 6:** A meeting was held on site this morning to discuss placement of a hammerhead turn. B. Jones of Jones and Beach Engineers will put together plans for review of the Board. Property owner T. McDonough is favorable to this effort.

**FROST BAN – END ON APRIL 11:** R. B. Merrill plans to lift the frost ban on Monday morning.

**DAM TO WHITTIER POND – METHOD TO LOWER HEIGHT OF WATER BEFORE FLOODING:** Discussion of removing and replacing timbers took place. It was agreed to leave the timbers in place to allow for State inspection. If it is identified as a problem, it will be addressed at that time. Suggestion was made that there might be federal funds available as part of the mitigation plan. J. M. Lord will check.

Town of Hampton Falls

**REIMBURSEMENT FOR GUARDRAIL DAMAGE:** E. N. Small reported that the person who damaged a guardrail at Drinkwater Road has been making regular payments toward the damages.

**DEPT. OF TRANSPORTATION BIENNIAL INSPECTION OF BRIDGES IN HAMPTON FALLS:** This inspection report has been received and includes issues relating to the Sanborn Road bridge. These issues will be addressed as part of the work scheduled this summer.

**TEMPORARY ROPING OFF WITH REFLECTORS – GOVERNOR WEARE PARK, UNTIL FIELDS ARE READY:** R. B. Merrill will place a rope with sign to keep persons from parking and using the playing fields until the wet conditions pass.

**FEDERAL FUNDS FOR WINTER STORM:** E. N. Small reported that information is forthcoming for assistance with certain storms this winter.

**BUILDING INSPECTOR, CODE ENFORCEMENT OFFICER, HEALTH OFFICER:** R. Vigneau is on vacation. E. N. Small provided information on his behalf. A copy of R. Vigneau's report for March was provided to the Board.

**NOTICE OF ZONING VIOLATION MAP 7, LOT 38, PAGES LANE:** A copy of a notice of code violation for an accessory dwelling unit constructed without permits or inspections was reviewed at this time.

**ARSENIC MONITORING PROJECT – NOTICES SENT:** Participating persons have been notified and R. Vigneau is awaiting the next step by the State.

**CODE VIOLATION – SETBACK OF PIG PENS- MAP 8-52-1:** A copy of a notice of code violation for structures built within the lot setbacks was reviewed at this time.

**FIRE CHIEF:** J. M. Lord distributed the Department report for March. He reported one chimney fire and noted that medical calls were down for the month. No transports were made. The Department has been taking photographs of cistern locations. These locations will be marked and staked in the fall. A cover to a cistern needs repair and will be done soon.

**APPLYING FOR FIRE TRUCK, THROUGH DEPT OF HOMELAND DEFENSE/ AID TO FIRE FIGHTER GRANT:** L. Anderson has completed a grant application to FEMA for a fire truck. He is researching other grants as well.

**STATEWIDE SURVEY OF PRIVATE AND PUBLIC SECTOR FACILITIES- TRAINING SESSIONS:** J. M. Lord reported that UNH is conducting a survey of available facilities to hold training sessions. A joint decision of the Fire Department and Police Department has been made to not include the training room as an option at this time as it is utilized on a regular basis now. E. N. Small stated that persons/groups should contact the Town Hall if they wish to rent.

**SPECIAL REVENUE FUND – FIRST DEPOSIT \$1,814 – REVIEWED BY AUDITOR (AMBULANCE):** An account has been set up in accordance with auditor instructions.

**8:15 AM**

**PUBLIC HEARING – ACCEPTANCE OF FEDERAL GRANT – AIR PACKS:** P. G. Robart opened the public hearing noting that this grant relates to the approved warrant article for the purchase of air packs for fire department personnel. J. M. Lord explained the grant application process, the awarding of the grant and the equipment to be purchased. Discussion was opened to members of the Board. In response to S. C. Volpone, Jr., J. M. Lord explained that the amount of money granted is less than anticipated. Therefore, the planned purchase has been scaled back. The Department is looking to find a trade-in value to use to purchase additional equipment. FEMA allows 30 days to spend the money and the air packs require two weeks shipping time. Discussion was opened to members of the public. In response to B. Mutrie, J. M. Lord explained the difference from what was approved at town meeting to the amount received. The amount not used will be returned to the General Fund. Hearing no further comments or questions, P. G. Robart closed the public hearing.

**MOTION:** To accept federal funds for public safety grants for the purchase of air packs and related equipment from the U. S. Department of Homeland Security.

**MOTION:** F. J. FERREIRA, JR.

**SECOND:** S. C. VOLPONE, JR.

**UNANIMOUS**

**POLICE CHIEF:** R. Dirsra distributed the Police Department report for March. He reported on statistics, incidents and other matters to include DARE graduation and renovation of the evidence room. He also reported on a dog attack incident that is being worked out between the two residents. R. Dirsra was informed of a report that the dog is still loose. He stated he would follow up.

