

**TOWN OF HAMPTON FALLS**

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

**BUILDING INSPECTOR/ CODE ENFORCEMENT – RODNEY B. VIGNEAU:** R. B. Vigneau referred the Board to his November report noting three new home permits issued. He also stated that he anticipates three new home permits in December. Discussion of a matter of a light shining into the eyes of drivers on Sanborn Road was discussed at this time. R. B. Vigneau will work with R. Dirsra to correct this safety issue.

**JAY JAMES CASE – NOV 22 HEARING:** This case has been rescheduled to December 6.

**PROTECTED RIVER WAYS AND WATER BODIES IN HAMPTON FALLS:** R. B. Vigneau provided the Board with a listing of water bodies in Hampton Falls that fall under RSA 483-B, Comprehensive Shoreland Protection Act.

**SUBSURFACE DISPOSAL SYSTEM IN FAILURE – TOWLE FARM ROAD:** The Board reviewed a letter requesting repair prepared by R. B. Vigneau for property at 9 Towle Farm Road.

**MAILBOX GUIDELINES:** A copy of a document outlining guidelines for the placement of new mailboxes as agreed to by the Planning Board was provided to the Board. It is planned to distribute these guidelines at the time of the issuance of a building permit and/or driveway permit.

**ENVIRO-SEPTIC RULES AT STATE LEVEL:** R. B. Vigneau referred the Board to a letter from the Rockingham County Conservation District outlining the changes in the separation distance for Enviro Septic wastewater treatment systems. The state regulations are less than those required by the Town. This change will need to be addressed in the zoning ordinance. M. J. Caruso suggested the change to the ordinances be written in a general way to address meeting manufacturer's recommendations. R. B. Vigneau stated that the Ordinance and Regulations Review Committee hopes to have a comprehensive amendment to the septic rules available for consideration of the Planning Board in time for next year's warrant.

**BUILDING INSPECTOR TAKING OVER SITE PLAN RESPONSIBILITIES V. PLAN BOARD COMMITTEE:** E. N. Small reported that R. B. Vigneau has been asked to take over site plan agreements in lieu of forming another committee. R. B. Vigneau will work with developers and engineers and report to the Planning Board.

**FEMA'S FLOOD INSURANCE PROGRAMS (FIS & FIRM) STATUS:** R. B. Vigneau reported that the Planning Board has recommended including an amendment on the warrant to address the new maps effective May 17, 2005.

**NH PUBLIC WORKS MUTUAL AID PROGRAM:** R. B. Vigneau stated that at a recent conference, this subject was raised again. Following discussion of the Board, R. B. Merrill stated that he has looked at this program and questions how the town can get involved in that it doesn't own equipment. R. B. Merrill stated that he would be willing to help if asked, however,

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his equipment is privately owned. R. B. Vigneau will ask the question how the program and the Town can benefit each other if the Town doesn't own equipment.

**IMPACT FEE ABATMENT:** R. B. Vigneau referred the Board to a memo recommending abatement of an assessed and paid impact fee. This matter will be added to the next agenda.

**MEETING WITH SELECTMEN TO REVIEW BUDGET PROPOSALS:** A date of Wednesday, December 8, 7:30 a.m. was set to review the results of the wage study and a date of Wednesday, December 15 was set to meet with Department Heads to review each budget.

**ROAD AGENT – RICHARD B. MERRILL:** R. B. Merrill reported that all has been cleaned up from White Goods Day. The Brush Dump is closed for the winter, with the exception of January 8, for the disposal of Christmas trees. D. Lamontagne will attend.

**JAMES JANVRIN LAND – RIGHT OF WAY – GRADING:** Discussion of whether or not to level off the driveway access to this property took place at this time. R. B. Merrill will prepare figures for consideration.

**MCALLISTER LANE – RELEASE FROM MAINTENANCE FUND:** E. N. Small stated he is working with the Wagners to finish up this road. Once an as-built plan is received, the Town can begin the process to release the road from the maintenance phase. Remaining funds can then be turned over to apply to the work done on Coburn Woods Road.

