

**BOARD OF SELECTMEN  
TOWN OF HAMPTON FALLS**

**NOVEMBER 21, 2007  
TOWN HALL**

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

S. C. Volpone, Jr. called the meeting to order at 7:38 a.m.

**ROAD AGENT**

**MONTHLY REPORT:** R. B. Merrill, Jr. reported that salt has been delivered and stored at the Brush Dump. Road paving is to take place next year as the paving plants are closing for the winter. S. C. Volpone, Jr. asked that R. B. Merrill, Jr. address the problem of pot holes on Old Stage Road. E. N. Small and R. B. Merrill, Jr. will be working on bids for tree removal. The dead tree at Lincoln Akerman School has been removed.

**RETAINING WALL AT THE BROWN ROAD CULVERT – BRAD JONES/ DICK ROBINSON/ WAYNE BARKER:** E. N. Small reported that repairs to this retaining wall cannot be done this year as it is too late in the season. He stated that a tree needs to be removed in order to complete the work. The tree is on private property and the property owner is requesting the Town pay for removal. Question was raised as to why the Town would be responsible? E. N. Small will check and report back to the Board.

**PUBLIC WORKS MUTUAL AID:** T. C. Tocci reported on a conference he attended sponsored by the Local Government Center. He acknowledged a CD regarding mutual aid for highways for department heads and Selectmen to review. There is a \$25 fee per year to belong. This aid comes into play at times of disaster. Should Hampton Falls choose to become a member, assistance for catastrophic events can be made available by support of surrounding communities. He noted that New Hampshire is the only state in the nation that has a program such as this.

**FIRE CHIEF**

**MONTHLY REPORT:** J. M. Lord referred the Board to the Fire Department report for October noting incidents, statistics and the positive result of this year's open house. He noted that the Department will soon begin its annual sale of Christmas trees.

**LETTER TO DOT, ASKING FOR NO PARKING SIGNS BEYOND GWP TO EAST ROAD - HIGHWAY SAFETY COMMITTEE RECOMMENDATION:** The Highway Safety Committee has made a recommendation to the Selectmen to seek assistance from the State to place "no parking" signs along Route 88 at Governor Weare Park. The Board signed a letter to the Department of Transportation requesting signage. This signage will help with the problem of park patrons blocking a residential driveway and the access to East Road.

Another recommendation of the Committee is to inform the trash collection company of the need to make the collection employees more visible with reflective or bright colored clothing or flashing lights. E. N. Small will contact Cape Disposal.

**AMBULANCE**

**RENEWAL OF THE AGREEMENT WITH AMERICAN MEDICAL RESPONSE (AMR):** J. M. Lord reported that AMR has submitted a new one-year contract at a reduced price. The difference

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between this contract and the past three years is that Hampton Falls Fire Department will responsible for the overnight hours. AMR is no longer planning to staff its Kensington Road station during these hours. Two copies of the contract were provided to the Board for signature and were signed.

**EMERGENCY MANAGEMENT**

**MONTHLY REPORT:** J. M. Lord reminded the Board of an Emergency Operations Plan meeting today at 10 a.m. and noted that there is one more meeting this year that is scheduled for December.

**REVIEW OF THE OTHER PUBLIC SAFETY BUDGET – FIRE AND POLICE CHIEFS:** The Board asked that the gasoline costs to each Department be taken from the Other Public Safety budget and placed in the Fire and Police budges. It was suggested that the budgets be reviewed to ensure enough funds are available during 2008 given the projection of \$4 per gallon. The Board also asked the Chiefs to develop an efficiency plan in order to reduce the number of miles traveled for patrols.

The Board also requested that the Nextel phones be reviewed to determine if some are not being used. If not, it is requested that they be eliminated. Suggestion was made to break out the cost of these phones by Department. A review will take place with the Police Chief, Fire Chief and Administrative Assistant.

**POLICE CHIEF**

**MONTHLY REPORT:** R. Dirsa referred the Board to the Police Department report for October noting incidents, statistics and training. He reported on the status of the bank robbery, police details, response time and extra patrols.

**RECOMMENDATION TO HIRE A PART TIME POLICE OFFICER:** R. Dirsa recommended hiring Alan Roach as part-time police officer and introduced Mr. Roach to the Board.

