

**BOARD OF SELECTMEN
TOWN OF HAMPTON FALLS**

**MARCH 18, 2020 – 4:00 PM
TOWN HALL**

DRAFT

PRESENT: E. B. Beattie, Vice Chairman; L. Gargiulo, Selectman; M. R. Lane, Selectman;
L. A. Ruest, Town Administrator

SECTION 1: PUBLIC COMMENT: No public comment was heard at this time.

REORGANIZATION OF THE BOARD OF SELECTMEN / COMMITTEE ASSIGNMENTS:

MOTION: To nominate and elect E. Beattie as Chairman.

MOTION: L. GARGIULO

SECOND: M. LANE

2 IN FAVOR, 1 ABSTENTION, PASSES

MOTION: To nominate and elect L. Gargiulo as Vice Chairman.

MOTION: E. BEATTIE

SECOND: M. LANE

2 IN FAVOR, 1 ABSTENTION, PASSES

Committee assignments were determined as follows:

Board/Group	2020
Selectman Chairman	E. B. Beattie
Selectmen Vice Chair	L. Gargiulo
Selectman	M. Lane
Library Trustees	E. Beattie
Planning Board	E. Beattie
School Board	M. R. Lane
Energy Committee	<i>inactive</i>
Heritage Commission	L. Gargiulo
Conservation	L. Gargiulo
Other: Town Improvement Committee	M. R. Lane
Other: Tricentennial	L. Gargiulo
Other: Parks and Recreation	M. R. Lane

Department Heads have been excused from this meeting due to COVID 19.

WINTER ROAD MAINTENANCE SERVICES 2019-2020: The Board reviewed and approved the February services for winter road maintenance.

DRAFT

ROAD AGENT – CORE SERVICES/INVOICE MONTHLY REPORT: R. Hilliard reported that the Highway budget is at its maximum as of February. He stated that the March invoice should be less.

MOTION: To approve the core services invoice for February as presented.

MOTION: L. GARGIULO
SECOND: M. LANE
UNANIMOUS

MOTION: To approve the Road Agent services invoice for February as presented.

MOTION: L. GARGIULO
SECOND: M. LANE
UNANIMOUS

PRICES FOR ROADSIDE STORM DEBRIS REMOVAL: Two prices have been received for roadside storm debris removal as outlined below:

Urban Tree Service	Tree Pruning & Removals/3 Man Crew/Chip Debris	\$1,950 per day
Russ Hilliard	Roadside Brush Removal (Truck/Chipper/3 Man Crew)	\$1,500 per day

MOTION: To accept the price from R. Hilliard in the amount of \$1,500 for up to three days to be posted to Account 4312-579.

MOTION: L. GARGIULO
SECOND: M. LANE
UNANIMOUS

STATUS OF FROST BAN: The Road Agent reported that he plans to lift the frost ban this weekend.

2020 ROAD WORK – SCHEDULE WORK SESSION / PREPARE RFP FOR PAVING: The Board discussed scheduling a date for a work session, however, determined that this matter should be added to the next agenda to allow time for all roads (Road Agent has a listing) to be viewed to determine needs and priorities. E. Beattie is to join the Road Agent who has identified some culverts, shoulders and paving needs. It was suggested to review the town engineer's report for Surry Lane as well as the Annual Highway Projects Policy.

REMOVAL OF BRUSH PILE FROM BRUSH DUMP: R. Hilliard reports that he is keeping up with the brush pile in anticipation of Household Waste Collection Day (May 30).

FIRE CHIEF, AMBULANCE, EMERGENCY MANAGEMENT – MONTHLY REPORT: The Board reviewed the February report.

POLICE CHIEF, ANIMAL CONTROL – MONTHLY REPORT: The Board reviewed the February report. Question was raised as to the status of hiring an Officer.

DRAFT

BUILDING INSPECTOR, CODE COMPLIANCE, HEALTH OFFICER – MONTHLY REPORT: The Board reviewed the February report.

CONSENT AGENDA

- 1. MONTHLY FINANCIAL REPORTS OF BOOKKEEPER, TREASURER, TAX COLLECTOR**
- 2. XFINITY TV CHANGES**

These consent agenda items were acknowledged by the Board.

SECTION 2: OLD BUSINESS – PUBLIC COMMENT: No comments were heard at this time.

FINANCIAL REPORTS - GENERAL FUND BALANCE \$1,772,389.68

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

Bookkeeper	Accounts Payable Warrant #704	\$694.82
	Payroll Warrant #494	\$3,049.36
	Accounts Payable Warrant #705	\$2,409.38
	Accounts Payable Warrant #706	\$748,495.00
	Payroll Warrant #495	\$3,354.65
	Payroll Warrant #496	\$16,549.07
	Accounts Payable Warrant #707	\$6,796.45
	Accounts Payable Warrant #708	\$793.79

MOTION: To approve the warrants as presented above.

