



*Frequently Asked Questions*

**Town Administration**

<b>Eric N. Small, Town Administrator Office Hours</b>	<b>Contact Information</b>
Monday through Friday 8:00 a.m. to 4:00 p.m.	Telephone 926-4618, extension 3
	Fax 926-1848
	<a href="mailto:townadministrator@hamptonfalls.org">townadministrator@hamptonfalls.org</a>
<b>Lori A. Ruest, Administrative Assistant Office Hours</b>	
Monday through Friday 8:00 a.m. to 4:00 p.m.	Telephone 926-4618, extension 2
	Fax 926-1848
	<a href="mailto:administrativeassistant@hamptonfalls.org">administrativeassistant@hamptonfalls.org</a>

*How do I apply for financial assistance?*

Application for Direct Assistance

The first point of contact is the Town Administrator who will refer you to the Hampton Falls Welfare Agent Sueanne Benoit.

*How do I obtain approval to use the Town Hall or other Town location(s) for a special event?*

Selectmen’s Permit

Please obtain the form entitled “Selectmen’s Permit,” fill it out and submit it to the Town Administrator. Should you wish, you may attach a narrative explaining your request. This form is then presented to the Board of Selectmen at a future meeting for consideration. The Hampton Falls Board of Selectmen meets twice per month.

*How do I prepare for consideration of an application for elderly exemption?*

Application for Elderly Exemption

Once you have completed an Application for Elderly Exemption and obtained the documents required, you should make an appointment to meet with Town Administrator Eric N. Small.

*Is there a process to ask for specific information such as policies, regulations, minutes or other general information?*

Public/Citizen’s Request for Information

Please complete the form entitled “Public/Citizen’s Request for Information” or contact the Town Administrator for direction.

**Over**

***How do I file a complaint and/or request to appear before the Board of Selectmen?***

Memorandum Office of Board of Selectmen

The Town Administrator is the first point of contact in this regard. Please obtain the form entitled "Memorandum Office of Board of Selectmen." The Town of Hampton Falls has a policy that states "The Town will not provide research services to retrieve and compile into a list of random information gathered from numerous documents, if a list of this information does not already exist." There is a fee for photocopies and RSA 91-A addresses specific requirements in this regard.

***How do I begin the process of entering into a Security Agreement or Indemnification Agreement with the Board of Selectmen for an approved site plan, subdivision road, town road or wetland crossing?***

Checklist of Information needed for drafting a  
Security or Indemnity Agreement for a Site Plan Review,  
Subdivision Road, Town Road, Wetland Crossing

Please obtain a Checklist of Information form needed for drafting a Security Agreement or Indemnification Agreement. This form should be completed ASAP and submitted to the Town Administrator along with a construction cost estimate.

***Other:***

Administrative Assistant Lori Ruest can also assist you and provide you with direction to obtain answers to your questions from the proper department as well as provide you with possible forms you might need. Please contact Town Administrator Eric N. Small at 926-4618, extension 3, for additional information or complete and submit forms referenced above to his attention. ***Thank you.***