

**BOARD OF SELECTMEN  
TOWN OF HAMPTON FALLS**

**MARCH 21, 2018 – 6:30 PM  
TOWN HALL**

**DRAFT**

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

**REORGANIZATION OF THE BOARD OF SELECTMEN/COMMITTEE**

**ASSIGNMENTS:** L. M. Smith welcomed Edward B. Beattie to the Board.

L. M. Smith stated that he could not support J. E. Ziolkowski for Chair because he did not believe that an official who is the winter road maintenance contractor should be Chair of the Board of Selectmen.

**MOTION:** To nominate J. E. Ziolkowski as Chair.

**MOTION: E. B. BEATTIE**  
**SECOND: J. E. ZIOLKOWSKI**  
**TWO IN FAVOR; ONE OPPOSED; PASSES**

**MOTION:** To nominate L. M. Smith as Vice Chair.

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

The following Committee assignments were identified:

Selectman Chairman	J. E. Ziolkowski
Selectman Vice Chair	L. M. Smith
Selectman	E. B. Beattie
Library Trustee	L. M. Smith
Planning Board	E. B. Beattie
School Board	E. B. Beattie
Energy Committee	Inactive Committee
Heritage Commission	J. E. Ziolkowski
Conservation	J. E. Ziolkowski
Town Improvement Committee	L. M. Smith
Parks and Recreation	L. M. Smith

**BUILDING INSPECTOR, CODE COMPLIANCE, HEALTH OFFICER – MONTHLY REPORT:** The Board acknowledged receipt of the Building Inspector’s Report for the period of 2/16/18 – 3/19/18. M. Sikorski reported that the digitizing records project is 25% complete. Abigail Tonry has been scanning and preparing documents for conversion to electronic files. There is a need for additional funding of an approximate 200 hours to complete the project; an amount of \$4,792.

L. M. Smith stated he supports the project and E. B. Beattie requested information on the expenditures to date, which L. A. Ruest confirmed will be available next week. The Board agreed to put the project on hold for the next month while the potential of additional funding is investigated.

**WINTER ROAD MAINTENANCE SERVICES 2017-2018:** J. E. Ziolkowski recused himself from the Board during the discussion of Environmental Landscape Management's (ELM) winter road maintenance services payment schedule as invoiced. J. E. Ziolkowski reported that the snow season is not anticipated to end until April 10, 2018.

**2017-2018 WINTER ROAD MAINTENANCE REPORTS OF CONCERNS:** J. E. Ziolkowski remained standing away from the Selectman's table for the Report of Concerns. He reported that Town roads were accessible on Election Day and that ELM will take care of road concerns as they always do. D. Robinson, Road Agent, reported on pavement damage to Brown Road and a long cut in the sealant. J. E. Ziolkowski stated that the cut was due to a soft shoulder. Snow was reportedly pushed back from the Whittier Drive cul de sac. Chief Dirsa alerted J. E. Ziolkowski that there was sign damage and other damage at the Public Safety Building. J. E. Ziolkowski reports that there is enough road salt available for the rest of the season. J. E. Ziolkowski resumed his seat at the Selectmen's table.

**ROAD AGENT – MONTHLY REPORT:** The Board acknowledged the two month report of the Road Agent for January and February 2018.

**STATUS OF FROST BAN:** D. Robinson reports that the frost ban will be lifted when the roads are firm: at least additional one week.

**2018 ROAD WORK – SCHEDULE WORK SESSION:** J. E. Ziolkowski offered to ride with Road Agent D. Robinson to survey the roads. This matter will be added to the April 18 agenda. Stard Road needs a significant amount of work. Pot holes in front of a property on Lincoln Avenue were discussed and it was determined that this area is the responsibility of the Lincoln Akerman School Board and not the Board of Selectmen. J. E. Ziolkowski requested D. Robinson help with the potholes; L. M. Smith and E. B. Beattie agreed.

**ACCEPTANCE OF MERCURY PRODUCTS ON BRUSH DUMP SATURDAYS:** The Selectmen approved the recommendation of the Town Administrator to allow the disposal of mercury products at the Brush Dump in the shed provided for that purpose. An organized method of acceptance and training will be identified for the Brush Dump and publicity will also be made through the Town website.

**MOTION:** To accept mercury products at the mercury disposal shed at the Brush Dump when the Dump Attendant is present.

