

**DRAFT**

**PRESENT:** J. E. Ziolkowski, Chairman, L. M. Smith, Vice Chairman, E. B. Beattie, Selectman, L. A. Ruest, Town Administrator, H. Fazzino, Secretary.

The meeting was called to order at 6:30 p.m.

**SECTION 1 – PUBLIC COMMENT**

Chairman Ziolkowski called for public comment- there was none.

**DRINKWATER CULVERT UPDATE**

J. E. Ziolkowski provided an update on the culvert at Drinkwater Road. J. E. Ziolkowski, L. M. Smith, and E. B. Beattie met with a manufacturer of a culvert system and an engineer familiar with its installation. An aluminum box culvert is recommended. L. M. Smith reported that an aluminum culvert could be assembled off site and could then be dropped into the slot when the old culvert is removed. The material has a 50 year life. Estimate of \$30,000 plus installation and headwalls. A formal quote is pending. King Street and Blakes Lane culvert sleeves will be priced as well. E. B. Beattie and J. E. Ziolkowski viewed the method used in Wells, Maine, and they were impressed with the system.

J. E. Ziolkowski reported that there was significant washout on the other side of the plates that has had temporary repairs done.

E. B. Beattie spoke with abutters, the Molins as well as the Moores, about the pending work at the culvert.

Joel Pontbriand and JP Pontbriand, Governor Powell Drive, are interested in constructing beaver boxes as an Eagle Scout project, to improve water flow through the culverts. The boxes will aid in preserving the longevity of the culverts. Joel would not be involved in the installation, but would be involved in the construction of the boxes, and fundraising to cover all expenses. The correct terminology is a “Beaver Pipe.” E. B. Beattie reported that beavers work at night, and when the noise has stopped, the beavers assume that the area no longer allows water to pass. If there is a good area to stop the water, the beavers would return. L. M. Smith asked if the length of the beaver pipe is relevant to the success of the pipe. Joel will present paperwork for signature of the Board at a future meeting.

**OLD BUSINESS**

**FINANCIAL REPORTS – GENERAL FUND BALANCE \$2,469,739.**

**ACCOUNT PAYABLE /PAYROLL /TREASURER /TRUSTEES OF TRUST FUND WARRANTS**

|                            |         |              |
|----------------------------|---------|--------------|
| Payroll Warrant            | #444    | \$ 20,681.98 |
| Payroll Warrant            | #445    | \$ 1,926.45  |
| Accounts Payable Warrant   | #641    | \$ 5,680.21  |
| Payroll Warrant            | #446    | \$ 18,886.22 |
| Accounts Payable Warrant   | #642    | \$522,085.35 |
| Treasurer’s Warrant Report | #2018-7 | \$ 8,472.40  |

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| Trustees of the Trust Fund | #2018-9, 2018-10, 2018-11, 2018-12 | \$ 33,537.05 |
| Payroll Warrant            | #4476                              | \$ 65,133.55 |
| Accounts Payable           | #643                               | \$ 23,221.91 |
| Accounts Payable           | #447                               | \$ 65,133.55 |

L. M. Smith discussed his concern regarding an invoice for paving for Stard Road submitted by New England Paving. J. E. Ziolkowski reports that New England Paving was contacted to provide a patch on Stard Road. J. E. Ziolkowski stated that Dick Robinson spoke with New England Paving, and it was his understanding that the job was offered to be done as good will. L. M. Smith said that New England Paving offered to fill the paving with extra asphalt from another job. Patching was done before the paving was put down. J. E. Ziolkowski will seek photos of the work.

**MOTION:** To approve the payroll warrants, accounts payable warrants and check warrants with the exception of Check 40418, A/P Warrant 642, for New England Paving.