S. C. Volpone, Jr. informed R. Dirsra of an incident last week where a vehicle was parked on Old Stage Road where there was a man with a gun. Attempts were made to get information as to whether it was legal to hunt at this time and no immediate answer was available. R. Dirsra stated that there are regulations for hunting as well as enforcement of hunting.

**SELECTMEN’S PERMIT GRANITE STATE QUEST ANNUAL BIKE RIDE / FUND-RAISER – JULY 9 & SELECTMEN’S PERMIT LAS PTO ROAD RACE – MAY 7, 2005:** Chairman Robart signed approval of these requests.

**HAMPTON FALLS HISTORICAL SOCIETY – ONE YR LEASE TO OLD LIBRARY**

**BUILDING:** B. Mutrie was present on behalf of the Historical Society. A copy of a one-year lease was provided to the Board. E. N. Small identified a change made to item number four. B. Mutrie expressed concern with being responsible for major repairs as the Society does not own the building. For example, the Historical Society is to be responsible for the cleaning, but not replacement, of the furnace.

P. G. Robart reported that there is a meeting scheduled for April 11, 8:00 a.m. with the painter to address outstanding work at the Old Library. B. Mutrie asked if the fence was to be painted as part of this job. P. G. Robart stated he would raise this question at the meeting.

The Board indicated approval of the lease and signed it at this time. B. Mutrie also signed on behalf of the Historical Society.

- **OLD BUSINESS**

**REVIEW AND APPROVAL OF PREVIOUS MINUTES**

**MOTION:** To approve the minutes of the March 28, and March 30 meetings as written.

**MOTION:** F. J. FERREIRA, JR.

**SECOND:** S. C. VOLPONE, JR.

**UNANIMOUS**

**FINANCIAL REPORTS-GENERAL FUND BALANCE:** E. N. Small reported a general fund balance of \$499,800. Tax bills are to be issued as soon as possible and payments will be withheld to address the cash flow. The Town Clerk reported receipts of \$39,200 for March. Expenditure reports were provided to the Board.

**SCHEDULE OF MEETINGS & ACTIVITIES:** An updated listing of meetings and activities was provided to the Board and posted.

**REQUEST FOR REFUND FROM LAS FOR ELECTION EXPENSES:** A request has been mailed to the school for their portion of election expenses.

**INTEREST ON INVESTMENTS – TREASURER:** E. N. Small and E. Riordan have been working with banks and the NH Pool to take advantage of increasing interest rates.

**RESIDENCES IN THE COMMERCIAL ZONE:** In accordance with RSA 75:11-V, the Board signed a document for recording at the Registry. Six applications for residences in the commercial zone were received.

**UPGRADE OF COMPUTER SOFTWARE – ART 14, 2005:** L. A. Ruest reported that the existing vendor, NEMRC, has visited the Town Hall and provided information on available software. A copy of a proposal was provided to the Board. L. A. Ruest supported remaining with NEMRC and explained the reasons for doing so. As part of an upgrade the Town will receive Windows version software for the municipal accounting modules. This software provides for current needs as well as additional tools that can be used to assist with budgeting, support and software updates.

With respect to the tax billing and receivables portion of the software, upgrades are available for the billing portion of the software to include an export/import feature from Vision Appraisal Software. At this time, the Town duplicates efforts to enter information for bill processing. This feature will eliminate this duplication. The tax receivables portion of the software will need the most attention. NEMRC is proposing to provide custom programming unique to New Hampshire tax collection. This effort will consist of approximately two visits from NEMRC and approximately six to eight hours of the Tax Collector's time.

Any upgrade of software will require the need for laser printers. Other software products of interest are also available. The Town Administrator, Administrative Assistant and Tax Collector support this proposal. The Board approved.

**BOND BANK – CONSERVATION EASEMENT (2.5 M) ROAD WORK (689 M) DUE APR. 15 APPLICATION CAN BE MADE AMENDED UNTIL MAY 31:** E. N. Small has prepared this application and will now work with Bond Counsel on their application. The Board signed the bond bank application. E. N. Small reported that should this open space bond issue not proceed, the Town has until May 31 to withdraw.

**MOTION:** To apply with the bond bank for funds to support a conservation easement and roadwork.

**MOTION:** F. J. FERREIRA, JR.

**SECOND:** S. C. VOLPONE, JR.

**UNANIMOUS**

**CHERRY CASE SCHEDULED FOR APRIL 25, 2005:** Staff members are expected to be asked to attend.

**RUPIA CASE / ABATEMENT OF TAX LIEN - MAP 4, LOT 27:** Settlement has been reached on the tax lien portion of this matter. A check representing the amount due as well as interest and costs has been received. The new owners of this property have been informed of the release of the lien.

**ESTIMATES FOR REPAIRING THE SLATE ROOF ON THE TOWN HALL:** E. N. Small reported that estimates total approximately \$3,000. Damage is a result of weight of snow.