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

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**TREE WORK RESULTING FROM STORMS:** J. E. Ziolkowski requested that this matter be added to the next Department Head meeting agenda and that the Road Agent check roadways to ensure that hanging limbs are not over the roadway.

**FIRE CHIEF, AMBULANCE, EMERGENCY MANAGEMENT – MONTHLY REPORT:** The Board acknowledged receipt of the Fire Narrative Report for February, 2018. Chief Lord reported that there will be a graded exercise drill on Wednesday, April 4. He added that Homeland Security reported Rockingham County received a record snowfall on March 13, 2018. Chief Lord stated that he needed additional information from J. E. Ziolkowski on behalf of ELM with regard to snow plowing services provided as well as the Road Agent for hours worked by J. Manning for shoveling services at the Town Hall during the Election in order to submit preliminary information. L. M. Smith inquired when the federal funds would be received if the declaration is made. Chief Lord reported that it could be four to six months or more.

**POLICE CHIEF, ANIMAL CONTROL – MONTHLY REPORT:** The Selectmen acknowledged receipt of the Police Report for February, 2018. There were no questions. Chief Dirsra reported that a former employee is interested in being a full-time substitute when the current full-time officer is deployed. The personnel cost would be the same. The Board approved.

**OLD BUSINESS**

**FINANCIAL REPORTS: GENERAL FUND BALANCE \$ 1,622,673.28**

**TREASURER MONTHLY REPORT** for the period ending February 28, 2018 was acknowledged by the Board.

**TAX COLLECTOR REPORT** – MS61 was acknowledged by the Board.

**BOOKKEEPER REPORTS – EXPENDITURES & REVENUES**

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

<b>Payroll Warrant</b>	<b>#422</b>	<b>\$ 5,041.11</b>
<b>Accounts Payable Warrant</b>	<b>#615</b>	<b>\$665,580.77</b>
<b>Accounts Payable Warrant</b>	<b>#616</b>	<b>\$ 19.50</b>
<b>Payroll Warrant</b>	<b>#423</b>	<b>\$ 19,202.59</b>
<b>Accounts Payable Warrant</b>	<b>#617</b>	<b>\$ 4,963.08</b>

**MOTION:** To approve the warrants as listed above.

**MOTION: L. M. SMITH**

**SECOND: E. B. BEATTIE**

**UNANIMOUS**

**MOWING AGREEMENTS – BID SPECIFICATIONS (GOVT. BLDGS., PARKS & REC.):** J. E. Ziolkowski abstained from voting on the RFP at a previous meeting. He stated that

the bid specifications are vague because the contract could be awarded individually. He recommended a statement stating that the Town reserves the right to award the contract individually by location. L. A. Ruest identified the updates to be made to the bid specifications.

L. A. Ruest stated that the Cemetery Trustee Chairman informed her that the Trustees voted not to bid out the mowing contract due to the amount of coaching the current landscaper benefitted from and that the Trustees were happy with the performance of the Contractor. Cemetery Trustee T. Beattie confirmed this information adding that when Lyle Marelli retired, there was a lot of damage from the subsequent contractor. It is difficult to train someone and now the Trustees are happy with the current contractor.

E. B. Beattie recommended bidding out all jobs to be fair. L. M. Smith recommended bidding out the mowing contract(s) for Gov. Weare Park, Town Common and small commons and Government Buildings; not cemeteries.

J. E. Ziolkowski recused himself from the Selectmen and removed himself from the table. He then expressed concern about not notifying bidders of the contract about the cemeteries portion of the contract. J. E. Ziolkowski returned to the table and stated that the contract was not fully transparent if there was not a full bid process.

Mark Lane asked whether the Town always takes the lowest bid. It was confirmed that the lowest bid is not always selected. L. A. Ruest then confirmed changes to the contract in the areas included in the contract to include the use of mulching blades and removing the reference to Cemeteries.

**MOTION:** To accept changes to the specifications to the Mowing and Grounds Keeping bid specifications as identified at this meeting.

**MOTION: L. M. SMITH**

**SECOND: E. B. BEATTIE**

**TWO IN FAVOR; ONE ABSTENTION; PASSES**

**PAINTING OF TOWN CLOCK:** The Baptist Church is currently having repairs made to the steeple. Painting of the Town Clock will be done in conjunction with this project at the Town's expense.

**OTHER:**

**VIDEO CAMERA, MICROPHONE, SPEAKERS UPDATE:** J. E. Ziolkowski reported that he has spoken with Z. Lamare at the Lincoln Akerman School in this regard. Z. Lamare will be asked to write up a proposal outlining the equipment and costs recommended for the Town Hall meeting room.