**MOTION:** To accept the recommendation of the Police Chief and appoint Alan Roach as part-time Police Officer.

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

An appointment form was signed by the Board. R. Dirsa requested authorization to make a conditional offer to another candidate for part-time police officer. The Board approved R. Dirsa's request to proceed with a background check.

**8:30 AM**

**MOSQUITO CONTROL – SARAH MACGREGOR – SUMMARY OF MOSQUITO CONTROL PROGRAM:** Sarah MacGregor was present. She provided the Board with a summary of the activity this summer versus last summer regarding larvaeciding, adultciding, the timing of spraying, monitoring, reporting, etc. She noted the positive cases identified in neighboring communities and indicated that additional spraying took place at Lincoln Akerman School and Governor Weare Park as a result. There has yet to be a positive mosquito identified in Hampton Falls. Suggestion was made to include information in the spring newsletter regarding private property owners' care of standing water. S. MacGregor suggested the web site sponsored by Mom's Against EEE as a well thought out, easy to

follow, informational site. Discussion took place with regard to controlling ticks. S. MacGregor indicated that spraying for mosquitoes treats ticks as well; however, she is not aware of any wide-scaled programs. The Board thanked her for the report on the season.

**8:45 AM**

**IT SERVICE – FRANK VALGENTI:** F. Valgenti referred the Board to a proposal he forwarded by email. S. C. Hanson indicated that his review of the proposal found a fixed price for back up services to include computer support for both software and hardware.

F. Valgenti reviewed the work he's been conducting with the Town over the past seven years describing the computer situation when he arrived to revamping every piece of computer hardware upgrading or replacing personal computers and adding a file server, bringing the situation to modern equipment not requiring service and warranted. Over the years, Arten Technology has coordinated the needs of the Town and made recommendations for periodic hardware and software upgrades. Arten Technology also assists the Police and Fire Departments. A recent problem related to email and the inability to send messages to Comcast customers. Following numerous hours of working with Comcast, the issue has been resolved. F. Valgenti stated the importance of having a static IP address for support from vendors used by employees. Discussion of the current web site versus proposals for the web site in the future took place. It was suggested to reach a point where employees could be trained to add and remove items. Following discussion, F. Valgenti stated he would like to continue working with the Town. S. C. Hanson suggested the Town create a technology policy and T. C. Tocci suggested this proposal be put out to bid as he feels the time to resolve a recent problem was not reflective of good services. F. Valgenti suggested the Board give consideration to his report on the existing equipment that is out of warranty. The Board thanked F. Valgenti for his efforts.

**9:00**

**CHARLYN BROWN & ANDY MELVILLE – HERITAGE COMMISSION – WARRANT ARTICLE:** C. Brown and A. Melville were present to ask the Selectmen if they are interested in appointing a Heritage Commission. C. Brown referred to the Master Plan noting that this document is for all, not just the Planning Board. One chapter of the Master Plan relates to conservation and preservation, specifically, heritage and historical aspects of the Town.

She suggested that the Selectmen consider continuing with the effort of historical preservation by appointing a committee to inventory cultural heritage in historic areas of the Town; not just buildings. This would assist Boards with ideas of what to keep in mind when making decisions.

C. Brown reported that a Heritage Commission is advisory. In order to create a Heritage Commission, State Statutes require two warrant articles; one to allow the creation and the other to allow the Selectmen to appoint members. This matter has been addressed with the Planning Board and the Historical Society. Support for the issue was received from both groups.

- A. Melville added that the Historical Society has made a selected inventory of certain houses in town in the past. These efforts were targeted toward specific aspect of the Town that members felt warranted formal documentation. He indicated that he would be willing to serve as member of a Heritage Commission. He also suggested that efforts be made to update the two volumes of the History of Hampton Falls.

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**MOTION:** To approve the request to move forward to warrant articles for Town approval of a Heritage Commission.

