

WORK SESSION – HIGHWAY  
*FINAL*

**PRESENT:** T. C. Tocci, S. C. Hanson, M. J. Farinola, Selectmen;  
E. N. Small, Town Administrator; L. A. Ruest, Administrative Assistant;  
R. B. Merrill, Jr., Road Agent

A spreadsheet entitled “Hampton Falls Public Works” was provided to the Board in order to give a general overview of the responsibilities that fall under the supervision of the Road Agent. An overview of the way in which highway labor has been provided to the Town under the leadership of R. B. Merrill, Sr. was provided by E. N. Small. It was noted that over the last year or two, suggestion has been made to change the methods of how work is done on Town roads. For example, certain road projects would be put out to bid and other road work would continue to be addressed under Road Agent supervision. The Board reviewed a document prepared by E. N. Small identifying the responsibilities, tasks, annual projects, etc. that fall under the category of Highways. The Board reviewed this document page by page adding, deleting, revising and adjusting as determined by discussion. A copy of the revised document is attached to these minutes on file with the Town Clerk’s office.

Discussion of the make up of the Highway Department, its budget and project categories took place. Determinations were made as to which matters fall under the supervision of the Road Agent as well as the category of an emergency matter versus a planned or anticipated maintenance or repair matter. S. C. Hanson and M. J. Farinola expressed their preference to eliminate part-time employees and use contractors for road work. The Board considered each category with the goal of looking at how the Department is to be organized and who is to be in charge. Discussion took place with regard to priorities being established and setting up a mechanism to identify and oversee projects. M. J. Farinola suggested that an established committee such as the Highway Safety Committee or Road Committee or new committee could be utilized to set priorities for road improvements and annual maintenance. The Board continued its review of the Highway Department identifying the responsibilities and duties of the Road Agent. Highway items were considered with some work to be addressed by the Road Agent and some work to be subjected to a bid process. It was noted that the Town Engineer, Jones and Beach Engineers, is used when there is a need for technical assistance and bid specification preparation. E. N. Small noted that the University of NH offers assistance and training through its T<sup>2</sup> program and that its services have been a good value for the Town.

Issues of bidding for winter road maintenance, ordering of road salt, inventory of materials and training were also discussed. Efforts will be made to create a map of culvert, bridge, catch basin locations, rights of way and stop and speed limit signage. The Rockingham Planning Commission has completed a map of roads (with data) in Town. This map could be utilized to add the above information. T. C. Tocci will request a pdf copy from the RPC for use by the Town.

E. N. Small recommended that the 8.5 x 14 spreadsheet entitled “Hampton Falls Road Improvements Survey 2008” be completed in order to obtain a better understanding of the existing condition of roads.

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Road work planned for 2008 includes Meadow Lane, Taylor River Road and a portion of Parsonage Road. S. C. Hanson expressed concern with paving Taylor River Road without first addressing the drainage issue. A letter from Jones and Beach Engineers dated May 8, 2008, was reviewed at this time regarding this drainage issue. M.J. Farinola asked that Jones and Beach Engineers' price per hour be obtained and that other engineers' credentials be investigated with the intent of considering bidding out engineering services.

The work session adjourned at 9:02 p.m.

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