

WORK SESSION
DRAFT

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

This work session was not video recorded.

DRINKWATER ROAD (KENNEDY) CULVERT: Emergency Management Director J. Lord, Road Agent R. Robinson, W. Welch, State Hazard Mitigation Officer and A. Marinaccio, FEMA Field Office Representative were present.

The Board acknowledged an August 20, 2018 letter from Jones and Beach Engineers, the Town's engineering firm as well as a scope of work proposal totaling \$13,000 for potential surveying, designing and permitting needed to make improvements to the culvert.

Discussion of repair versus replacement options took place in conjunction with data relating to culverts in Hampton Falls; a study overseen by the Rockingham Planning Commission. J. Lord noted that information relating to the status of a number of culverts is part of the Town's Hazard Mitigation Plan.

W. Welch noted that any application for grant must demonstrate cost effectiveness, historical damage and feasibility by way of a cost analysis. Due to the Drinkwater culvert being one of failure rather than repeated damage, the culvert improvements would not qualify for a grant that would yield a 75/25% cost sharing; "there has to be historical occurrences of closing the road." W. Welch reviewed the process and timing of applications processed and overseen by her in conjunction with the grant program.

The Board heard that the issue is of failure and not repeated damage and/or road closures and determined that the repairs are needed timely to shore up the road. Discussion took place with regard to the recommended emergency repairs.

It was determined that:

- The repairs identified by the Road Agent (install a 6' diameter HDPE sleeve in the 9'w x 6'h ellipse CMP culvert, void space to be filled with breakable flowable fill, paving repairs, etc.) to maintain the roadway crossing will be performed.
- Jones and Beach Engineers will be asked to contact Eben Lewis of the NHDES on behalf of the Town to inform him of the Town's concerns relating to the needed improvements and request emergency authorization for repair work.
- The Road Agent and Jones and Beach will prepare a cost estimate and that Jones and Beach will requote the scope of work for permitting/other to relate to this level of repair, if needed.

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- The Board will meet next on Wednesday, September 5, however, if information can be available in advance of this date, an emergency meeting will be scheduled.
- The Road Agent will be improving signage in the area to alert drivers earlier of the posted weight limits re: use of this area of roadway in order to prevent as much truck traffic impact as possible.

In addition, the pre-treatment to poison ivy will be done and information will be provided to the public by way of a news and announcements posting to subscribers of the Town's web site that the area of Drinkwater Road (Kennedy Culvert) will be closing to through traffic to conduct repairs.

Discussion took place with regard to available funding. The Town Administrator will contact the Department of Revenue Administration to obtain details of the potential need for approval of an emergency expenditure and requirements to hold a public hearing.

OTHER – IMPROVEMENTS TO PUBLIC SAFETY BUILDING GROUNDS: L. M. Smith requested to use available Town loam and fill to make improvements to the lawn area where the propane tank was buried. Work will be done by volunteers in conjunction with some machine and materials expenses.

MOTION: To authorize expenditure to improve the Public Safety Building grounds not to exceed \$1,500.

**MOTION: J. E. ZIOLKOWSKI
SECOND: E. B. BEATTIE
UNANIMOUS**

REQUEST FOR PROPOSAL (RFP): ROAD AGENT SERVICES: The Board reviewed what is felt to be the minimum expectations of the position, the need to identify the costs for those items as well as additional tasks. Additionally, tasks not met would have pay deducted. The core services were identified as a result of review the current Road Agent tasks listing by month. L. Ruest will prepare a document for inclusion with the Request for Proposal for review at the September 5 Selectmen's meeting.

The Board reviewed the RFP language, discussed emergency situations, 24/7 availability, ability to provide tree service, if needed, brush dump oversight, Household Waste Collection Day requirements, catch basin cleaning, etc. It was determined that roadside brush cutting and roadside mowing will be bid each year by the Board of Selectmen.

The RFP will seek hourly rates for equipment and personnel. Potholes, beaver mitigation, attending 12 Selectmen's meetings and work sessions, as needed, were also identified as Road Agent responsibilities. It was noted that the current Road Agent has been using the rates of the former Road Agent over the past 10 years.

**BOARD OF SELECTMEN
10:00 AM**

**AUGUST 21, 2018
TOWN HALL**

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DRAFT**

DEPUTY TOWN CLERK: Holly Knowles, Town Clerk, presented the resignation of Deputy Town Clerk Karen Sabatini.

MOTION: To authorize the Town Clerk to advertise the position of Deputy Town Clerk.

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

MOTION: To adjourn the meeting at 12:20 p.m.

**MOTION: J. E. ZIOLKOWSKI
SECOND: E. B. BEATTIE
UNANIMOUS**