

TOWN OF HAMPTON FALLS

PRESENT: S. C. Volpone, Jr., T. C. Tocci, S. C. Hanson, Selectmen;
E. N. Small, Town Administrator; L. A. Ruest, Administrative Assistant

HAMPTON FALLS LIBRARY TRUSTEES – CHAIRPERSON LINDA COE -- ORIGINAL 1901

TRUST: Library Trustees Linda Coe and Susan Smylie were present. L. Coe referred the Board to a document outlining the timeline of the Hampton Falls Free Library Board of Trustees (timeline to be filed with minutes). This document provides a brief history of the changes to the Library Trustees. L. Coe reported that question was presented to the Local Government Center with regard to whether it is a conflict for Selectmen to site as a voting member of the Library Trustees. It was found that it would be appropriate for Selectmen to participate as a liaison but not a voting member. It was also learned at that time that the Library Trustees bylaws are not in accordance with State statutes of public libraries.

Terry Knowles of the Attorney General's Division of Charitable Trusts was contacted to assist with the conditions of the J. T. Brown Trust and procedures to terminate the Trust to become in compliance with State statutes. T. Knowles is set to meet with the Library Trustees to review the current Trust, termination of it, Trustee membership/bylaws, transfer of the Old Library and steps needed in probate court. The Library Trustees will provide warrant article wording needed as a result of the change(s) for placement on the ballot in March 2008. The Board requested E. N. Small contact counsel to review these findings and complimented the efforts of the Library Trustees in getting this matter resolved.

Given the fact that a liaison is allowed and not a voting member, the Board of Selectmen considered the need for meeting-to-meeting participation. The Board concurred that it is no longer necessary for a Selectman of the Board to sit at the Library Trustee level and that status of meetings can be obtained from review of meeting minutes.

MOTION: To endorse the proposal of the Library Trustees to the Board of Selectmen.

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

WOULD THE LIBRARY WANT TWO ADULT LILAC BUSHES, COST OF PLANTING, APPROXIMATELY \$75 +/-?: The Board of Selectmen offered lilac bushes that are scheduled to be removed from the front of Town Hall to the Library Trustees for planting at the new Library with the understanding that the Library would incur the cost of planting them. L. Coe and S. Smylie accepted and indicated they would review this at the next Trustee meeting and provide a date as to when an area will be ready for transplanting.

• **OLD BUSINESS**

REVIEW AND APPROVAL OF PREVIOUS MINUTES (AUGUST 1, 10, 15 AND 23)

MOTION: To approve the minutes of the August 1, 10, and 23 meetings as written.

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

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MOTION: To approve the minutes of the August 15 meeting as written.

MOTION: T. C. TOCCI
SECOND: S. C. VOLPONE, JR.
1 ABSTENTION, PASSES

FINANCIAL REPORTS-GENERAL FUND BALANCE -- \$1,349,700

SETTING OF TAX RATE AND UNDESIGNATED FUND BALANCE / MS-1 FORM: Following review and discussion of utility valuations, the Board signed the MS-1 report as prepared by E. N. Small. This form is the first step in getting the tax rate set. E. N. Small will check to see whether there are other utility appraisers other than one that is currently known.

POLICY ON RECOGNITION OF SIGNIFICANT CONTRIBUTIONS TO THE TOWN OF HAMPTON FALLS: Following discussion, the Board concurred to act on the merits of each situation as it arises and not adopt a policy. T. C. Tocci advocated a recognition program for employees to be addressed separately from this matter.

PERSONNEL EVALUATIONS SCHEDULE/ JOB DESCRIPTIONS AND GOALS: E. N. Small provided the Board with a schedule of annual personnel evaluations. Job descriptions are to be clarified as part of drafting a personnel policy. E. N. Small will provide a copy of the evaluation form to Selectmen.

CENSUS 2010: T. C. Tocci reported that he attended a conference on this upcoming census. He noted that the "Local Update on Census Addresses (LUCA)" is a voluntary program and the Town is not obligated to participate. The program allows state and local government to assist the Census Bureau with updated information. It was noted that Towns that keep good records will not gain by participating in the program. Also, there is no funding for personnel. Question was raised as to whether Hampton Falls wishes to participate. E. N. Small stated that Hampton Falls' records are up to date. The Board agreed to not participate.

