

<b>BOARD OF SELECTMEN</b>	<b>OCTOBER 17, 2018 – 6:30 PM</b>
<b>TOWN OF HAMPTON FALLS</b>	<b>TOWN HALL</b>

**DRAFT**

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

**PUBLIC COMMENT**

Tim Samway, Old Stage Road- E. B. Beattie amended the previous policy of public comment periods. He requested clarification of public comment to the next four agenda items.

**BUILDING INSPECTOR, CODE COMPLIANCE, HEALTH OFFICER – MONTHLY REPORT**

The Board acknowledged the Building Inspector’s Monthly Report.

**JOINT LOSS MANAGEMENT**

- The Board acknowledged the Joint Loss Management Committee’s letter of September 6, 2018 discussing the definition and areas of public safety risk.
- A lose piece of concrete in ramp area to the Police Station is a hazard. It is a surface fracture.
- The Fire Department entrance has cracking at an entrance. The pothole needs to be fixed immediately. L. M. Smith requested an estimate for cold pack and hot top from the Road Agent.
- Wall on the back parking lot to the Safety Building. He recommends a perimeter railing. R. Dirsa researched installation which will cost \$2,500-\$3,500 for fencing. R. Dirsa’s contact recommends chain link fence. L. M. Smith requested a requote of the railing. J. E. Ziolkowski will meet with Building Inspector M. Sikorski and the Road Agent to prepare the cost estimate.

**ROAD AGENT – MONTHLY REPORT** A monthly report was not available. L. A. Ruest reported that she has all updated quotes with dollar figures. D. Robinson reports that the Drinkwater Road/ Kennedy Culvert is now 18” higher. Blake Lane has 3 trees laying over the road. J. E. Ziolkowski will investigate. An oil tank left outside of the fenced dump will be moved to within the dump. J. E. Ziolkowski will move the tank within the dump.

**RFP for ROAD AGENT SERVICES APPOINTMENT**

J. E. Ziolkowski recused himself on the matter and stepped away from the Selectman’s table.

- L. A. Ruest reported that R. Hilliard maintained his original price of \$9,550. He is a Hampton Falls resident.
- Syvinki Excavation’s quote maintained his quote of \$40,000 as submitted. He is a Hampton Falls resident.
- Jamco Excavator’s quote changed to \$27,500. The owner is not a Hampton Falls resident.

**MOTION:** To appoint Russell Hilliard as Road Agent for one year with a review at 6 months.

**MOTION: E. B. BEATTIE**

**SECOND: L. M. SMITH**

**TWO in FAVOR, PASSES**

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J. E. Ziolkowski returned to the Selectman’s table.

**Fire Chief, Ambulance, Emergency Management – Monthly Report**

The Board acknowledged the Fire Chief’s September report. There were no questions.

Referring to a complaint over 30 years ago, T. Beattie, Drinkwater Road, wondered what happened to the piece of paper directing the Town to oversee the barracks. L. A. Ruest reported that there have been no records found prior to 1996. M. Sikorski is currently investigating the status of the annual DHHS report. She believes that the Town is responsible.

J. Lord reported that the barracks at Applecrest were inspected over 35 times over the years, by the Department of Health and Human Services (DHHS). J. Lord requests that he and M. Sikorski, Health Officer, be released from inspection duty, as there is no authority for the Town to inspect.

J. Lord discussed the proper disposal of containers. The Fire Department does not have authority to inspect the barracks. NH DHHS maintains records of inspections.

L. M. Smith said that the Town can feel assured that the barracks are being inspected annually by the State Agency.

**Police Chief, Animal Control – Monthly Report**

The Board acknowledged the Police Report and Animal Control Report of October 17, 2018. Chief Dirsa announced that he wishes to hire Grant C. Fotheringham of Stratham, for a part time position and requested that Mr. Fotheringham be appointed for a six month probationary period.

**MOTION:** To appoint Grant C. Fotheringham of Stratham as a part time police officer for a 6 month probationary period as recommended by the Chief.

**MOTION: L. M. SMITH**

**SECOND: E. B. BEATTIE**

Discussion: The Police Department is authorized for eight officers, and this candidate would make six.

**UNANIMOUS**

Chief Dirsa requested the Board appoint Justin Doty as a part time police officer through April 15, 2019, as he has successfully completed a six-month probationary hire.

**MOTION:** To appoint Justin Doty as a part time police officer through April 15, 2019.

**MOTION: L. M. SMITH**

**SECOND: E. B. BEATTIE**

**UNANIMOUS**

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Chief Dirsa requested to appoint Lacey Kelly, as the part time Secretary for the Police Department, including a six month probationary period.

