

**BOARD OF SELECTMEN
Town of Hampton Falls**

**December 7, 2005
Town Hall**

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

ROAD AGENT:

MONTHLY REPORT: R. B. Merrill reported that winter road materials have been treated with the new Magic Salt product. The majority of the metals have been picked up from the Brush Dump and E. N. Small will check to ensure the contractor will return for the remaining items. An area is to be identified at the Public Safety property for relocation of the cardboard recycling containers. R. B. Merrill will provide an estimate of the cost for budgeting purposes. B. Jones of Jones and Beach Engineers will be reviewing Linden Road for consideration of releasing from the maintenance phase and will contact R. B. Merrill to attend. B. Jones will also meet with members of the staff to review procedures for subdivision roads. A meeting of the Town Administrator, B. Jones and R. B. Merrill is also set to review a drainage problem on Woodlawn Avenue.

REVIEW 2006 BUDGET PROPOSAL: R. B. Merrill informed the Board that the proposal includes funds for shoulder and ditch work as well as crack sealing of roads. It is planned to continue the crack sealing on an annual basis. There are materials on hand for the shoulder work. Guardrails are also on hand for the extension at the Sanborn Road bridge. The Board requested that jersey barriers be placed for the winter months and that the guardrails are installed in the spring. There is no road paving planned for 2006.

BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER/ HEALTH OFFICER

MONTHLY REPORTS: T. A. Pare reviewed the statistics of his monthly report for November with the Board. He noted that building activity is busy given that the season is ending. He is also busy with committees and board meetings. He identified projects anticipated for next year.

With regard to Code Enforcement, T. A. Pare referred the Board to a letter written by Attorney John Ryan with respect to the Scott Blood case. T. A. Pare reports no change in activity at this property. The trailer remains and no work appears to be done on the house.

A flu clinic is scheduled for December 7, 10 a.m. to Noon. T. A. Pare reported that he met with N. Underwood regarding the complaint about his septic system. He provided information as to contractors who have provided estimates as well as the fact that they have not shown up to do the work. He has a contractor lined up to start repair on Monday. T. A. Pare will send a follow-up letter to document this information as well as check to see the work is started on Monday. A notice has been received from the Rockingham County Conservation District outlining increases in fees. It was suggested that the deposit the Town requires be reviewed to ensure costs are covered by the applicant.

REVIEW 2006 BUDGET PROPOSAL: The Board reviewed two budget lines, Building/Code Enforcement and Health. Changes resulted in reductions. Funds have been added to service the vehicle used by this position. It was suggested that the schedule of maintenance on this vehicle be obtained from Marshall Bennett to have on hand for future maintenance. T. A. Pare also anticipates additional conferences for the Avian flu. Funds are included in the Health budget.

FIRE DEPT/EMERGENCY MANAGEMENT

MONTHLY REPORT: J. M. Lord reviewed the Department's statistics and narrative for the month of November. He reported that he has been accepted to a Leadership Training Class – Level 1. An article provided by resident John Parker entitled "Defensive Strategies" relating to evacuation plans was provided to the Fire Chief. J. M. Lord requested the propane tank be fenced or barricaded for the winter months. R. B. Merrill will be asked to place a jersey barrier until fencing can be placed.

REVIEW 2006 BUDGET PROPOSAL: The Fire Department budget increased in the area of payroll as there is an anticipated promotion of one person to officer. The matter of the policy for stipend pay will be reviewed after the March town meeting. Funds have been increased for dispatching services provided by the Town of Hampton. Emergency Management has increased. Two drills and a graded exercise is planned for 2006.

POLICE DEPARTMENT

MONTHLY REPORT: R. Dirsa provided the Department's report for November to the Board to include statistics and narrative. He reported that he recently purchased computer equipment from the Town of Hampton. The computer is physically located in Hampton and is utilized by link.

REVIEW 2006 BUDGET PROPOSAL: R. Dirsa noted that his overall budget is a little less than last year. He plans to incorporate a Corporal position to recognize an employee's efforts. Petty cash has been added as a new line item as a result of an independent internal audit recommendation made this year.

R. Dirsa reviewed the proposal of a fifth full-time officer for the Department with the Board. He provided his reasons and support for doing so as well as the impact on the budget in future years. The Board approved bringing this matter forward by way of warrant article and suggested R. Dirsa put together information on the benefits to the Town for public relations information to residents.

R. Dirsa and J. M. Lord presented a request with respect to an addition to the Public Safety Building. It is suggested that the Space Needs Committee be activated to make recommendation to raise funds to study the building and its abilities to be added to or renovated. The Board approved starting an investigative process and to include funds to do so in 2006.