SPECIAL MEETING RE LOCAL GOVERNMENT CENTER AND NH MUNICIPAL ASSOCIATION SERVICES: E. N. Small suggested the Board meet with a representative of LGC and NHMA to obtain a better understanding of the services provided to the Town. The Board agreed. E. N. Small will obtain dates to schedule a workshop.

ACTION ITEMS – AUG 10 & 15: E. N. Small provided the Board with an updated listing of action items.

CHANGE TO THE SELECTMEN'S MEMORANDUM TO THE PUBLIC- RE NEW RESEARCH SERVICES POLICY: The form used for requests from the public has been revised to include the policy set on July 18, 2007.

JOINT MEETING OF THE PB, BOA, CC, BOS – SEPT. 10, 6:30 PM – NEED FOR MODERATOR: Suggestion was made to have a facilitator present for the joint meeting of Boards. The Board agreed to postpone the meeting of September 10 until a date and time can be scheduled to have a facilitator and Planning Board Chairman C. Brown present.

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CAPITAL IMPROVEMENT PROGRAM: E. N. Small referred the Board to the Selectmen's portion of the Capital Improvement Plan and requested input from the Board as to additions for proposed improvements. At S. C. Hanson's request, a review of how the CIP works took place, especially with regard to road improvements. E. N. Small stated that improvements to the front offices have been suggested in the past. These improvements would include electrical, cable, etc. Consideration was given to adding this to the CIP or addressing it through warrant article.

CHANGE TO THE TELEPHONE SYSTEM AT THE TOWN HALL: L. A. Ruest reported that she contacted Hampton Technical Services to review the software of the telephone system at Town Hall to determine whether an auto attendant type system is available. It was learned that although the software allows for an auto attendant, question has been raised as to whether the Town's telephone contract allows for hunting of phone lines. L. A. Ruest will report further next meeting.

UNADJUSTED ASSESSMENT FOR HF SCHOOL DISTRICT: E. N. Small reported the unadjusted assessment as \$4,367,000. This figure will be adjusted once the tax rate is set.

POLITICAL SIGNS ON PRIVATE PROPERTY – SECRETARY OF STATE & TOWN COUNSEL: E. N. Small reported that objections to certain signs placed throughout Town have been received. He obtained input from both the Secretary of State's office and Attorney Bart Mayer. He learned that political signs are a matter of First Amendment rights of free speech and that the Town can only enforce the town and state rights of way or public property.

COALITION COMMUNITIES – SEPT 11, 10 a.m. LEGISLATIVE OFFICE BUILDING: E. N. Small informed Board members of this upcoming meeting.

DEADLINE FOR MASTER PLAN NOV 1 - SO IT CAN BE PRINTED BY THE END OF THE YEAR: E. N. Small reported that a deadline has been set to complete the update of the Master Plan for submission to a printer. E. N. Small will provide photos as requested and T. C. Tocci will provide a summary and maps.

IMPACT FEES – LETTER TO THE PLANNING BOARD TO INCLUDE TOWN AS ELIGIBLE FOR CERTAIN PROJECTS: The Board signed a letter to the Planning Board requesting review of the impact fee ordinance to consider a possible redistribution of the designation of impact fees.

ATTIC LOUVERS - OLD LIBRARY: E. N. Small reported that he will be meeting with Wayne Berry to review the condition of attic louvers at the Old Library.

BULLETIN BOARD – MOVE TO THE OLD LIBRARY BUILDING – BRAD PETERSON AND ROAD AGENT AND HF HIST. SOCIETY - PERMISSION TO MOVE ITS SMALL BULLETIN BOARD TO THE SCHOOL HOUSE?

MOTION: To allow the Historical Society to move the bulletin board sign from the front of the Town Hall to the Old Library and Old Library sign to the Old Schoolhouse.

MOTION: T. C. TOCCI

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**SECOND: S. C. HANSON
UNANIMOUS**

DATE TO MEET WITH THE POLICE DEPARTMENT – SEPT 18 OR 19. (T OR W): The Board set a tentative date of September 18, 4 p.m., to meet with the Police Department. T. C. Tocci will check his calendar and confirm.

APPOINTMENT OF PETER A. FOWLER - PART TIME POLICE OFFICER:

MOTION: To appoint Peter A. Fowler as permanent part-time Police Officer at the recommendation of the Police Chief.

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

BIDS FOR BROWN ROAD RETAINING WALL AND MEADOW AND TAYLOR RIVER ROAD – DUE 9-6-07

BRIMMER LANE INDEMNIFICATION AGREEMENT – DEWITT LANE: The indemnification agreement between the Town and Mary E. Weaver for Brimmer Lane was signed by Chairman S. C. Volpone, Jr. E. N. Small noted that the private road has been completed.

