

<b>BOARD OF SELECTMEN</b>	<b>NOVEMBER 14, 2018, 9:30 A.M.</b>
<b>TOWN OF HAMPTON FALLS</b>	<b>TOWN HALL</b>

**WORK SESSION  
DRAFT**

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

**CALL TO ORDER:** 9:30 a.m.

**ROAD AGENT**

Russ Hilliard, Road Agent, was welcomed to the Town of Hampton Falls. Jim Manning, Brush Dump Attendant, was also in attendance.

J. E. Ziolkowski confirmed that he will remain as a seated member.

L. A. Ruest welcomed R. Hilliard. L. A. Ruest reviewed the Road Agent orientation list, expectations of the Board of Selectmen, and Road Agent Monthly Log of the Core Services.

One responsibility of Road Agent is to mitigate hazards. Core services are required to be recorded monthly and submitted to the Town Administrator. The Road Agent may utilize a non-emergency highway department project worksheet form with a cost estimate to fix the non-emergency after consideration of the Board of Selectmen. An immediate hazard is to be called in to be mitigated.

Trees- mitigate any tree that poses a hazard per the tree removal policy. Arborists may be able to provide some guidance on a cutting schedule. The location of all equipment including signs, cones and other materials were described by J. Manning.

Brush dump- April 1 – November 30. J. E. Ziolkowski recommended having the Brush Dump open every other Saturday during June, July & August, due to a smaller number of residents utilizing the dump. J. Manning would be willing to cover into December if the number of Saturdays are extended. The Solid Waste Ordinance will need to be amended. The Brush Dump will be open December 1, 2018, a one-time change.

Household Collection Day- staffing coverage was reviewed. The Road Agent was directed to identify workers to staff for next year. The Dirt Doctor quote was higher than anticipated for 2018.

**BOOKKEEPER AND TOWN ADMINISTRATOR TO MEET WITH ROAD AGENT**

Budget- Bookkeeper P. Kasnet and L. Ruest will assist R. Hilliard with internal controls, personnel forms, the Highway Budget and invoicing, etc.

**WORK WITH ROAD AGENT: STATUS OF CARRYOVER PROJECTS**

R. Hilliard will address carryover projects with D. Robinson.

Avesta project information was provided.

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Stop bars and striping. The new striping for 2018 paving has not been completed. R. Hilliard was asked to obtain prices.

Culverts- R. Hilliard recently toured the culverts with Selectmen. The Selectmen agreed to begin formulating a plan for culverts. The culverts at Drinkwater, Curtis and King will be repaired. The water level must be kept low to keep the pressure off each culvert. The water at the first two culverts is moving through. The dam at Drinkwater/ King needs to be rebuilt, and install beaver boxes when the water is low enough. Brush cutting is needed, and permission from the owner of the Curtis dam needs to be obtained.

E. B. Beattie reported that a 1991 court order set out parameters of dam repairs Kennedy Culvert), and limit of liability for the Town and landowners. E. B. Beattie will reach out to the Molins to provide an update regarding work at the culvert.

R. Hilliard estimated the work to repair the Drinkwater dam to be \$1,700 plus \$500 to deliver an excavator and presented a Non-Emergency Worksheet.

The strategy is to resurrect the dam as follows:

- Maintain access to the known beaver dams and culverts on Burma Road, Drinkwater Road, King, Curtis (private property).
- Beaver boxes planned to be installed in the spring.
- L. Ruest reminded the Board that Jones & Beach is waiting to hear from the Board on permitting regarding temporary repairs. J. Ziolkowski does not feel it is necessary to have Jones and Beach work on permitting based on the information available.

There was a consensus of the Board to the strategy.

L. M. Smith stated the Board should be obtaining bids per previous agreement for work outside the Road Agent core responsibilities.

**MOTION:** To approve the Non-emergency Project Worksheet to repair the existing dam on Drinkwater Road as presented by the Road Agent.

**MOTION: L. M. SMITH**

**SECOND: E. B. BEATTIE**

**TWO IN FAVOR, ONE ABSTAINED PASSES**

Funds from the Highway Maintenance Capital Reserve Fund will be used to pay for the above repairs.

L.M. Smith encouraged R. Hilliard to do his best work for the town.

## **2019 TOWN WARRANT AND BUDGET**

The Board reviewed the draft 2019 Warrant Articles.