**MOTION TO GO INTO NONPUBLIC SESSION  
AT 8:03 AM TO DISCUSS PERSONNEL,**

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

**MOTION TO SEAL THE MINUTES AND GO  
OUT OF NON-PUBLIC SESSION AND RESUME  
AT 8:17 AM**

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

**FIRE CHIEF / EMERGENCY MANAGEMENT DIRECTOR – JAY M. LORD:** J. M. Lord provided the November report to the Board noting the Department is seven calls behind last year's numbers. He stated his officer's class has concluded.

**COMSTAR:** The billing company has submitted its monthly report with recommendation to write-off two transports. The Board agreed to the recommendation to write off two transports.

**REPORT ON THE EMERGENCY MANAGEMENT GRADED DRILL:** The EOC drill results were positive with minor planning errors noted.

**AMBULANCE CONTRACT – LEVEL FUNDED (\$60,900) TWO YEAR CONTRACT:** A meeting was held with AMR representatives to discuss a renewal fee. Discussion resulted in a two-year contract, level funded at \$60,900 per year. It was noted that there is a better working relationship today than in the past and the Board commended the Fire Chief. The Board signed the contract with AMR.

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**MOTION:** To approve a two-year contract with AMR and authorize the Chairman to sign on behalf of the Board.

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

**GIRL SCOUT RECOGNITION – USE OF THE SAFETY COMPLEX:** J. M. Lord reported that he received this recognition.

**POLICE CHIEF – ROBBIE E. DIRSA:** R. Dirsa distributed his report for the month of November noting statistics and incidents. It was reported that a temporary full-time officer will be hired to address staffing problems and ensure coverage. An appointment form is to be prepared for signature of the Board.

**ACCEPTANCE OF STARVISH LANE AND MARSTON ROAD AS TOWN ROADS:** M. J. Caruso opened the public hearing. E. N. Small reported that all necessary documentation is in place. The attorneys are working on a deed for the cistern where the Town will assume ownership, however, this should not hold up release of the road. Recommendation of release has been made by the Planning Board. Michael Garrepy was present to answer any questions. Discussion was opened to the public. No comments or questions were heard. M. J. Caruso closed the public hearing.

**MOTION:** To accept Starvish Lane and Marston Road with the condition that final documents for the cistern as approved by the attorney be received for recording purposes.

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

**PLANNING BOARD'S 2005-2010 CAPITAL IMPROVEMENT PROGRAM – ROGER D. VENDEN:** Chairman T. Tocci and Member R. Venden were in attendance to present the 2004 CIP annual report. T. Tocci provided information as to the formation of the committee in 1997 and the established date of the committee of 1998. He reported that the committee holds regular meetings and also addresses updates to the Master Plan.

The committee has met with department heads and prioritized projects according to need meeting certain criteria. A copy of the report was provided to the Board. T. Tocci reminded the Board of the CIP's role to submit this report to the Planning Board for motion to accept the work of the committee. The report is then passed to the Board of Selectmen to use to assist in preparation of the budget.

R. Venden referred the Board to the report and reviewed a spreadsheet identifying capital expenditures and its affect on taxes. He also reviewed the Capital Improvement Plan for 2005-2010, department by department, identifying the background to the requests as well as the priority rating of each.

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The Board thanked R. Venden for his presentation.

**TOWN CLERK:**

**DEPUTY TOWN CLERK APPOINTMENT – 6 MONTH PROBATIONARY PERIOD COMPLETED:** Holly Knowles was present to recommend appointment of Deputy Town Clerk Jarlath Fournier on a permanent basis now that her six-month probationary period is up on December 8. The Board signed the appointment form.

**MOTION:** To appoint Jarlath Fournier as Deputy Town Clerk on a permanent basis as of December 8, 2004.

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

**MAINTENANCE CONTRACT FOR ACCU-VOTE VOTE TABULATOR:** H. Knowles informed the Board that the Accu-Vote machine is no longer under warranty and that a service agreement is proposed. She requested approval of the \$175 fee and confirmed that this fee is separate from other costs such as programming. The Board signed the agreement.