MOTION: L. GARGIULO

SECOND: M. LANE

UNANIMOUS

2020 MOSQUITO CONTROL SERVICES REQUEST FOR PROPOSALS: One response to the RFP was received from Dragon Mosquito Control in the amount of \$20,500.

MOTION: To accept the proposal of \$20,500 from Dragon Mosquito Control.

MOTION: L. GARGIULO

SECOND: E. BEATTIE

UNANIMOUS

ROAD AGENT CORE SERVICES (ROAD AGENT APPOINTMENT): Discussion took place with regard to the current services compensated monthly as core services of the Road Agent. A question

DRAFT

of whether driveway permits, or other Highway Department budget matters, should be included in core services was raised as well as concern with proper oversight of the budget. The Board determined that a review of the Driveway Permit Application fee is in order to ensure that the costs associated offset the costs of the Road Agent's time. The fee is currently \$35 where the Road Agent charges \$50 per hour. No changes were made to the Road Agent Core Services at this time.

MOTION: To reappoint the Road Agent through March 31, 2021.

MOTION: L. GARGIULO

SECOND: M. LANE

UNANIMOUS

SOLID WASTE COLLECTION AND DISPOSAL REQUEST FOR PROPOSALS: Six responses were received and read into the record as follows:

VENDOR	TRASH ONLY	RECYCLING ONLY	DISPOSAL
Casella	\$120,000	\$60,000	\$85 per Ton
Covanta	No Proposal	No Proposal	\$90 per Ton
ELM Services	\$107,100	\$36,400	No Proposal
JRM Hauling	\$98,500	\$98,500	\$105 per Ton
Pinard Waste Systems	\$85,000	\$89,000	\$76 per Ton
Waste Management	No Proposal	No Proposal	No Proposal

It was noted that there are additional details as part of some of the responses.

MOTION: To refer these proposals to the Recycling and Solid Waste Committee for review and recommendation to the Board of Selectmen.

MOTION: L. GARGIULO

SECOND: M. LANE

UNANIMOUS

OTHER SELECTMEN'S OLD BUSINESS: No other Selectmen's old business was discussed.

SECTION 3: NEW BUSINESS – PUBLIC COMMENT: No comments were heard at this time.

2020 APPOINTMENTS: The Board reviewed an additional listing presented of persons due for reappointment submitted by the Town Clerk/Tax Collector.

MOTION: To appoint those additional persons listed by the Town Clerk/Tax Collector.

MOTION: L. GARGIULO

SECOND: M. LANE

UNANIMOUS

DRAFT

2020 SALARY PAY PLAN: Following questions of newly elected Selectmen Lane, the Board approved the 2020 Salary Pay Plan as presented.

MOTION: To approve the 2020 Salary Pay Plan as presented.

MOTION: L. GARGIULO
SECOND: M. LANE
UNANIMOUS

APPLICATION FOR ELDERLY EXEMPTION (MAP 5, LOT 1):

MOTION: To approve the Elderly Exemption Application for Map 5, Lot 1 as all qualifications have been met.

MOTION: L. GARGIULO
SECOND: M. LANE
UNANIMOUS

REPORT OF APPROPRIATIONS ACTUALLY VOTED (MS-232): The Board signed the MS-232 as prepared by the Town Administrator for submission to the Department of Revenue Administration.

**VOLUNTEER SERVICE STATEMENT & AGREEMENT – MOWING OF
RASPBERRY FARM HAYFIELD:**

MOTION: To appoint G. Schrempf as volunteer for mowing of the Raspberry Farm Hayfield.

MOTION: L. GARGIULO
SECOND: M. LANE
UNANIMOUS

OTHER SELECTMEN’S NEW BUSINESS

Property Tax Refund #695 and Property Tax Abatement/Refund #696:

MOTION: To approve Property Tax Refund #695 and Property Tax Abatement/Refund #696 as presented by the Tax Collector and Assessor.

MOTION: L. GARGIULO
SECOND: M. LANE
UNANIMOUS

Historical Society Museum (45 Exeter Road): Historical Society Member T. Beattie presented information relating to renovation of the bathroom, in part, to ADA compliance. This project is part of the Historical Society’s focus relating to potential renovations of the Museum. The estimated cost of labor and materials is \$6,000, of which, the Historical Society is willing to pay. The Board reviewed the

DRAFT

terms of its Purchasing Policy, requested that the Building Inspector oversee the work and made the following motion.

MOTION: To waive the three prices requirement by Policy and grant authority to the Historical Society to perform the \$6,000 work as listed and presented utilizing its own funds.