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<b>Article</b>	<b>Description</b>	<b>Amount</b>	<b>Comments</b>
Article 6	Exemption for the Disabled from property tax		Taxpayer must have a net income of not more than \$65,000, or, if married, a combined net income of not more than \$220,000 and own assets not in excess of ___ excluding the value of the person's residence. Consideration is made every 5 years.
Article 7	Veteran's Tax Credit	Credit of \$500 per year, to an amount not to exceed \$600.	The amount was updated.
Article 8	Disabled Veterans Tax Credit	Credit of \$1,400 to a maximum of \$2,000 per year, not to exceed \$2,800	The amount was updated.
Article 9	National Guard Tax Credit		Held for further information.
Article 10	Operating Budget	TBD	Default Budget TBD
Article 11	Heritage Fund	\$3,000	
Article 12	Tricentennial Fund	\$5,000 each year for three years (\$15,000)	For the purposes of writing and publication of the Town History.
Article 13	Discontinue select Capital Reserve Funds, and be transferred to the municipality's general fund.		List of funds to be discontinued to be developed.
Article ____	Establish an Expendable Trust Fund for purposes of repairs to Government Buildings and related infrastructure.	Up to \$25,000 from surplus.	
Article ____	Establish an Expendable Trust Fund for repairs, replacements and improvements to Library Buildings	Up to \$10,000 from surplus.	
Article 14	Police Cruiser Capital Reserve Fund	\$12,000	HOLD UNTIL BALANCES ARE VERIFIED
Article 15	Police Body and Cruiser Cameras	\$15,000	
Article 16	Fire Department purchase and equip a new fire truck	No tax impact	Selectmen directed the Fire Chief to move forward.
Article 17	Fire Department to purchase SCBA Replacement Cylinders	\$32,000	The Town Administrator will inquire as to Chief Dirsra's grant application.

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Article 18	Amend the purpose of the Highway Maintenance Capital Reserve Fund (2010) to add and include maintenance and improvements to culverts. \$69,641 Highway Block Grant to be used.	\$200,000	Highway funds to be used for 2 culverts at \$75,000, patching and paving (\$50,000).
Article 18 option	Add to the Highway Maintenance Capital Reserve Fund to maintain the Town's roads, using \$69,461 Highway Block Grant offsetting.	\$200,000	The Town Administrator to combine wording of Article 18.
WITHDRAWN	Establish a Library compressors and condensers replacement Capital Reserve Fund		The Library will establish its own Expendable Trust Fund with the Library Trustees.
WITHDRAWN	Raise and appropriate funds for the purpose of an emergency generator		The Library will establish its own Expendable Trust Fund with the Library Trustees.
Article 20	Mosquito Control	\$30,000	
Article 21	Great Bay Services	\$1,000	The Selectmen approved adding this request.
Article 22	Moved to Article 13		
Article 23	Combine offices of the Town Clerk and the Tax Collector		The Selectmen are in favor of this Article.
Article 24	Any other business		

An updated budget was distributed, effective 11/13/2018.

Annual software support needs to be added in to the budget, update one time brush removal to \$7,500.

J. Ziolkowski stated that he is not in agreement with the Capital Reserve Funds previously approved by voters for various government buildings purposes over time. He stated he would prefer to have one Expendable Trust Fund, for the purpose of government buildings maintenance, to utilize as needed, designating the Selectmen as agents to expend. He stated that he would like to list those government buildings capital reserve funds with existing balances held by the Trustees of the Trust Funds in one warrant article to be dissolved (returning the balances to the general fund) and allotting \$45,000 from surplus for the proposed expendable trust fund. Discussion took place with regard to the merits and risks in doing so.

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B. Mutrie, Brown Road, described difficulty of funding a project, and then not having enough funds to finish the project.

G. Robinson, Brown Road, expressed concern about funds being put in a fund for future projects, then the Selectmen not granting permission to spend the monies. L. A. Ruest confirmed that surplus is currently directed to the General Fund.

E. B. Beattie stated that he is uncomfortable with funds carrying over from one year to the next. E. B. Beattie stated that it is important to stay transparent and flexible.

Keno- agreed to keep off the ballot.

**MOTION:** To go into nonpublic session at 12:10 p.m. in accordance with RSA-91-A:3, II (1) consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

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

**MOTION:** To go out of nonpublic session and resume in public session at 12:32 p.m.

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

**MOTION:** To adjourn the meeting at 12:32 p.m.

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