**APRIL 12 MEETING WITH THE CEMETERY TRUSTEES – WEST VIEW AND STONE CLEANING:** E. N. Small is to meet with Cemetery Trustees.

**PLANS FOR HURD FARM CONSERVATION EASEMENTS:** E. N. Small reported that maps are available for review.

**DONATION OF MERRILL MARSHLAND TO THE TOWN:** A deed has been provided to the Town. The Conservation Commission will cover the cost of legal expenses. This matter has been forwarded to Attorney J. Ryan and should be complete within a week's time. The Tax Collector will abate the taxes due.

**HYBRID STATE EDUCATION FUNDING BILL- ELIMINATE STATE-WIDE PROPERTY TAX:**

#### **OTHER**

**Town Clock:** P. G. Robart and E. N. Small met with Bob Levesque of American Steeple to discuss options to address cost to make the dials and letters gold leafed. F. J. Ferreira, Jr. stated he is favorable as long as the price is acceptable and the funds are available.

**Town Hall Addition Doors and Ramp:** R. Vigneau is working with P. G. Robart on replacing the doors and expanding the ramp. P. G. Robart is seeking prices for handicap door openers instead of replacing the doors as it is difficult to obtain four-foot doors.

Town of Hampton Falls

**Paint Bids for Painting of Town Hall:** E. N. Small provided the Board with a copy of the bid. The due date for bids is April 19 and the Board will meet the next evening to open them. The Board approved.

- **NEW BUSINESS**

**PURCHASE OF PRINTER:** E. N. Small reported that he is having a problem with his printer and may need a new one.

**MEMBERSHIP FOR TA IN THE INTERNATIONAL CITY MANAGEMENT ASSOCIATION:** E. N. Small requested the Board's support in becoming a member of this organization. It is a helpful resource for municipal managers. The Board approved.

**DONATION OF 1847 HAMPTON FALLS VOTER CHECKLIST – STANLEY A. HAMEL, SEABROOK:** E. N. Small presented this checklist for the Board's review. He stated that he will include this document as part of the annual restoration of records project if funds allow.

**PROPERTY TAX REFUNDS:** The Board signed a number of property tax refunds as recommended by the Tax Collector. The Board also signed an abatement of interest on the tax lien for Rupia.

**TWO APPLICATIONS FOR ELDERLY EXEMPTIONS (APRIL 1 DEADLINE FOR 2005 TAXES):** Chairman Robart signed approval on behalf of the Board.

**LAND USE CHANGE TAXES - \$55,650:** The Board signed a current use tax warrant totaling \$55,650.

**RETURN CHECK FOR \$1,040 TO PRIMEX:** This check for overpayment has been returned to be applied against current year's charges.

**MARK BELIVEAU AND RIGHT TO KNOW LAW:** Attorney Beliveau is to write a letter to the Planning Board with respect to the Right to Know Law and disclosing information that is attorney-client privileged.

**APPOINTMENT OF MARIETTA GARAVAGLIA AS AN ALTERNATE TO THE PLAN BOARD:** The Board signed an appointment form for Marietta Garavaglia as Alternate Member to the Planning Board. She is to be sworn in by the Town Clerk in time for the April meeting.

**HF REPRESENTATIVE TO THE ROCKINGHAM CONSERVATION COMMISSION – TED TOCCI:** The Planning Board will need to recommend a candidate for appointment, and then the Board of Selectmen will make the appointment and inform the RPC.

**APPOINTMENT TO ZONING BOARD OF ADJUSTMENT:** James Henebry has expressed in interest in serving as full member of the ZBA to fill the opening as a result of Bryan Richards' resignation.

**MOTION:** To appoint James Henebry as full member to the ZBA.

Town of Hampton Falls

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

**ANNUAL SPRING CLEANUP – SATURDAY IN MAY:** The Board set a date of Saturday, May 14, for the annual spring cleanup. Suggestion was made to have a sign outlining fees due posted at the dump on this day and to also submit information to the Hampton Union as to what is and is not accepted and the fees associated.

**FARM AND RANCH LANDS PROTECTION PROGRAM – BIGGI FARM:** The Rockingham County Conservation District has submitted an application for conservation easement under the FRPP on behalf of the Town of Hampton Falls.

**MS – 22 “REPORT OF APPROPRIATIONS ACTUALLY VOTED:”** This report has been received from the school and is available for review.

**OTHER**

**SENATOR GREGG’S REPRESENTATIVE AT TOWN HALL – APR 4 2:15 - 3:45 PM**

**NEXT SELECTMEN’S MEETING – WEDNESDAY, APRIL 20, 2005, 6:30 P.M., TOWN HALL**

**MOTION TO GO INTO NONPUBLIC SESSION  
AT 9:45 AM TO DISCUSS LITIGATION, WELFARE,  
PERSONNEL AND LAND ACQUISITION**

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

**MOTION TO SEAL THE MINUTES AND GO OUT  
OF NON-PUBLIC SESSION AND ADJOURN  
AT 10:36 AM**

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