

**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

**ROAD AGENT**

**MONTHLY REPORT:** R. B. Merrill, Jr. reported that he has been conducting a survey of roads in order to prioritize those needing attention. Board members asked him to check on pot holes at the corner of Brown Road and Route 88 and also at Route 84 and Kensington Road.

R. B. Merrill, Jr. requested assistance identifying the vendor the Town obtained cold patch from last year. T. C. Tocci inquired as to the painting of stop bars. It was determined that doing so should take place in the spring in order to prevent scraping by the plows. Some may need earlier attention. R. B. Merrill, Jr. reported that roadside mowing has been completed and that tree removal is planned for the winter.

**DRIVEWAY PERMIT APPLICATION:** R. B. Merrill, Jr. informed the Board of a property owner on a scenic road that appears to have placed a second driveway cut through an existing stone wall without permission of the Planning Board. E. N. Small and R. B. Merrill, Jr. will review town records to determine if action by the Planning Board is required.

**DECISION ON BIDS FOR ROAD IMPROVEMENTS:** E. N. Small noted that two bids have been received. A review by Jones and Beach Engineers resulted in recommendation of the bid submitted by Pike Industries.

**MOTION:** To accept the bid for road work submitted by Pike Industries.

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

**SECOND:** T. C. TOCCI

**UNANIMOUS**

**RESCHEDULE SELECTMEN'S WORK SHOP WITH THE ROAD AGENT:** E. N. Small requested this work shop be rescheduled to another date and time. The Board scheduled Friday, October 5, 4 p.m. R. B. Merrill, Jr. stated he is able to attend.

**REQUEST TO CLEAN TWO CULVERTS ON BROWN ROAD:** R. B. Merrill, Jr. inquired as to R. Robinson's request to clean the culverts on Brown Road along the front of his property in order to keep them from flooding over. The Board approved.

**DAMAGE TO STOP SIGNS:** R. B. Merrill, Jr. reported that signs vandalized throughout Town have been cleaned; some to be replaced.

**BROWN ROAD RETAINING WALL – B. JONES- SEVERINO TO OFFER THE TOWN A PRICE:** No bids were received for the work needed for the Brown Road retaining wall repair. E. N. Small reported that B. Jones spoke with Severino who reviewed the need for repair initially and that Severino is willing to provide a price. The Board agreed to review Severino's bid and determine whether there is a need to re-bid the project.

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**BUILDING INSPECTOR/ CODE ENFORCEMENT / HEALTH**

**MONTHLY REPORT:** K. C. Kelley was unable to attend this meeting.

**SEACOAST ACADEMY AND CERTIFICATE OF OCCUPANCY:** K. C. Kelley will report on this matter at a future meeting.

**MOSQUITO CONTROL REPORT FOR AUGUST:** A copy of the mosquito control report for August was provided to the Board. There were no incidents of concern in Hampton Falls. A date will be set with Sarah MacGregor of Dragon Mosquito Control to meet with the Board to review this year's activity/results.

**FIRE CHIEF**

**MONTHLY REPORT:** J. M. Lord provided the Board with reports for the months of July and August and reviewed incidents and statistics. He noted that Department members have been taking part in equipment testing, contact information for business owners and inspections. He provided the Board with statistics with regard to ambulance transports comparing 2006 to 2007.

**UNITIL – MONTHLY ELECTRIC BILL:** J. M. Lord reported that he reviewed past electric bills and determined that the Public Safety Building has a decreased energy usage over 2006. The additional cost is due to an increase in rates. A suggestion of solar panels was made, however, determined to be cost prohibitive.

**NEW FIREFIGHTER APPOINTMENT:** E. N. Small referred the Board to a listing of personnel recommended by the Fire Chief for appointment. Appointment forms have been prepared for signature.

**MOTION:** To appoint Fire Department personnel as listed (dated September 18, 2007) as recommended by the Fire Chief.

**MOTION:** S. C. HANSON

**SECOND:** T. C. TOCCI

**UNANIMOUS**

**“WREATHS ACROSS AMERICA.ORG” – PARADE - DECEMBER 9-15:** The Fire Department will not be participating in this program.

**NATIONAL GUARD – NO MEMBERS ON THE FIRE DEPARTMENT**

**EMERGENCY OPERATIONS PLAN (EOP) – GRANT FOR \$6,200 – WORKSHOP AT 11 AM:** The Board of Selectmen will be attending this workshop today.