HIGHWAY DEPARTMENT – SCHEDULE A WORK SESSION: A tentative date of September 20, 4 p.m., was set to review information gathered by S. C. Hanson. T. C. Tocci will let E. N. Small know if he can attend once he reviews his calendar.

SCENIC ROAD ORDINANCE - REMOVAL OF TREES ON GOODWIN ROAD, KING STREET, BROWN ROAD – DECLARE AS HAZARDOUS: E. N. Small and R. B. Merrill, Jr. have identified numerous trees throughout Town that are dead or dying and create a hazard. S. C. Hanson expressed concern with pre-empting the Planning Board process for Scenic Road Alteration Permit. He was assured that allowance is provided to address safety concerns.

MOTION: To declare certain trees on Goodwin Road, Drinkwater Road, King Street and Brown Road as hazardous and authorize removal.

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

MOSQUITO CONTROL CONTROL -- EEE THREAT: E. N. Small provided the Board with a copy of the July mosquito control report and reported that weekly spraying is taking place at Governor Weare Park and Lincoln Akerman School since the incident of EEE found in Kensington. The Board requested E. N. Small request Sarah MacGregor of Dragon Mosquito Control meet with the Board to provide a final report.

REPORT FROM THE TOWN COMMON IMPROVEMENT COMMITTEE: T. C. Tocci provided an update on improvements to the Town Common. He noted that the sidewalks have been

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removed. This work was funded by an anonymous donation. The pot holes along the shoulder of the Common have been filled and graded. An "American Liberty Elm/Dick Merrill Dedication ceremony will take place on September 15. Elm trees have been planted; one at the Town Common and others along Route 88 at Governor Weare Park.

The Committee is working on Phase II of improvements to the Town Common to include improvements to the shoulder along Route 88 and Lincoln Avenue. Granite curbing is proposed and suggestions are being considered for funding.

BIGGI CONSERVATION EASEMENT AGREEMENT - \$250,000 – STEVE HUNDLEY: E. N. Small explained that given the Town was unable to utilize this grant money, arrangements need to be made to allow transfer of the funds to other Towns in New Hampshire. Information on the procedure to do so is forthcoming from S. Hundley.

LETTER TO SCHOOL BOARD RE DESIGNATION OF THE GYM/CAFETERIA AS AN EMERGENCY SHELTER: The Board signed a letter to the School Board requesting input with regard to designating the Lincoln Akerman School gym/cafeteria as an emergency shelter.

SPEED LIMIT ON RT 88 NEAR SEACOAST ACADEMY: T. C. Tocci noted that Seacoast Academy held an opening ceremony on Tuesday, September 4. The 30 mph speed limit signs have been posted on Route 88 in front of the school and brush has been cleared from the side of Route 88.

- **NEW BUSINESS**

PROPERTY TRANSFERS – JUNE 2007: An updated listing of property transfers was provided to the Board.

LETTER FROM THE AUDITOR- AVAILABILITY OF THE AUDIT FOR PRINTING IN TOWN REPORT: A letter has been received from Plodzick & Sanderson explaining reasons for the possible delay in receiving the Town's audit report due to changes in auditing and accounting standards..

WARRANT TO COLLECT \$500 IN TAXES: The Board signed a warrant to collect \$500. This represents an amount for Veteran's Credit that was applied to an initial tax bill. It was learned at the time of payment that the parcel no longer meets qualifications for Veteran's credit. The \$500 tax has been paid.

IMPACT OF NEW LEGISLATION ON HEALTH INSURANCE - LOCAL GOV'T CENTER NOTICE: E. N. Small referred the Board to a copy of a letter from the LGC explaining new laws and the impact on group health plan coverage.

SIGNING OF THE CIRCUIT RIDER PLANNER AGREEMENT WITH ROCKINGHAM PLANNING COMMISSION: S. C. Volpone, Jr. signed the annual contract with the RPC for Circuit Rider Assistance.

DAM INSPECTION FEES – INCREASE 2008: The Board reviewed the letter from NH-DES informing of increases in fees for dam inspections. Hampton Falls will incur an increase to \$400 from \$100. E. N. Small will provide for this increase in the 2008 budget.

