

**BOARD OF SELECTMEN  
TOWN OF HAMPTON FALLS**

**APRIL 4, 2018 - 6:30 PM  
TOWN HALL**

**DRAFT**

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

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

**OLD BUSINESS:**

**Financial Reports** – General Fund Balance \$ 1,595,045.

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

<b>Payroll Warrant</b>	<b>#424</b>	<b>\$ 14,987.50</b>
<b>Payroll Warrant</b>	<b>#425</b>	<b>\$ 194.01</b>
<b>Accounts Payable</b>	<b>#618</b>	<b>\$ 51,451.71</b>

**MOTION:** To approve Payroll Warrants #424, #425, and Accounts Payable Warrant #618 in the amounts above.

**MOTION:** L. M. SMITH

**SECOND:** E. B. BEATTIE

**UNANIMOUS**

**MEMORANDUM OF AGREEMENT – WELFARE AGENT (4/1/18 – 3/31/19)**

The Select Board received Ms. Sue Benoit’s resignation as Welfare Agent. Ms. Benoit’s recommendation for her successor is Pamela Mattingly. J. E. Ziolkowski is comfortable hiring without a face-to-face meeting.

**MOTION:** To enter into an Agreement with Pam Mattingly as Welfare Agent.

**MOTION:** L. M. SMITH

**SECOND:** E. B. BEATTIE

**UNANIMOUS**

**APPOINTMENT OF TOWN TREASURER**

J. E. Ziolkowski summarized the history of the Treasurer position, with the position being held by one person for 19 years, then the next Treasurer was employed for 6 months, then the Board hired a transition consultant, and currently have interviewed 3 people for the position.

**MOTION:** To appoint Sara Castallez as part time Town Treasurer on a six-month probationary basis, at an annual salary of \$6,999 per year.

**MOTION:** L. M. SMITH

**SECOND:** E. B. BEATTIE

**UNANIMOUS**

**“EXPECTATIONS OF DEPARTMENTS HEADS AND OFFICIALS” POLICY** (adopted 10/2/2013, reaffirmed 3/12/2018)

**DRAFT**

The Board discussed their limited ability to involve themselves in any initiative at the Town offices. The Town Administrator is the communication officer between the Board of Selectmen and other town officials or department heads. Information and or decisions to act or not act are communicated either at a public meeting of the Board of Selectmen directly to a town official, or by the Town Administrator. Unless specifically designated by the Board, information and/or decisions to act or not act communicated by a single member of the Board of Selectmen to a town official or employee do not represent the action of the Board of Selectmen and are without any force or effect.

J. E. Ziolkowski seeks to allow communication, and update some clauses in the policy. L. M. Smith confirmed that a single Selectman can not take action solely. L. M. Smith is opposed to the change in the policy. E. B. Beattie stated that it is not good government to restrict communications. He agrees with J. E. Ziolkowski that it is an obstacle to good government, not to obtain feedback from staff. J. E. Ziolkowski discussed the process of reformatting the agenda.

The policy remains in effect as written.

**“SELECT BOARD RULES AND PROCEDURES”**

J. E. Ziolkowski stated that he wants to have individual conversations with members of the staff about his various initiatives. L. M. Smith supports going through the Town Administrator first. J. E. Ziolkowski stated that he wanted to eliminate Section 3(b)(vi) page 9. E. B. Beattie is in favor of the policy. L. A. Ruest stated that a number of the items in the policy are there by statute or policy. J. E. Ziolkowski clarified his concern about the reason for policies surfacing at this time, and requests that Section 6 be stricken.

**MOTION:** To amend the Select Board Rules and Procedures Policy and strike Section 3(b)(vi), page 9.

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

**AUDIO/VIDEO SYSTEM OPTIONS FOR TOWN HALL MEETING ROOM**

Zach Lamare, Lincoln Akerman School provided a menu of costs for various components to a new sound system at J. E. Ziolkowski's request.

600 watt system with amplifier, \$999, 2 floor mics, 2 speaker stands @\$44 ea, \$100 in cables, approximate cost \$2,300.

Camera and tripod \$600, someone has been identified to donate both of these items.

**MOTION:** To authorize the Chairman to spend up to \$3,000 on a sound system as outlined above.

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

**OTHER:** No other old business was discussed at this time.

**NEW BUSINESS:**

**BOARD OF SELECTMEN  
TOWN OF HAMPTON FALLS**

**APRIL 4, 2018 - 6:30 PM  
TOWN HALL**

**DRAFT**

**TAX DEEDING – MAP 1, LOT 66**

The property taxes have not been paid since 2015. The Town received a request from an attorney seeking to extend the deeding date by 30 days. Stephanie Grant, Tax Collector, reported that the law requires that it must be for the benefit of the Town. There is approximately \$60,000 + due. A Court hearing is April 5, 2018. The deeding date is May 14, 2018. L. M. Smith recommended a 30-day extension and no further extension.