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

• **OLD BUSINESS**

**REVIEW AND APPROVAL OF PREVIOUS MINUTES:** No minutes were approved at this time.

**HAMPTON FALLS WEB SITE HITS: 5,066 – 6-6-06, 4:30 PM 21,743 AS OF 11-18-07**

**GENERAL FUND \$220,400  
TOWN CLERK – RECEIPTS \$39,300**

**TOWN REPORT AWARD:** The Town of Hampton Falls was awarded third place for its 2006 Town Report.

**ACTION ITEMS:** An updated listing of action items was provided to the Board. K. C. Kelley is scheduled to meet with a vendor to repair the slate roof. T. C. Tocci inquired as to a report from the Building Inspector. E. N. Small reported that he is on vacation. The Board requested a written report be provided when a department head is unable to attend.

**NOTICE FOR THE 2008 BUDGET HEARING:** A public hearing notice for the 2008 budget hearing was signed by the Board and is scheduled to be held on Wednesday, January 9, 7 p.m.

**SELECTMEN'S WORKSHOPS WITH DEPT HEADS RE 2008 PROPOSED BUDGET –  
SELECT A DATE:** An additional workshop is scheduled for December 4, 5 p.m.

**THANK YOU LETTERS TO DOTTIE DAIL (SUPERVISOR) AND BARBARA LIZOTTE (CEMETERY TRUSTEE):** Thank you letters were signed by the Board for these two persons who resigned from their positions.

**CASH FLOW – JAN-OCT:** An updated cash flow spreadsheet was provided to the Board.

**TREASURER'S SURVEY OF INTEREST RATES FOR PROPERTY TAX INCOME:** The Board approved the Treasurer's recommendation to maintain funds with Provident Bank.

**2007 AUDIT – BEGINS JAN 14, 2008**

**GENERAL LEDGER FUND BALANCE SHEET FOR OCTOBER** was provided to the Board.

**RECOMMENDATION OF THE COMPENSATION REVIEW COMMITTEE:** At the last meeting of the Compensation Review Committee, decision was made to bring certain recommendations relating to compensation for 2008 to the Board of Selectmen. S. C. Volpone, Jr. entertained a motion on each.

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**MOTION:** To adopt the recommendation from the CRC in reference to health plans as stated in the minutes of 11/20/07, offering three plans with graduate employee contributions.

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

**MOTION:** To adopt the plan for an "opt out" incentive for employees who choose not to participate in town health benefits.

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

**MOTION:** To adopt the recommendation regarding sick time as outlined in the minutes of 11/20/07.

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

B, Mutrie inquired as to the current policy regarding sick time. It was explained that there is a policy, however, not adopted, where sick time could not be accumulated. The Board has a goal to adopt a personnel policy.

**REVIEW OF THE FALL WHITE GOODS DAY – MORE ROOM AT BRUSH DUMP AND FINANCIAL ANALYSIS:** This matter will be added to a future agenda.

**REPORT ON RECYCLING APRIL; TO SEPT 2007 / CALLS ABOUT RECYCLABLES GOING IN TRASH TRUCK:** Statistics on the tonnage of recyclables collected were provided to the Board.

**SOUTHEAST REGIONAL REFUSE DISPOSAL DISTRICT 53-B –RECENT MEETING – S. HANSON:** This matter will be added to the Board's next agenda.

**2007 – CONSERVATION EASEMENT MONITORING/ STEWARDSHIP REPORT – APPLECREST FARMS:** A copy of this report was provided to the Board.

**OTHER**

- **NEW BUSINESS**

**TOWN REPORT BIDS – RESULTS:** E. N. Small reported he received two bids; one in the amount of \$8,860 and another in the amount of \$12,633. This matter will be added to the next agenda.

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

**EQUALIZATION MUNICIPAL ASSESSMENT DATA SHEETS CERTIFICATE:** E. N. Small submitted this report, as prepared by D. Calder, for review and signature of the Board.

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**NEXT SELECTMEN'S MEETING – WEDNESDAY, DECEMBER 5, 2007, 6:30 P.M., TOWN HALL**

**MOTION TO GO INTO NONPUBLIC SESSION  
AT 9:47 AM TO DISCUSS PERSONNEL,  
ACQUISITION OF PROPERTY**

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

**MOTION TO GO OUT OF NONPUBLIC SESSION  
AND ADJOURN AT 10:01 AM**

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

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