**MOTION: L. M. SMITH**  
**SECOND: E. B. BEATTIE**  
**UNANIMOUS**

**DRAFT 2019 TOWN WARRANT AND BUDGET SUMMARY**

| Article    | Description                                  | Amount                      | Comments  |
|------------|--|-----------------------------|---|
| Article 7  | Combine Town Clerk and Tax Collector offices | N/A                         | Town Administrator reports that we do not have a firm commitment from the staff.<br><br>Motion to approve the combination of Town Clerk/ Tax Collector. Not voted.<br><br>Moved to the December 19, 2018 meeting.   |
| Article 10 | Total budget and default budget              | \$2,701,655/<br>\$2,695,362 | J. E. Ziolkowski seeks a budget of less than 2,700,000. L. A. Ruest will seek department reductions in the amount of \$1,656 to bring the budget below \$2,700,000.   |
| Article 11 | Funding for Heritage Commission              | \$3,000                     | Bev Mutrie, Brown Road, stated that the Heritage Commission will discuss the similar goals with the Tricentennial Committee on Monday, December 10, 2018, at their next meeting.  |
| Article 12 | Tercentenary Committee- Town history         | \$5,000 for each of 3 years | Angelo Montrone, Tricentennial Committee member, asked if the Communications Fund could be used to offset the expense for the publication. J. E. Ziolkowski said he felt the ornament was an effective fundraising tool. Ornaments are on sale at the Library |

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|            |  |                           | and other locations around town. The proposed author is offering his services for \$25,000 less than his usual fee. This project would be his first book. A. Montrone had the proposed contract reviewed by a local attorney. The author recommended that Town Counsel review the contract. A. Montrone will provide the proposed contract to L. A. Ruest to work with Town Counsel to review the contract before acceptance.   |
| Article 13 | Landfill Closure Capital Reserve Fund            | N/A                       | The amount in the Landfill Closure Capital Reserve Fund is \$54,739. L. A. Ruest reported the comments from the DES. L. M. Smith is in favor of holding the funds for the future. E. B. Beattie confirmed the funds have never been expended. J. E. Ziolkowski recommended putting the funds back in the general fund to offset the tax rate.   |
| Article 14 | Discontinuation of various Capital Reserve Funds | 4 funds totaling \$35,756 | <p>J. E. Ziolkowski discussed the plans for funds referenced in Article 14 and Article 15. Beth Forgione, Exeter Road, stated that she is not clear that the funds would go directly from the General Fund to the Expendable Trust Fund. She expressed interest in a legally binding agreement and Article 15 as written does not accomplish this. She is concerned that funds will not be available to expend for its intended purpose. J. E. Ziolkowski recommended adding wording of “no tax impact.” He would also like to see someone overseeing the buildings and making repair recommendations.</p> <p>E. B. Beattie recommended making it right and going back to the DRA to improve the wording of the Article. Also, he requested that L. A. Ruest develop a flow chart to illustrate the flow of funds. L. M. Smith confirmed that there is no guarantee that the funds will be there for any specific accounts.</p> |

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|            |  |          | Tim Samway, Old Stage Road, asked how stand-alone articles would be put into an Expendable Trust. J. E. Ziolkowski stated that the NHMA continues to address this issue. B. Forgione, Exeter Road, wanted guaranteed movement into the Trust, and future funding into the Trust.  |
| Article 16 | Discontinue select Capital Reserve Funds | \$12,742 | Funds to be moved to Article 17 upon passage.   |
| Article 17 | Establish Expendable Trust Fund          | \$10,000 | No comments.  |
| Article 18 | Police Capital Reserve Fund              | \$12,000 | <p>J. E. Ziolkowski wants to remove funds asked for from the taxpayers this year, because of the balance currently available in the Police Department Vehicle Fund. Chief Dirsa reports that a cruiser costs \$67,000. Chief Dirsa is concerned about why the small amount of a funding request is concerning when it reduces the request to the taxpayer. Continuing with cruiser replacement plan so as to maintain balanced, level funding. E. B. Beattie asked what the year of each cruiser is- Crown Victoria would be retired, SUV- 2014, SUV- 2016, SUV- 2017. Next purchase would be an SUV- 2019. J. E. Ziolkowski is concerned about the number of vehicles in the fleet. Preventative maintenance is occurring. J. E. Ziolkowski seeks the amount of funds to be placed in the Police Department Vehicle Fund this year.</p> <p>J. E. Ziolkowski noted that a GMC Jimmy was part of the fleet at one time, as well as another vehicle. The car became un-inspectable and un-useable.</p> <p>Gaylee Robinson, Brown Road, expressed concern if the item doesn't remain a Warrant Article, it won't give the voters an opportunity to vote.</p> |
| Article 19 | Police Body and Cruiser Cameras          | \$13,000 | Chief Dirsa adjusted the \$15,000 requested, to \$12,000 and then added an additional \$1,000 for a total of \$13,000 for body  |