**ACCOUNTING OF GAS CONSUMPTION – S. HANSON:** J. M. Lord responded to S. C. Hanson's inquiry stating that all fuel for Fire Department vehicles is obtained from the State Department of Transportation shed. Invoices are received and paid monthly. There is no tracking of gas consumption done by the Fire Department. It was noted that the budget line for gasoline covers the needs of the Fire Department, Police Department and the Building Department.

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**EMERGENCY MANAGEMENT**

**RADIOLOGICAL EMERGENCY RESPONSE PLAN – BUDGET FOR HAMPTON FALLS 9,250 (6-1-07 TO 6-30-08):** J. M. Lord reported this budget applies to a fiscal year of July to June and noted that there is a drill planned for 2008. Participation is covered in this budget amount.

**POLICE CHIEF**

**MONTHLY REPORT:** R. Dirsa reviewed the Police Department monthly report for August noting incidents and statistics. R. Dirsa reported that he has a personnel matter to address with the Board in non-public session.

**NATIONAL GUARD – NO MEMBERS ON THE POLICE DEPARTMENT**

**CRUISER REPAIRS:** R. Dirsa reported that damage to cruisers as a result of a recent incident was minimal and repaired in-house.

**RESCHEDULE MEETING WITH POLICE DEPT, WHEN CHIEF IS READY:** R. Dirsa requested the Board allow him time to identify a day and time at the end of October for this meeting.

**QUESTIONS ABOUT POLICE STAFFING, COMP TIME, GAS CONSUMPTION, 6<sup>TH</sup> STEP – (SEE ATTACHED EMAIL):** In response to S. C. Hanson's questions, R. Dirsa provided written answers and reviewed them with the Board. T. C. Tocci inquired as to the amount of time that was spent on preparation of these answers and suggested that should Selectmen have questions such as these in the future that they be presented to the Bookkeeper. S. C. Hanson stated that he was not expecting a written document, only review in an open meeting.

**S. C. HANSON'S LETTER TO E. N. SMALL ABOUT CITIZEN INQUIRIES:** S. C. Volpone, Jr. stated that if citizens are making an inquiry through a Selectman that the Selectman informs the citizen of the proper avenue to obtain information by filling out the proper form and allowing response in accordance with policy and procedure.

- **OLD BUSINESS**

**REVIEW AND APPROVAL OF PREVIOUS MINUTES (9/5/07 and 9/10/07):**

S. C. Hanson stated he had not had a chance to review the minutes of September 5. The Board agreed to consider the September 5 minutes at a future meeting.

**MOTION:** To approve the minutes of the September 10 meeting as written.

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

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**FRPP PROGRAM FUNDS (Biggi):** The Board gave consideration to a letter of support of an amendment request to allow re-direction of grant funds to protect agricultural land in New Hampshire. This is a procedural matter relating to the proposed easement on the Biggi land.

**MOTION:** To authorize the Chairman of the Board of Selectmen to sign on behalf of the Board.

**MOTION:** S. C. VOLPONE, JR.  
**SECOND:** S. C. HANSON  
**UNANIMOUS**

**FINANCIAL REPORTS-GENERAL FUND BALANCE:**

GENERAL FUND \$827,200	RECEIPTS – PREVIOUS MONTH \$170,200
TOWN CLERK – RECEIPTS \$39,500	EXPENDITURES – PREV. MONTH \$981,000
TAX COLLECTOR – RECEIPTS \$101,400	CURRENT USE – PREVIOUS MONTH \$28,947

**HAMPTON FALLS WEB SITE HITS: 19,000 +/- 9/18/07**

**BALANCE SHEET FOR THE PREVIOUS MONTH:** L. A. Ruest reported that the Bookkeeper and Treasurer balance.

**ACTION ITEMS:** An updated action items listing was provided to the Board.

S. C. Volpone, Jr. reported that informational items received at the Town Hall are now being provided in a folder for Selectmen review rather than individual agenda items.

**NEW FORMAT AND TEMPLATE FOR THE TOWN REPORT:** E. N. Small is working on obtaining software to use to assist with preparation of the town report.

**THANK YOU NOTES – SATURDAY’S DEDICATION SERVICE:** The Board signed a number of letters of thanks. Two additional letters will be prepared as suggested.