**MOTION:** To approve the request to extend the Deeding date on Map 1, Lot 66, to June 14, 2018.

**MOTION: L. M. SMITH**

**SECOND: E. B. BEATTIE**

**UNANIMOUS**

**2018 SELECTMEN GOALS/INITIATIVES**

J. E. ZIOLKOWSKI	Audio/Visual System	30-45 days	
	Accounting System	As a result of a Treasurer’s reporting issue from September, 2017 to present, J. E. ZIOLKOWSKI recommended that all accounting be integrated into one software program, and easy printing of reports.  L. A. RUEST referred the Board to the current reports.  L. M. SMITH highlighted the current report of budget vs. actual, and general ledger, ongoing expenses are provided.	J. E. ZIOLKOWSKI seeks authorization to investigate a different software system.
	Reducing Use of Paper	J. E. ZIOLKOWSKI recommended receiving Town business and informational materials by scan and email.  L. M. SMITH requests all information requiring a decision be provided in hard copy.  E. B. BEATTIE is interested in electronic materials.	
	Access to Town Clerk’s Office	L. M. SMITH reminded the Selectmen that the Town	

**BOARD OF SELECTMEN  
TOWN OF HAMPTON FALLS**

**APRIL 4, 2018 - 6:30 PM  
TOWN HALL**

**DRAFT**

		Clerk's position is an elected position.	
L. M. SMITH	The Town has become more divided. He would like to agree to respectfully disagree at times.	L. M. SMITH stated the quorum rules of two voting members are required. RSAs need to be followed. Sequential communications may not be used, no one selectmen can act on behalf of the board without expressed authorization at a public meeting. That the Board act in accordance with the statutes of the State of New Hampshire.	
E. B. BEATTIE	Town communications need improvement.		Encourage input from people, and meet responsibilities of the Town.
		Rules and regulations on the back of the agenda needs to be updated. He would like to change the way the agenda is constructed. He seeks public comment at the beginning of the meeting, and at each segmented area. He requests changes for the next meeting. Larry requested a draft of the revisions for the next meeting.	E. B. BEATTIE to finalize his proposed changes, L. A. Ruest to prepare for the April 18, 2018 meeting. E. B. BEATTIE will also propose changes to the agenda order.
	E. B. BEATTIE would like to facilitate a transparent Selectmen's process.	E. B. BEATTIE wants to get the tax rate at an appropriate level. L. M. SMITH stated that we have had a level budget for the past eleven years.	E. B. BEATTIE believes that taping of the meetings may improve perceptions.

**MOTION:** Motion to proceed with the investigation of a different accounting software.

**MOTION: L. M. SMITH**

**SECOND: E. B. BEATTIE**

**UNANIMOUS**

**2018 BOARDS, COMMITTEES, COMMISSIONS GOALS/INITIATIVES**

Mark Lane- Chairman of Parks and Recreation- M. Lane reports that he is looking for a Treasurer and Secretary for his department. He seeks a simpler accounting system. He would like to better understand what his budget vs. actual looks like. The School Board issues a report showing budget vs. actual each

**DRAFT**

month. It is made public. Lyn Stan states that she has been writing minutes and working with L. Ruest on the Treasurer duties. Volunteers like projects, not these types of duties. J. E. Ziolkowski praised L. Stan on the accomplishments of Music on the Common, Ice Rink, etc. this year, with minimal assistance.

Heritage Commission- Bev Mutrie- Would like to finish survey of historic resources, is involved with the 300<sup>th</sup> anniversary, looking for volunteers.

Tricentennial Committee- David French continues to fundraise for 300<sup>th</sup> anniversary. He stated that he has received insufficient support in getting the word out from the Board of Selectmen. He encourages participation, 100% attendance of J. E. Ziolkowski as Selectman's Representative, sharing ideas of how to reach their goals.

Library- Beth Forgione- Doesn't understand why groups are looking for a paid position of Secretary and Treasurer when volunteering. The Library Trustees want to set up a regular maintenance schedule and budget for building maintenance.

Planning Board- Todd Santora- Master Plan should be done at the end of the summer. Sewer Committee-not active last year. It is a controversial issue, focused on Route 1 only. Taxpayers would not pay for it. Plan to discuss the feasibility. Cost/ benefits. Whether businesses will help. RPC will be approached as well. CIP- School has \$250K added to the tax base due to their warrant article. 2017 was a disappointment. T. Santora made recommendations, felt Chairman Smith met with other Department Heads and they had already decided. He wanted full administrative support, requested full support from L. Ruest. Including the taking of minutes. The CIP is trying to make a 6 year plan. He requests that the presentation be moved up to October, rather than November. J. E. Ziolkowski reports that almost all CIP members stated that they were disenfranchised with the process. L. M. Smith described the process of CIP zeroing out all municipal items last year. Ed referenced that all department heads must participate. He praised the work of the CIP Committee. He will help find good information and get it back to CIP. J. E. Ziolkowski confirmed with T. Santora that L. A. Ruest was not a voting member when two selectmen were involved. L. M. Smith stated that she should be a voting member because she knows the most about what is going on in town. Tony Franciosa, member of CIP, requested accurate financial information in a timely manner, and information regarding the role of CIP be provided to CIP members and the Board of Selectmen. Once the Town has a Treasurer, he believes it will be helpful to have special fund balances again.