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|            |   |                               | cameras. It will complete the project. This time next year body cameras and cameras in all 4 cruisers will be in place. Total: \$13,000.  |
| Article 20 | Fire Truck                                  | \$575,000<br>No Tax<br>Impact | Chief Lord reports that the fire truck salesman confirmed the price of \$567,000. He is confident that the Town will have the monies. The Hampton Falls Fire Association will assist with the difference. J. E. Ziolkowski asked about welding vs. a bolted stainless steel body of the chasis will make the truck last 25 years or more. E. B. Beattie asked whether other towns are using this type of vehicle: Berwick, Rollingsford, and others were identified.  |
| Article 21 | Fire Equipment<br>SCBA Cylinders            | \$32,000                      | J. E. Ziolkowski asked if the Fire Department Special Detail Fund could be expanded to include equipment as well as apparatus.<br><br>Chief Lord will work on a proposal to do so next year. E. B. Beattie asked why the article is at \$32,000 for bottles for only 36 bottles, and not the other parts of the apparatus. J. E. Ziolkowski wants the Chief to consider using fundraising for the cylinders.  |
| Article 22 | Highway Maintenance<br>Capital Reserve Fund | \$60,000                      | L. M. Smith reports that the Town's Highway Consultant's report recommended \$200,000 on average for the next ten years to maintain roads, minus the funds from the State of New Hampshire. Since we will already be taking out money for culverts, he doesn't think it should be reduced more.<br><br>J. E. Ziolkowski stated he is a small business owner and a fiscal conservative. He seeks to reduce expenses.<br><br>L. M. Smith states that our expenses are 13% of the tax base. The full impact of the tax bond will hit next year.<br><br>E. B. Beattie stated that townspeople are not aware that \$900,000 was raised and not |

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|            |                    |          | used for anything. The rainy day fund was similar.<br><br>To be continued.  |
| Article 23 | Mosquito Control   | \$30,000 | \$30,000 subject to change, actual spending on this line item will be obtained by L. A. Ruest. E. B. Beattie recommends building bat boxes. |
| Article 24 | Great Bay Services | \$1,000  | No Comments.  |

**RELEASE OF RETAINED LANDSCAPING FUNDS (AVESTA A LANDSCAPING)**

Funds have been posted to the Town by Avesta One, LLP and the abutter is requesting release of the funds in the amount of \$1,000 plus interest per condition of approval dated March 9, 2016.

**MOTION:** To release the Avesta (A) Landscaping Escrow to Richard and Gaylee Robinson as indicated in the e-mail request of November 20, 2018.

**MOTION: L. M. SMITH  
SECOND: E. B. BEATTIE  
UNANIMOUS**

A Release of Escrow and Responsibility will be signed by the Robinsons in exchange for the check.

**DRAFT AMBULANCE REVENUE WRITE-OFF POLICY – FIRST READ**

Chief Lord had no further comments. This matter will be added to the December 19, 2018 agenda for a second read and potential adoption.

**2019 SCHEDULE FOR SUBMITTING BILLS AND PAYROLL**

There were no changes to the proposed schedule. The Board signed the document.

**CONSENT AGENDA**

**2019 BUDGET PROPOSAL PUBLIC HEARING NOTICE**

L. A. Ruest proposes to reschedule the Budget Public Hearing to 1/9/19 from 1/2/19. Selectmen are in agreement.

J. E. Ziolkowski stated that he did not realize the discussion to close the Town Hall on December 24 and December 31 would result in the Town Clerk/ Tax Collector only being open one day Christmas Week and New Year Week. He would like the request made to the Town Clerk for Wed/Thurs or Thurs/ Friday.