HAMPTON FALLS HISTORICAL SOCIETY – RAILROAD EXHIBIT – HAROLD TANNER: Mr. Tanner was present and referred the Board to a sketch he prepared. He reviewed his plans to coordinate the placement of a 30' section of railroad rails and ties adjacent to the existing light and switch at the Old School House. There is also plan to fence the exhibit and best efforts have been made to keep safety in mind. There is no plan to place a vehicle on the rails. Room has been allowed for a vehicle to service the septic system in the area. The Historic Society plans to pay for the work that is planned to begin in the spring. H. Tanner anticipated no expenses, however, is looking for the Board's permission to place the exhibit. E. N. Small suggested that an adjustment be made to the lease to the Historical Society for the land.

MOTION: To grant permission to the Historical Society to place a railroad exhibit with fencing at the Old School House pending adjustment to the lease.

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

UNANIMOUS

OTHER: M. J. Caruso presented a gift of a snowball maker to E. N. Small.

• **OLD BUSINESS**

REVIEW AND APPROVAL OF PREVIOUS MINUTES: Minutes of the November 30 meeting will be reviewed at the next meeting.

FINANCIAL REPORTS-GENERAL FUND BALANCE

GENERAL FUND - 1,355,700	OCTOBER RECEIPTS - 93,400
TOWN CLERK –NOV RECEIPTS - 39,100	OCTOBER EXPENDITURES - 624,300
TAX COLLECTOR – NOV RECEIPTS - 603,100	NOV CURRENT USE - 5,000

PROPERTY TAXES COLLECTED AS OF 12-5-05 = \$962,300. (ALL TOTALS ARE ROUNDED TO NEAREST \$100)

BUDGET / COST OF LIVING: The Board reviewed recent Consumer Price Index, Kiplinger Business Report information as well as a local news article and recommended a 3% cost of living increase for payroll purposes.

MOTION: To approve a 3% increase for 2006.

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

TOWN MEETING 2006 SCHEDULE: E. N. Small provided a schedule of upcoming town meetings required to take place by State Law.

SELECTMEN TO SIGN EQUALIZATION STATISTICS: This study is prepared annually by Assessor Diana Calder and forwarded to the Department of Revenue Administration. This report was signed by the Board for mailing to the DRA.

NEW HAMPSHIRE RETIREMENT SYSTEM FOR FULLTIME EMPLOYEES, OTHER THAN POLICE/FIRE: L. A. Ruest reported that town employees are interested in participating in Group I benefits through the NH Retirement System. She explained the difference between this program and that of ICMA's 457(b) program where employees are currently enrolled. There is a need for Selectmen vote in order to proceed to investigate options and apply to the NHRS for Group I benefits.

MOTION: To proceed with an investigation and application to the NH Retirement System for Group I benefits.

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

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HOLIDAY TRASH PICKUP: The Christmas holiday falls on a weekend and therefore, the trash pick-up day remains Friday.

- **NEW BUSINESS**

TOWN REPORT BIDS: Invitations to bid have been mailed to nine printers. Bids are due December 21.

PUBLIC HEARING NOTICE - TOWN BUDGET, JAN 9, 2006, 7 PM, PSB: This notice was signed by the Board for posting.

BUDGET HEARING – NOTICE TO DEPT HEADS: This notice was signed by the Board and will be distributed to Department Heads.

2005 ANNUAL AUDIT – JAN 16-18, 2006: The audit is scheduled to begin January 16, 2006.

COPIER – PROPOSAL FOR A LEASE, SIMILAR TO POLICE AND FIRE DEPTS: L. A. Ruest is preparing information received from a number of vendors for consideration of the Board.

WEB HOSTING OF ASSESSING DATABASE: Suggestion is made to provide the property tax listing data information on the Hampton Falls website. This will allow for less traffic within the office by realtors and others who view these records on a regular basis.

APPLICATION FOR VETERAN’S EXEMPTION AND CURRENT USE TAX: These two documents were signed by the Board.

OTHER

**NEXT SELECTMEN’S MEETING & BUDGET WORKSHOP – WEDNESDAY,
DECEMBER 21, 2005, 6:30 P.M., TOWN HALL**

**MOTION TO GO INTO NONPUBLIC SESSION
AT 10:22 AM TO DISCUSS PERSONNEL,
LITIGATION, WELFARE**

**MOTION: P. G. ROBART
SECOND: S. C. VOLPONE, JR.
UNANIMOUS**

**MOTION TO SEAL THE MINUTES OF THE
NONPUBLIC SESSION**

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

**MOTION TO GO OUT OF NON-PUBLIC SESSION
AND ADJOURN AT 10:56 AM**

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