• **OLD BUSINESS**

**REVIEW AND APPROVAL OF PREVIOUS MINUTES – NOVEMBER 17 AND 23, 2004:**

**MOTION:** To approve the minutes of the November 17 and November 23 meetings as written.

**MOTION:** F. J. FERREIRA, JR.  
**SECOND:** P. G. ROBART  
**2 IN FAVOR, 1 ABSTENTION FROM 11/23 MEETING, PASSES**

**FINANCIAL REPORTS-GENERAL FUND BALANCE:** E. N. Small reported a General Fund balance of \$432,700.

**OPENING OF BIDS FOR THE 2004 TOWN REPORT:** Two bids were received; one from Yankee Printer and the other from Newburyport Press. E. N. Small will review the specifics of the two and report back to the Board.

**NHMA (LGC) INFORMATION OF VIOLATING CONFIDENTIALITY:** A copy of this document was provided to Board members.

**WAGE STUDY:** E. N. Small reported that this study is just about complete.

**SET UP A TIME FOR WORKSHOP TO REVIEW 2005 BUDGET PROPOSALS AND WARRANT ARTICLES**

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**EXPLANATION FOR THE INCREASE IN THE TOWN'S PORTION OF THE TAX**

**RATE:** E. N. Small explained that the increase in budget, plus special articles, and the fact that revenues were low, resulted in a portion of the increase in taxes.

**BILL PARKS CASE—NOTICE OF REMOVAL TO THE UNITED STATES DISTRICT**

**COURT:** A letter has been received from the Law Office of Devine Millimet as representation for Property Liability Trust. The letter was signed by M. J. Caruso acknowledging same.

**POMONA GRANGE ON THE 2<sup>ND</sup> WED OF FEBRUARY AND JUNE**

**RE-ORDER DUMP STICKERS (2006-2008) \$280 / .28 EACH, FEE IS \$3.00:** E. N. Small presented a proposal to order more dump stickers. The Board approved with the condition that funds are available from this year's budget.

**PURCHASE OF THE JAMES JANVRIN LAND – CLOSING – NOV 18 / DEED AND**

**PLAN RECORDED:** A copy of a spreadsheet outlining the remaining funds in the Conservation accounts was provided to the Board.

**SEACOAST REGIONAL WASTE WATER MANAGEMENT STUDY:** A meeting is scheduled for December 8.

**OTHER**

- **NEW BUSINESS**

**HOLIDAY SCHEDULE 2005:** This schedule was provided to the Board for signature.

**DRA – COMMUNITY ACTION REPORT – MEETING WITH D. CALDER:** A report dated November 18, 2004 was provided to the Board.

**ABATEMENTS OF PROPERTY AND CURRENT USE TAXES:** Abatements as recommended by the Tax Collector were signed by the Board as well as current use tax bills.

**PROPERTY TAXES ARE DUE ON DECEMBER 9**

**PROPERTY TRANSFERS – MONTH OF OCTOBER:** An updated listing of transfers was provided to the Board.

**VETERAN'S EXEMPTIONS – SPECIAL ARTICLE TO INCREASE THE**

**EXEMPTION:** E. N. Small reported that many towns have changed the Veteran's Exemption allowance from \$100 to \$500. E. N. Small suggested placing this change on the warrant.

**SEACOAST YOUTH SERVICES - \$1,500 – 2005 and FAMILIES FIRST – PARENTING CLASSES - \$200 – 2005:** Requests for health agencies are placed on the warrant for vote.

**ADOPTION OF THE 2004 WELFARE GUIDELINES:** Guidelines prepared by the Local Government Center were presented to the Board for consideration of adoption.

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**MOTION:** To adopt the above guidelines of the Local Government Center.

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

**SECOND:** P. G. ROBART

**UNANIMOUS**

**OTHER**

**COMMUNICATION FROM COMCAST:** Information from Comcast regarding services was provided to the Board.

**NEXT SELECTMEN'S MEETING – WEDNESDAY, DECEMBER 15, 2004, 6:30 P.M.,  
TOWN HALL**

**MOTION TO ADJOURN AT 9:30 AM**

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

**SECOND:** P. G. ROBART

**UNANIMOUS**

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