

**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

**APPOINTMENT OF TEMPORARY FULL TIME POLICE OFFICER:** R. Dirsa introduced Matthew Doyle to the Board and recommended his appointment as temporary full-time officer. He explained that due to the shortage of personnel at the Department, there is a need to fill a temporary position. R. Dirsa confirmed that background checks have been satisfactory and that M. Doyle is a certified officer who can do a fine job for Hampton Falls. M. Doyle indicated that he understands the position is temporary.

**MOTION:** To appoint Matthew Doyle as temporary full-time officer.

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

**LEASING OF COPIER:** R. Dirsa explained that he is looking for approval to obtain a new copier for the Police, Fire and Emergency Management Departments. As a result of discussions with the CIP committee, it was suggested to lease equipment in order to keep up with current trends. Coordinating the use between departments makes for more efficiency. He provided the Board with a proposal from Minolta to lease a copier. The existing copier is ten years old and Minolta has informed that parts will no longer be available.

R. Dirsa reviewed his discussions with Minolta for a 60-month lease arrangement. The Board requested R. Dirsa explore the purchasing of a machine versus the leasing, or structuring the lease so that the Town owns the machine in the end.

**NEW LOCATION OF HAMPTON DISTRICT COURT:** E. N Small reported that there is a meeting on December 16 to discuss a temporary location. Representative Palazzo has sent a letter informing the Town of the status of this matter.

**REIMBURSEMENT – RUIPIA CASE:** R. Dirsa reported he is providing figures to the probation department so that they can prepare a schedule for payback of costs to the Town.

**REVIEW AND APPROVAL OF PREVIOUS MINUTES:**

**MOTION:** To approve the minutes of the December 2 meeting as written.

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

**FINANCIAL REPORTS:** E. N. Small reported a general fund balance of \$2,668,900. The Treasurer reported receipts of \$1,057,000 and the Town Clerk reported receipts of \$33,700 for November. An updated cash flow sheet was provided to the Board. The Tax Collector reports 92.9% of the warrant has been collected.

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**BUDGET WORKSESSION:** The Board set a date of Tuesday, December 21, 7:00 a.m. to continue its review of budget worksheets. Warrant articles will be reviewed at this time as well.

**BIDS FOR ANNUAL REPORT:** E. N. Small reported on his review of the two bids received for the printing of this year's town report. He recommended Newburyport Press.

**MOTION:** To accept the recommendation of the Town Administrator and approve the bid of Newburyport Press.

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

**SECOND:** P. G. ROBART

**UNANIMOUS**

**FOUNDATIONS FOR MUNICIPAL LEADERSHIP:** E. N. Small continues to attend this training.

**COMPLETED MINUTES – SPECIAL TOWN MEETING:** A copy of the minutes of the Special Town Meeting were provided to the Board and have been forwarded to the Department of Revenue.

**PLIT INTERNAL CONTROL AUDIT – MUNICIPAL RESOURCES OF LACONIA:** Jim Fenn conducted an audit of town policies and practices today. A written report is forthcoming and will be provided to the Board.

**ANNUAL AUDIT – GREG COLBY – JANUARY 17, 18, 19, 2005:**

**2004 EQUALIZATION MUNICIPAL ASSESMENT DATA SHEETS:** D. Calder has completed these sheets for signature of the Board and submission to the Department of Revenue Administration.

**LEASE OF A COPIER – TOWN HALL:** L. A. Ruest reported that Toshiba (who purchased Ricoh) will no longer be offering a service/maintenance contract with the Town past year end 2005 on the Town Hall copier. Toshiba representatives are preparing a proposal to upgrade to a new Toshiba product. The proposal will include a lease option (to include a buy-back of the existing copier) versus a purchase option. This paperwork is forthcoming.

**JANUARY 10 DEADLINE – SUBMISSION OF LEFTOVER 2004 INVOICES:** Notice has been sent to Department Heads of the need to submit leftover 2004 invoices before January 10, 2004.

**JAY JAMES CASE:** R. B. Vigneau reviewed the status of this case and referred the Board to James' response to the Court. He noted the he continues to conduct research on this matter. The Board requested that Attorney Bart Mayer be contacted for advice on this matter.