**SECTION 2 – PUBLIC COMMENT-** There was no public comment.

**NEW BUSINESS**

**VETERAN’S TAX CREDIT APPLICATION, MAP 4, LOT 7-8**

**MOTION:** To approve the Veteran’s Tax Credit of \$500 for Map 4, Lot 7-8.

**MOTION: L. M. SMITH  
SECOND: E. B. BEATTIE  
UNANIMOUS**

**ABATEMENT APPLICATION, MAP 4, LOT 44**

**MOTION:** To approve the abatement of Map 4, Lot 44 in the amount of \$28,200 as recommended by the Town Assessing Agent.

**MOTION: L. M. SMITH  
SECOND: E. B. BEATTIE  
UNANIMOUS**

**SANDERS SEARCHES LLC – PROPERTY SEARCHES FOR TAX LIEN PROCESS**

**MOTION:** To approve the contract with Sanders Searches, LLC and sign the document.

**MOTION: L. M. SMITH  
SECOND: E. B. BEATTIE  
UNANIMOUS**

**ANNUAL REVIEW OF TOWN POLICIES LISTING**

The Selectmen agreed to schedule the review for 2016 and older policies- at the first meeting in March, to discuss a date thereafter.

**MONTHLY REPORTS**

**SELECTMEN REPRESENTATIVE REPORTS – *BRIEF HIGHLIGHTS ONLY***

**SELECTMAN BEATTIE –PLANNING BOARD, LINCOLN AKERMAN SCHOOL BOARD**

Planning Board- Shabiki Realty application delayed until January, Master Plan chapters on Transportation and Community Services to be adopted in November.

Lincoln Akerman School- Steel is being installed very quickly, bids are coming in low in almost all areas.

**SELECTMAN SMITH - RECREATION COMM., LIBRARY**

Recreation Committee- no report given at this time.

Library- L. M. Smith reported that the Library requested level funding for next year, and are in the process of installing a generator. They have outfitted two backpacks for patrons’ use for hiking.

**SELECTMAN ZIOLKOWSKI - HERITAGE COMMISSION, CONSERVATION COMMISSION**

Heritage Commission- J. E. Ziolkowski did not attend the meeting, but received an update from Bev Mutrie. In accordance with RSA 674:44-d, the Heritage Commission has approved the retention of its remaining operating budget each year for deposit into The Heritage Fund escrow account.  
Conservation Commission- J. E. Ziolkowski did not attend the meeting.

**VOLUNTEER APPLICATIONS**

**MOTION:** To appoint Lamyra Forghany to the Technology Committee and Wendy Harrington as Cemetery Trustee.

**MOTION: L. M. SMITH  
SECOND: E. B. BEATTIE  
UNANIMOUS**

**REVIEW AND APPROVAL OF PREVIOUS MINUTES:** 11/14/2018, 11/19/2018

**MOTION:** To approve the minutes from November 14, 2018, as written.

**MOTION: E. B. BEATTIE  
SECOND: L. M. SMITH  
UNANIMOUS**

The Selectmen reviewed the meeting minutes of November 19, 2018.

An edit was made to page 4 as follows:

T. Franciosa, Wadleigh Lane, a member of Capital Improvements Committee (CIP), reports that the CIP voted against the generator, five votes for premature, one vote for deferral, and that total project cost of \$10,000 was to be raised by tax dollars. A company quoted \$10,000 for the generator, and ~~an additional amount for~~ hook up.

**MOTION:** To approve the November 19, 2018 minutes as amended.

**MOTION: E. B. BEATTIE  
SECOND: L. M. SMITH  
UNANIMOUS**

**PUBLIC COMMENT-** no comments were heard.

**MOTION:** To adjourn the meeting at 9:48 p.m.

**MOTION: E. B. BEATTIE  
SECOND: L. M. SMITH  
UNANIMOUS**

***NEXT SELECTMEN'S MEETING – WEDNESDAY, DECEMBER 19, 2018, 6:30 P.M., TOWN HALL***