

DRAFT

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

SECTION 1 – PUBLIC COMMENT

No comments.

BUILDING INSPECTOR, CODE COMPLIANCE, HEALTH OFFICER – MONTHLY REPORT

M. Sikorski, Building Inspector was available for questions about his monthly report. There were no questions.

ROAD AGENT – MONTHLY REPORT

L. M. Smith reviewed the status of the paving work. J. E. Ziolkowski reports that some residents wonder why a paving job stops where it does (before or after a driveway), and sometimes ends unevenly. It is a matter of the budgeted funds. Road work cannot continue based on aesthetics. Extra funds are applied to road projects in the next year.

D. Robinson, Road Agent reports that Frying Pan Lane is the next road to be repaired. Work can continue there as the budget allows. Twenty feet are planned to be repaired. The Board reached a consensus to allow the work.

Resignation Letter – Hampton Falls Road Agent

The Board accepted D. Robinson's resignation as Road Agent, effective 10/31/18.

Requests for Information – Appointed Road Agent

Two responses were received. L. M. Smith requested clear information to the next Road Agent re: bidding out jobs or doing the work within the budget. J. E. Ziolkowski requested a work session, August 21, 2018 at 10:00 a.m. L. A. Ruest will draft the Request for Proposal.

L. M. Smith read a letter from a resident describing his injuries as a result of the condition of the state road shoulders on Route 84. The State will be notified of the hazard of the newly created curbing.

The corner of Goodwin Road and Route 84 has low hanging branches. The Road Agent will confirm whether it is on a state road.

FIRE CHIEF, AMBULANCE, EMERGENCY MANAGEMENT – MONTHLY REPORT

Chief Jay Lord was available to answer questions on the Fire Department report.

NH DES Urges Water Use Restrictions (Drought): Chief Lord described an example from two years ago. The Board approved the issuance of a press release to the public.

Nuclear Power Plant Tour August 1st, 1pm – 4pm. Paperwork must be completed by July 24, 2018.

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Public Safety Building Phone System Upgrade: Verizon provided a bid, but the Chief was more inclined to use Comcast as the preferred vendor. The Selectmen reviewed the costs. Chief Dirsa and Chief Lord are in favor.

MOTION: To authorize Chief Lord and Chief Dirsa to move forward with phone system upgrade as recommended and presented this meeting.

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

Chief Lord reports that there were 5 Firework Permits issued, and no issues.

POLICE CHIEF, ANIMAL CONTROL – MONTHLY REPORT

The Board acknowledged the Police Department monthly report. There were no comments.

SECTION 2 – PUBLIC COMMENT

Reporter Angeljean Chiamida of the Hampton Union requested a copy of the press release to be issued.

D. Robinson, Road Agent, asked about spending on the culvert at the corner of Drinkwater and King. August is the driest month, and is the best time to repair a culvert. L. M. Smith supports a box culvert with a plastic sleeve. E. B. Beattie recommends obtaining more information on the cost of repairs. L. A. Ruest recommends a letter of recommended options from Jones & Beach, Town Engineers, and the Road Agent put together a worksheet for a temporary repair.

• OLD BUSINESS

FINANCIAL REPORTS

General Fund Balance \$3,327,151.69

BOOKKEEPER REPORTS – EXPENDITURES & REVENUES

**ACCOUNTS PAYABLE/PAYROLL/TREASURER/TRUSTEES OF TRUST FUNDS
WARRANT(S)**

Payroll Warrant	#432	\$ 14,577.65
Payroll Warrant	#433	\$ 23,049.94
Accounts Payable Warrant	#627	\$ 42,750.60
Accounts Payable Warrant	#628	\$878,701.85
Treasurer's Warrant	2018-01	\$ 60,707.50

MOTION: To approve the above warrants as presented.

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

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OTHER

No other matters were raised.

CONSENT AGENDA

1. Rockingham County NH 2017 Annual Report- Available in the Town Administrator's Office
2. Lincoln Akerman School Building Project – Courtesy Meeting with Planning Board 7/24/18

SECTION 3 – PUBLIC COMMENT

There was no public comment.

- **NEW BUSINESS**

AVESTA MEADOWS TWO LP (27 BROWN ROAD)

L. A. Ruest reported that Avesta will present buildings 2 & 3 to the Planning Board July 24, 2018.

Construction Cost Estimate is reviewed by the Town's Engineer. 3- Party Agreement for Building Inspection Services. T. Santora, Chairman of the Planning Board, reports that Town attorney Mark Beliveau (vacation Thurs to next Friday), will review documents and have them back by 8/1. Beals Associates, Inc. of Stratham, is recommended. L. M. Smith recommends a better video of the current state of Brown Road. J. E. Ziolkowski wants the video to be accepted by the Planning Board and Selectmen. L. A. Ruest recommended Castagna Consulting take on the site review and inspection services.

MOTION: To approve the Planning Board's recommendation to hire Beals Associates, Inc. as Site Engineers for Buildings 2 & 3.

MOTION: L. M. SMITH

SECOND: E. B. BEATTIE

UNANIMOUS

MOTION: To approve the Planning Board's recommendation to hire Castagna Consulting for Site Review for Buildings 2 & 3.