**TOWN OFFICE PHONE SYSTEM:** L. A. Ruest reported on answers to inquiries to BayRing Communications with regard to services needed in order to change the telephone system at the Town Hall to an auto attendant system. Following review, the Board agreed to pursue having Hampton Technical Services change the software to allow of auto attendant answering.

**FINDING A LOCATION FOR THE TWO LILACS:** Library Trustee B. Mutrie reported that the Library Trustees suggested placing the two lilac bushes on the property between the Library and the Public Safety Building. The Board requested that this be coordinated with the Road Agent.

The Board asked B. Mutrie to also coordinate the removal of the bulletin board with the Road Agent.

**RELEASE OF SECURITY FOR DEWITT LANE:** A request is before the Planning Board for consideration at its September 25 meeting.

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**RETURN OF FUNDS - INDEMNIFICATION OF BRIMMER LANE:** Jones and Beach Engineers have provided reports indicating that the work for the private road, Dewitt Lane, has been completed to include recommendation to release funds.

**MOTION:** To release the funds held for the indemnification of Brimmer Lane with regard to the Dewitt Lane private road subdivision.

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

**PUBLIC HEARING FOR THE ANONYMOUS GIFT OF \$15,000 – TOWN COMMON:** A public hearing is scheduled for September 24, 8 a.m., to receive comment with regard to an anonymous donation.

**PROGRESS REPORT FROM THE TOWN COMMON IMPROVEMENT COMMITTEE:** T. C. Tocci provided an overview of the projects completed at the Town Common (trimming of trees, cleaning of monument, painting of cannons/cannon balls, lighting, etc.) and reviewed proposed projects (brick walkways, replacing the lawn, placing an irrigation system and well, placement of curbing, etc.). A warrant article is being drafted for March 2008.

**HIGHWAY DEPT. V. RECREATION DEPT. BILL:** E. N. Small provided the Board with an invoice for crushed gravel used for the shoulder of the Town Common. He asked the Board to decide which budget should cover this cost.

**MOTION:** To pay this invoice from the Highway Department budget.

**MOTION:** T. C. TOCCI  
**SECOND:** S. C. VOLPONE, JR.  
**UNANIMOUS**

The Board complimented R. Robinson's efforts to include his contribution of time and equipment at no charge.

• **NEW BUSINESS**

**SUGGESTION FROM MS. DALE COGGINS, RESIDENT:** The Board reviewed an email request from Ms. Coggins with regard to acknowledgement of Armed Service members killed in action in Iraq. An example of a proclamation by the City of Cambridge, Massachusetts, was provided. The Board indicated support of honoring service members and asked that recognition of New Hampshire servicemen be made in a manner such as this. T. C. Tocci added that the memorials at the Town Common will be reviewed in order to place memorials for certain conflicts not yet recognized.

**DISCONNECT A STREET LIGHT AT THE TOWN COMMON:** Unitil will disconnect a street light at the Common. Fire Chief J. M. Lord approved.

**OTHER**

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**Organizational Chart:** A chart has been prepared to assist with understanding of operations for Town business. Suggestion was made to include this chart in the Town Report. T. C. Tocci noted that 80 positions in Town are filled by volunteers and seven filled by full time employees.

**NEXT SELECTMEN'S MEETING – WEDNESDAY, OCTOBER 3, 2007, 6:30 P.M., TOWN HALL**

**MOTION TO GO INTO NONPUBLIC SESSION  
AT 8:59 AM TO DISCUSS PERSONNEL,**

**MOTION: S. C. VOLPONE, JR.  
SECOND: T. C. TOCCI  
UNANIMOUS**

**MOTION TO GO OUT OF  
NON-PUBLIC SESSION AND RESUME AT 9:05 ARE**

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

**HIGHWAY SAFETY COMMITTEE:** T. C. Tocci expressed his thanks to this Committee for its efforts to correct a safety issue at the intersection of Dodge Road and Pages Lane.

**POLICE DEPARTMENT:** The Board of Selectmen requested that a letter of recognition be drafted for J. Tetreault. A copy of an Attorney General's preliminary report on the incident involving Hampton Falls' police personnel was provided to the Board.

**MOTION TO GO INTO NONPUBLIC SESSION  
AT 9:15 AM TO DISCUSS WELFARE**

**MOTION: S. C. VOLPONE, JR.  
SECOND: T. C. TOCCI  
UNANIMOUS**

**MOTION TO GO OUT OF NONPUBLIC  
SESSION AND ADJOURN AT 9:25 A.M.**

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

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