MOTION: E. BEATTIE
SECOND: L. GARGIULO
UNANIMOUS

Select Board Rules and Procedures: E. Beattie requested that a review of this policy take place to ensure that the transitioning of elected Selectmen result in the former tradition of becoming Chair in the third year of term, Vice Chair in the second year of term and Selectman in first year of term. This matter will be reviewed with the Town Administrator for consideration at the next meeting.

Public Comment Opportunities (Selectmen's Agenda): M. Lane stated that he is not in favor of the Public Comment sections as currently used on Selectmen's agendas and offered that the agenda item be moved to the end of the section rather than the beginning. It was also suggested to consider placing time limit(s). The Welcome to Selectmen's Meetings policy is also in need of review.

MOTION: To direct the Chairman to work with the Town Administrator regarding this matter.

MOTION: L. GARGIULO
SECOND: M. LANE
UNANIMOUS

Selectmen's Meeting Times: M. Lane stated it is difficult for him to attend the 4 p.m. Department Head meeting that was established on behalf of the staff and suggested a later meeting time for future meetings. E. Beattie stated he has issues at times with the 4 p.m. meeting and L. Gargiulo stated 4 p.m. works better for him than evening meetings.

MOTION: To change the meeting time of the first and third Wednesday Selectmen's meetings to 6 p.m.

MOTION: L. GARGIULO
SECOND: M. LANE
UNANIMOUS

Other Business: Discussion took place with regard to volunteer suggestions during the COVID 19 pandemic self-distancing and school closings. Matters such as assisting seniors with grocery shopping and cleaning roadsides of trash were mentioned. This matter will be added to the April 1 agenda.

REVIEW AND APPROVAL OF PREVIOUS MINUTES: MARCH 4, 2020:

MOTION: To approve the minutes of the March 4, 2020 Selectmen's meeting as written.

DRAFT

MOTION: L. GARGIULO
SECOND: E. BEATTIE
1 ABSTENTION, PASSES

PUBLIC COMMENT: J. Ziolkowski stated he would be willing to assist with organizing parents and students for volunteer matters.

Motion to enter Nonpublic Session made by E. Beattie seconded by L. Gargiulo

Specific Statutory Reason cited as foundation for the nonpublic session:

RSA 91-A:3, II(b) *The hiring of any person as a public employee.*

RSA 91-A:3, II(c) *Matters which, if discussed in public, would likely affect adversely the reputation of any person, **other than a member of this board**, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*

RSA 91-A:3, II(l) 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.

Roll Call vote to enter nonpublic session:	Mark R. Lane, Selectman	Y
	Edward B. Beattie, Chairman	Y
	Louis Gargiulo, Vice Chairman	Y

Entered nonpublic session at 5:50 p.m.

Motion to leave nonpublic session and return to public session by M. Lane, seconded by L. Gargiulo.

Motion: PASSES

Public session reconvened at 6:50 p.m.

SELECTMEN’S PERMIT APPLICATION – HAWKERS AND PEDDLERS:

MOTION: To approve the Hawkers and Peddlers Selectmen’s Permit, authorizing the Chairman to sign, with the following conditions:

- That the applicant only solicits between the hours of 9:00 AM to 4:00 PM, Monday through Friday.
- That no flyers be hung on mailboxes.
- That the applicant carries credentials.
- That the applicant contacts the Police Department to inform when she is in Town canvassing, and contact the Town Administrator so that notice can be provided to residents by way of a “news and announcements” website posting.

**BOARD OF SELECTMEN
TOWN OF HAMPTON FALLS**

**MARCH 18, 2020 – 4:00 PM
TOWN HALL**

DRAFT

**MOTION: L. GARGIULO
SECOND: M. LANE
UNANIMOUS**

COVID-19 PANDEMIC – CLOSURE OF TOWN HALL: Chairman Beattie read the following statement:

The Town of Hampton Falls, NH, like many neighboring cities and towns, has decided to close the Town Hall to the public effective March 18, 2020.

This decision is being made, in part, to ensure continued health and safety of residents and staff members alike.

The Board of Selectmen reminds residents and members of the public that a majority of transactions can be done on-line or questions can be answered by telephone, fax or email.

Town Hall employees will continue to work regular business hours of their respective departments. Police and Fire will also continue to operate.

Regular public meetings are scheduled, however, are subject to postponement or cancellation.

Please see the Town web site (www.hamptonfalls.org) and credible sources such as the CDC and State Department of Health and Human Services for specific information relating to postings of COVID-19 matters. Another source is 2 1 1. Please visit often as information is ever-evolving.

Hampton Falls will continue to do its best to provide all necessary services. Thank you for your understanding.

MOTION: To adjourn the meeting at 6:55 p.m.

**MOTION: L. GARGIULO
SECOND: M. LANE
UNANIMOUS**