**MOTION:** To appoint Lacey Kelly as a part time secretary, including a 6 month probationary period.

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

J. E. Ziolkowski questioned the policy of part time workers receiving vacation coverage. It is part of the personnel policies.

**UNANIMOUS**

**PUBLIC COMMENT**

There was no public comment.

**OLD BUSINESS**

**CONSENT AGENDA-** The Board had no comments.

1. Monthly Financial Reports of Bookkeeper, Treasurer, Tax Collector
2. Xfinity – Contact Information Update
3. Grange Fair, Town Hall, Saturday, December 1, 2018, 10 am – 2 pm

**FINANCIAL REPORTS**

**General Fund Balance \$733,113.00**

Accounts Payable/Payroll/Treasurer/Trustees of Trust Funds Warrant(s)

<b>Payroll Warrant</b>	<b>#441</b>	<b>\$16,990.70</b>
<b>Accounts Payable Warrant</b>	<b>#637</b>	<b>\$806,253.21</b>

**MOTION:** To approve the payroll and accounts payable warrants above.

L. A. Ruest is monitoring the cash flow and expenses.

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

L. A. Ruest discussed a recent invoice received from New England Paving that includes work not approved or authorized by the Town. J. E. Ziolkowski will address the invoice. No approval was given for the work, billed for Crank Road, but paving of the road plates was authorized and completed.

L. A. Ruest reports that the new tax rate was received from the DRA.

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**SECTION 3 – PUBLIC COMMENT**

No public comments.

**NEW BUSINESS**

**VOLUNTEER APPLICATIONS – TECHNOLOGY COMMITTEE**

The Board received volunteer applications from Jodi Linnehan Kriner of Frying Pan Lane and Bruce Fabbri of Nason Road to serve on the Technology Committee.

**MOTION:** To appoint Jodi Kriner and Bruce Fabbri to the Technology Committee.

**MOTION: E. B. BEATTIE**

**SECOND: L. M. SMITH**

**UNANIMOUS**

**TERCENTENNIAL COMMITTEE** – Request for Warrant Article (Town History Update) in the amount of \$5,000 each year for three years. J. E. Ziolkowski recommended that the matter be brought forward with the draft Warrant Article process.

**SELECTMEN’S PERMIT APPLICATION** – Lincoln Akerman School PTO Road Race, Nov. 17, 2018

**MOTION:** To authorize the Chairman to sign the approval of the Selectmen’s Permit Application.

**MOTION: L. M. SMITH**

**SECOND: E. B. BEATTIE**

**UNANIMOUS**

**NOVEMBER – DECEMBER 2018 NEWSLETTER**

L. A. Ruest reported that the Newsletter is not ready for review and that it will be available soon from the Secretary.

**REVIEW OF MEETING MINUTES**

L. M. Smith highlighted the following edits to the September 17, 2018 meeting minutes- one bullet point was missing concerning Nextera; clarified improving fencing to have a secure staging area.

- Assessor- Todd Haywood is seeking improved software that will coordinate with Tax Collector.
- (bullet added) NEXTERA- seeks a five year agreement, which the DRA deems problematic. Recommend change from Vision to Avitar, at \$17,000.

L. M. Smith highlighted the following to the September 19, 2018 meeting minutes. Edits include:  
 | The culvert pipe is a 6<sup>2</sup> foot inside diameter pipe.

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J. Ziolkowski asked about the status of the Town Improvement Committee. L. Smith stated that the committee has been disbanded. ~~It was felt that there was a lack of support from the Board of Selectmen and with the committee aging out and unable to attract younger volunteers that the committee would disband and the projects they were working on should be taken over by other town committees.~~ In addition, the Town Improvement Committee was disbanded due to a lack of support from the Board of Selectmen, aging of its members, inability to attract younger members.

**MOTION:** To approve the minutes of September 17, 2018 and September 19, 2018 as amended.

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

**REVIEW AND APPROVAL OF PREVIOUS MINUTES:** 10/3/2018 and 10/10/2018 were tabled until the next meeting.

**PUBLIC COMMENT**

Tim Samway, Old Stage Road, expressed concern about the Board’s lack of support for a generator as approved by the voters and will of the people. The question was never raised about the cost of a generator, when the warrant referenced adding \$10,000 to the Capital Reserve Fund for a generator. J. E. Ziolkowski disagreed with Mr. Samway’s characterization. E. B. Beattie also disagreed. L. M. Smith agreed with Mr. Samway.

J. E. Ziolkowski closed the meeting at 7:56 p.m.

*Next Selectmen’s Meeting – Wednesday, November 7, 2018, 6:30 p.m., Town Hall*