**ELECTION DAY RECAP**

J. E. Ziolkowski stated he learned that an absentee ballot was available to those with a childcare issue. There were a total of 816 voters. L. M. Smith expressed concern that the turnout was 20% lower than last year. He recommended a letter to the Secretary of State outlining the disenfranchising of voting due to the winter storm be sent by the Board supporting the proposed

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legislation to set a specific date should an Election need to be postponed due to weather. J. E. Ziolkowski stated that he was not in favor of contacting the Secretary of State to change the law. E. B. Beattie stated he felt that Hampton Falls had a better turnout than others. M. Allen, Hillcrest Drive, stated that she was concerned that this topic was not posted and that she felt many voters would like to participate.

**NEW BUSINESS**

**MEMORANDUM OF AGREEMENT - WELFARE AGENT (4/1/18 – 3/31/19):** S. Benoit, long time Welfare Agent, informed L. A. Ruest that she is planning to retire, and has indicated that she has a recommendation for her replacement. L. A. Ruest will follow-up with the candidate once S. Benoit's letter of recommendation is received.

**VETERANS TAX CREDIT APPLICATION:** A Permanent Application for Property Tax Credit/ Exemption for Map 01, Lot 52 was filed with the Town.

**MOTION:** To approve a permanent application for property tax credit/ exemption for Map 01, Lot 52.

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

**COMCAST XFINITY TV CHANGES:** An update on Xfinity TV changes effective 5/9/18 was acknowledged by the Board. J. E. Ziolkowski requested that the information be posted on the website.

**REPORT OF APPROPRIATIONS ACTUALLY VOTED (MS-232):** The Board signed the MS-232 as presented by the Town Administrator.

**2017 FINAL RATIO STUDY REPORT:** Receipt of this report was acknowledged by the Board.

**TAX COLLECTOR APPOINTMENT:**

**MOTION:** To reappoint Stephanie Grant as Tax Collector through March 31, 2021.

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

**2018 SALARY PAY PLAN:** The Selectmen approved and signed the 2018 salary pay plan as presented.

**MOTION:** To approve and sign the 2018 salary pay plan as presented.

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

**UNANIMOUS**

**VOLUNTEER SERVICE STATEMENT & AGREEMENT – MOWING OF**

**RASPBERRY FARM HAYFIELD:** The Conservation Chairman has spoken with Glen Schrempf about continuing mowing of the hay field. The Board approved and signed the volunteer statement.

**OTHER**

J. E. Ziolkowski noted that Department Head goals will be reviewed April 18. He seeks goals and initiatives from each board, committee and subcommittee.

E. B. Beattie reports that he plans to recommend changes to the Selectman's Meeting document with L. A. Ruest's assistance with regard to public comment for consideration of the Board. J. E. Ziolkowski is concerned about the full agendas, and adding time for members of the public who wish to speak. M. Lane, Blakes Lane, stated that he agrees with J. E. Ziolkowski to have more back and forth with the public during the meeting.

A. Brubaker, Commissioner for the Rockingham Planning Commission shared Roadway Service Management information with the Selectmen. L. M. Smith noted that this is a duplication of the Axiomatic report utilized by the Town.

B. Mutrie, Brown Road, reported that P. Chura is interested in helping to tape meetings, plans to approach G. Koch about becoming involved. B. Mutrie wondered if the Comcast money would offset the cost of the project. J. E. Ziolkowski took the matter under advisement. B. Mutrie agreed with E. B. Beattie that public comment would be helpful.

T. Santora, Avery Ridge Lane, stated that he thought it would be prudent to check the pricing of mowing of the cemeteries for a comparison.

T. Beattie, Drinkwater Road, stated that she knows of a woman who is eligible for the Boston Post Cane, and encouraged the Board to act on it prior to October, 2018 because she is infirm.

**REVIEW AND APPROVE OF PERIOUS MEETING MINUTES:**

**MOTION:** To approve the meeting minutes of March 12, 2018 as written.

**MOTION: L. M. SMITH**

**SECOND: E. B. BEATTIE**

**UNANIMOUS**

**MOTION:** To adjourn at 8:30 p.m.

**MOTION: L. M. SMITH**

**SECOND: E. B. BEATIE**

**UNANIMOUS**

The next meeting of the Board of Selectmen will be April 4, 2018 at 6:30 p.m. at the Town Hall.