**2018 ANNUAL APPOINTMENTS**

**MOTION:** To approve all appointments for 2018, as presented by the Town Clerk.

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

**2017 FINAL RATIO STUDY REPORT (NH DEPT. OF REVENUE ADMIN.)**

The Board acknowledged the final Report.

**NH DEPT. OF TRANSPORTATION MUNICIPAL RED LIST BRIDGES**

The 2017 Red List information was acknowledged. There are no bridges on this list from Hampton Falls.

**NON-EMERGENCY HIGHWAY DEPARTMENT PROJECT WORKSHEET**

**BOARD OF SELECTMEN  
TOWN OF HAMPTON FALLS**

**APRIL 4, 2018 - 6:30 PM  
TOWN HALL**

**DRAFT**

The Worksheet was distributed to Selectmen. The form to be implemented, to identify, approve, pay Highway Department Projects.

Potholes- L M. Smith says they should be addressed as they occur. Road Agent is concerned that if they are not serviced timely, the road becomes worse rapidly. Form to be used for all but potholes.

Road Agent D. Robinson reported that the Frost Ban will be lifted soon, if the shoulders are stable.

J. E. Ziolkowski states that he wants the tree limbs in the Town right of way and on the shoulders to go out to bid.

**SELECTMEN’S PERMIT APPLICATIONS**

**FRIENDS OF THE HAMPTON FALLS BANDSTAND  
ART ON THE COMMON  
CASTLEBERRY FAIRS & FESTIVALS**

**MOTION:** To approve and authorize the Chairman to sign the above permit applications.

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

**SELECTMEN REPRESENTATIVE REPORTS – BRIEF HIGHLIGHTS ONLY**

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

School Board	Did not attend
Planning Board	Attended on March 27, 2018
Sewer Committee	To begin soon.

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

Parks & Recreation Committee	Parks & Recreation Committee is having trouble receiving bids on replacing the floor, but has a quote for a manufactured product.
Town Improvement Committee	Generator- Four quotes have been requested. Float quotes are under investigation.
Library	New officers (no changes) are in place, and they are working on a closure policy. They are also discussing a generator for heat only.

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

Heritage Commission	First meeting will be next week.
Conservation Commission	Earth Day is planned for April 14, 2018

**EARTH DAY ROADSIDE CLEANUP – SATURDAY, APRIL 14 (APRIL 15, RAIN DATE)**

Information was posted to the website for the event.

**DRAFT**

**OTHER**

**PUBLIC COMMENT**

David French, Exeter Road- spoke of the reception for Charlyn Brown and Richard McDermott held last week. He hopes that more Selectmen will attend in the future.

Greg Parish-Towle Farm Road- CIP- concerned that Town Administrator has voting privileges and whether there is a conflict of interest. T. Santora clarified that she is not a voting member now. He would like her participation, but he felt he had two votes for the Selectmen on the Committee. J. E. Ziolkowski thinks additional research is needed. Andy Brubaker, Old Stage Road- said the CIP is not regulatory, only advisory. A. Brubaker encouraged mutual respect with department heads and the CIP Committee. T. Santora supports A. Brubaker's comments, and thinks the process will continue.

Reporter from the Hampton Union- sound system funds were encumbered in 2017 and is held for this purpose. \$5,000. She wonders when it will be broadcast- 1 month from today. Wondered about a phone app for the Town. The project has not yet begun. Lauren Belliveau, Drinkwater Road, offered to Chair this Committee.

Mike Kriner, Frying Pan Lane- concerned about paint on wheel wells when lines are painted in the road. Route 88 (State Road).

Shelly Parish, Towle Farm Road, Hampton Falls Living Magazine has published its last edition of Hampton Falls, requests a thank you be sent to the editor.

Brian O'Hara, River Road- supported the idea of more public comment. The common theme is communication. Trust is best bred through transparency.

L. Belliveau- technology can go beyond email. A Committee could improve communication and perhaps a town newsletter.

J. E. Ziolkowski thanked the group for their participation. L. M. Smith concurred.

J. E. Ziolkowski closed public participation.

**MOTION:** To approve minutes of March 21, 2018, as written.

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

**MOTION:** To adjourn the meeting at 9:30 p.m.

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