MOTION: L. M. SMITH

SECOND: E. B. BEATTIE

UNANIMOUS

MOTION: To approve Planning Board Counsel for review of all Avesta documents.

MOTION: L. M. SMITH

SECOND: E. B. BEATTIE

UNANIMOUS

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MOTION: To post the Building Permit fees to the Town's balance sheet for the Town's Building Inspector Payroll, and Fire Inspector Payroll.

MOTION: L. M. SMITH

SECOND: E. B. BEATTIE

UNANIMOUS

T. Santora plans to propose to the Planning Board that the Chair and Vice Chair have authorization to work with Attorney Beliveau and execute the documents.

CAPITAL IMPROVEMENTS PLAN PROJECTS 2019 – 2024 (SELECTMEN REQUESTS)

Department Heads have been contacted to submit their projects. L. A. Ruest sought suggestions from Selectmen as to the projects they would like to have presented. The Board reviewed the Plan Projects.

J. E. Ziolkowski suggested a public hearing on the Town's revaluation.

T. Santora stated that the Master Plan funding should not be part of CIP.

The following Capital Improvements Plan Projects were discussed, and the Selectmen directed L. A. Ruest to complete worksheets for the following projects:

- Culvert Maintenance and Improvements Capital Reserve Fund
- Revaluation of Properties Capital Reserve Fund
- Highway Capital Reserve Fund
- Public Safety Building Capital Reserve Fund to change the name to Government Buildings CRF

PROPERTY TAX REFUND #664 \$3,889 & #665 \$90 (OVERPAYMENT. OF PROPERTY TAX)

MOTION: To approve the above tax refunds as presented by the Tax Collector.

MOTION: L. M. SMITH

SECOND: E. B. BEATIE

UNANIMOUS

ROCKINGHAM COUNTY MONARCH DATA DISTRIBUTION AND SERVICES AGREEMENT

L. A. Ruest reports that the service has no cost.

MOTION: To authorize the Chair to sign the Monarch Data Distribution and Services Agreement.

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

PA-28 INVENTORY OF TAXABLE PROPERTY FORM FOR 2019

L. A. Ruest reports that the Town has not utilized the form for years. The Board of Selectmen directed the Town Administrator to write a letter to the State of NH Department of Revenue Administration, informing of the Town of Hampton Falls' position of not utilizing the PA-28 form until such time as a future Board determines otherwise.

MOTION: To not use the PA-28 Form this year or years thereafter until a future Board of Selectmen determines otherwise.

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

LAND USE CHANGE TAX RELEASE (MAP 1, LOT 84)

MOTION: To approve the land use change tax release as presented by the Tax Collector.

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

GREAT BAY SERVICES REQUEST FOR 2019 ANNUAL FUNDING

MOTION: To approve adding Great Bay Services to the 2019 warrant for funding.

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

NHMA 2019-2020 LEGISLATIVE POLICY PROCESS

The Board decided to review and vote on each of these items and send L. M. Smith or L. A. Ruest as a delegate to vote on September 14, 2018. The Selectmen will review each proposal at the August 15, 2018 meeting.

NH LIQUOR COMMISSION – APPLECREST FARM ORCHARDS, LLC

Consensus for L. A. Ruest to send a letter indicating the Board has no objections to the events of July 23, August 12 and August 20.

UNITIL: TREE REMOVAL ON MILL LANE (SELECTMAN REPRESENTATIVE BEATTIE)

Work on Mill Lane will not be completed until 2019 or 2020. No on-site meeting of E. B. Beattie- Unitil Representative took his place.

DRAFT

PART-TIME SECRETARY/TREASURER JOB DESCRIPTION

The Board considered this new job description.

MOTION: To approve the Parks and Recreation Commission Part Time Secretary/Treasurer job description as presented.

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

OTHER

No other business was raised.

REVIEW AND APPROVAL OF PREVIOUS MINUTES: 6/6/2018 and 6/20/2018

MOTION: To approve the Selectmen's minutes from June 7, 2018

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

L. M. Smith recommended edits to the June 20, 2018 meeting minutes:

Page 3- Update: Public Safety Building Entry Key Pads- L. M. Smith expressed concern with the problem not supporting the expense for the Town Hall.

Page 3- Police Body Camera Project- R. Dirsa presented a request to expend \$6,100 to purchase a digital cruiser camera for cruiser #3...

Page 6- **MOTION:** ...appoint a committee (Frying Pan Lane Fund Committee) to recommend the distribution of funds, consisting.....

MOTION: To approve the amended Selectmen's minutes of June 20, 2018.

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

PUBLIC COMMENT

T. Santora, Avery Ridge Lane, asked about the Highway Block Grant of \$68K to the Highway Department.

MOTION: To go into nonpublic session at 8:40 pm. RSA 91-A:3, II(c).

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

DRAFT

MOTION: To leave nonpublic session and return to public session at 9:05 p.m.

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

MOTION: To seal the minutes of nonpublic session.

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

Public session reconvened at 9:07 p.m.

MOTION: To appoint Holly B. Fazzino as Town Treasurer on a 6 month probationary period.

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

MOTION: To adjourn the meeting at 9:10 p.m.

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

Next Selectmen's Meeting – Wednesday, August 15, 2018, 6:30 p.m., Town Hall