**MOTION TO GO INTO NONPUBLIC SESSION  
AT 7:20 PM TO DISCUSS LITIGATION**

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

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**LITIGATION – JAMES:** R. B. Vigneau informed the Board of James' indication that although he doesn't appear to own the area in question, the Town doesn't either and therefore has no enforcement authority. Research is being conducted to try to find information as to when and how Drinkwater Road was laid out.

**MOTION TO SEAL THE MINUTES AND GO  
OUT OF NON-PUBLIC SESSION AND RESUME  
AT 7:33 PM**

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

**SANBORN ROAD – LIGHT:** R. B. Vigneau provided the Board with a state statute that addresses this situation. He stated that he would drive by tonight to see if the light is still a safety hazard. Suggestion was made to contact the electric company to submit a complaint.

**ROAD COMMITTEE – AVERY RIDGE LANE SECURITY AGREEMENT:** Minutes of a recent meeting were provided to the Board. A security agreement is being drafted for this new subdivision and roadway.

**LEASE OF OLD LIBRARY BUILDING TO HISTORICAL SOCIETY:** The three-year lease is expiring. The Board agreed to renew for a five-year period.

**CEMETERY TRUST FUNDS:** The Board approved petitioning the court to obtain the accumulated interest to be deposited with the Town. E. N. Small will make arrangements to do so in 2005.

**APPRAISAL OF TOWN BUILDINGS – INSPECTION DECEMBER 8, 2004:** An appraisal was conducted and information is forthcoming. The values will assist with providing adequate insurance.

**INSURANCE BENEFITS – FIRE DEPARTMENT VOLUNTEERS – NHPLIT AND PRIMEX:** E. N. Small and J. M. Lord are research available benefits.

**FOUNDATIONS FOR MUNICIPAL LEADERSHP:** J. M. Lord has applied to attend these sessions. He is currently on a waiting list.

**ABATEMENT OF AN IMPACT FEE:** R. B. Vigneau referred the Board to his recommendation for abatement of an impact fee. Following review and discussion the following motion was made.

**MOTION:** To approve the Building Inspector's recommendation to abate the impact fee for Mark Wooles/Karen Chamberlin.

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

**HISTORIC BY-WAY SIGNS:** Signs have been installed on Brown Road. Reimbursement is to be made by the Rockingham Planning Commission for the costs.

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**REMOVAL OF TREES ON MILL LANE:** Carroll Pineo, who owns land abutting Mill Lane, has given the Town permission to cut trees. The trees were removed today.

**MAINTENANCE SECURITY – STARVISH LANE:** Mike Garrepy is to renew the performance bond for two years and is also looking for release of funds.

**INDEMNIFICATION AGREEMENT – OLD STAGE ROAD:** An indemnification agreement between the Town and Applecrest Farm Orchards was signed by the Chairman. Signatures need to be obtained and funds posted.

**MOTION:** To authorize the Chairman to sign the indemnification agreement with Applecrest Farm Orchards.

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

Cistern agreements for Marston Road and Starvish Lane are being worked on by Attorney Mark Beliveau.

**RECYCLING AND SOLID WASTE PICKUPS ON FRIDAY – RECENT COMPLAINTS:** E. N. Small reported that complaints have been received regarding last Friday. The Solid Waste Committee is to research this matter.

**HOUSE NUMBERING MAP – RPC:** A map of parcels showing house numbers is being prepared by the Rockingham Planning Commission.

**NEW BUSINESS**

**VETERAN’S EXEMPTION:** An application for veteran’s exemption was reviewed. The applicant did not meet qualifications, and, therefore, the request was denied.

**ABATEMENTS OF PROPERTY TAXES:** The Board signed abatements of property taxes as recommended by the Tax Collector.

**DAVE TILLEY OF CONGRESSMAN BRADLEY’S OFFICE – TOWN HALL,  
DECEMBER 28, 2004, 1:00 TO 2:00 PM**

**MOTION TO GO INTO NONPUBLIC SESSION  
AT 8:01 PM TO DISCUSS LITIGATION**

**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 8:08 PM**

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