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PERMIT TO ALLOW BROWNIES TO USE MEETING ROOM AT PSB: S. C. Volpone, Jr. signed a Selectmen's Permit for request to use the Public Safety Training Room for Brownie meetings.

BAGS TO PURCHASE TO SAVE TIPPING FEE AND ENCOURAGE RECYCLING:

Suggestion was made to consider a "pay per bag" program for waste disposal. Several pros and cons were discussed in conjunction with cost savings on tipping fees. Concern was raised with regard to controversy with this suggestion.

ANONYMOUS \$2,000 DONATION TO TOWN COMMON IMPROVEMENT PROJECT: E. N.

Small reported that an anonymous donation dedicated to Town Common improvements has been received. There is no need to hold a public hearing given the amount.

LOAM AT GOVERNOR WEARE PARK: E. N. Small reported that D. Robinson has offered to screen the loam at Governor Weare Park in exchange for taking half of it. The remaining loam could be used for Town Common improvements. This matter is to be reviewed in greater detail at the Highway Department workshop.

INFORMATION HEARING AT TOWN HALL – OCT 29, 7 PM, TAYLOR RIVER BRIDGE AND DAM

NEXT SELECTMEN'S MEETING – WEDNESDAY, SEPTEMBER 19, 2007, 7:30 A.M., TOWN HALL

**MOTION TO GO INTO NONPUBLIC SESSION
AT 8:21 PM TO DISCUSS PERSONNEL,
ACQUISITION OF LAND, WELFARE**

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

**MOTION TO GO OUT OF
NON-PUBLIC SESSION AND RESUME AT 8:46 PM**

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

ITEMS SCHEDULED FOR REVIEW BY TOWN ADMINISTRATOR AND SELECTMAN S. C.

HANSON – 9/13/07 – 4 PM: E. N. Small informed the Board that Selectman S. C. Hanson and E. N. Small are meeting on a weekly basis to discuss ongoing town business. He referred the Board to an email listing a number of items for discussion and requested direction from the Board with regard to whether these types of items should be discussed as a full Board in order to allow for the best use of the Town Administrator's time.

Following discussion, it was agreed that if items can be accomplished at regular meetings where all members can participate then that's the place the matter should be addressed. With regard to participating in telephone conferences with counsel where the Town Administrator was instructed to seek opinion, the Board agreed that all Selectmen should participate or none. It was also agreed that emails suggesting discussion of town business items should be copied to all Selectmen.

A review of the listing of items took place. Some were identified as items to be addressed at upcoming scheduled meetings or work sessions. Others were identified as items to address during budget workshops. It was acknowledged that S. C. Hanson is seeking to improve his understanding of how

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things work; however, it was acknowledged that there are three Selectmen and one Town Administrator and that direction should come from the Board and not Selectmen as individuals.

E. N. Small inquired as to whether S. C. Hanson has had time to look into software that would provide a template for use in preparing the town report. He also noted that preparation of budget worksheets will begin soon.

FUTURE WORKSHOP – ROLE OF THE BOARD OF SELECTMEN AND ROLE OF THE TOWN ADMINISTRATOR: E. N. Small stated he would check with the Local Government Center to see if there is documentation to assist with defining the role of the Selectmen and Town Administrator in order to provide information to new incoming Selectmen.

POLICY FOR REIMBURSEMENT OF MEALS – PERSONNEL POLICY: E. N. Small informed the Board of an employee's submission of a receipt for reimbursement. He informed the Board of his feelings that costs for alcohol should not be included in the reimbursement.

E. N. Small noted that there is no written policy in this regard at present; however, there are funds available in some department budgets. Suggestion was made to address this as part of the personnel policy. All meals are to be pre-authorized from this date forward. E. N. Small will work out this situation with the employee.

POLICY ON USE OF LAPTOP COMPUTERS – USE OUTSIDE OF HAMPTON FALLS – PERSONNEL POLICY: An employee has requested permission to bring a town-owned laptop home which is out of town. E. N. Small expressed concerns in doing so to include the inability to account for work done at home. Discussion took place with regard to the distinction of taking the laptop out of town versus home in town. Suggestion was made to have a policy to address concerns. E. N. Small will check for a model for consideration as part of the review of the personnel policy.

The Board supported E. N. Small's position that computer equipment not be removed from Town, and for the time being, the Board requested that employees using laptops at home in Hampton Falls keep track of the time the laptop is out of the office as well as the time spent working on the laptop away from the office.

MOTION: To adjourn the meeting at 9:00 p.m.

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