

DRAFT

PRESENT: L. Smith, Chairman; E. Beattie, Vice Chairman; L. Gargiulo, Selectman; L. Ruest, Town Administrator.

The meeting was called to order at 4PM.

SECTION 1- PUBLIC COMMENT: No comments were heard at this time.

2019-2020 Winter Road Maintenance Services Agreement

Board Members acknowledged receipt of Town Counsel's recommended revisions to the 2019-2020 Winter Road Maintenance Services Agreement and Scope of Work with Bailey Landscaping LLC. L. Smith reviewed each individual revision with Board Members.

MOTION: To enter into an agreement and scope of services with Bailey Landscaping LLC for the 2019-2020 year, as well as pay the balance due for October.

MOTION: L. SMITH

SECOND: L. GARGIULO

2 IN FAVOR, 1 OPPOSED, PASSES.

Ryan Bailey, of Bailey Landscaping LLC, is present and signed the agreement. L. Gargiulo reiterates the importance of this contract and reminds R. Bailey that the Town is relying on his services to ensure the safety and security of residents and property in relation to snow removal.

Road Agent – Core Services/Invoice Monthly Report

Board Members acknowledged receipt of the Core Services Report and Monthly Invoice. L. Smith noted that the Road Agent's budget has been overspent by roughly \$628. Going forward, only work that is time sensitive/emergency will be considered and will need to be funded from other budget lines. Any other work will need to be postponed until next year.

Woodlawn and Glenwood Drainage

The estimated cost to address the drainage issues on Woodland Ave. and Glenwood Dr. is roughly \$25K. Due to the budget limitations, this project may need to be postponed.

King Street Culvert Improvement(s)

The Town Administrator confirms that cost estimates are being generated for the culvert issue on King St. Options include complete replacement of the culvert, the addition of slip-line piping (dependent on drainage flow assessment done by engineer), or a combination of slip-line piping along with the addition of a smaller culvert to ensure culvert issues are addressed. R. Hilliard confirms that there are currently two culverts on site; a plate culvert and a culvert pipe.

Non-Emergency Highway Department Project Worksheets

Board Members discuss background information in regards to the installation of a beaver leveler at the King St. culvert. The Board will make a decision on this project at next month's meeting.

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R. Hilliard advises the Board to address the trimming and removal of trees on Whittier Dr. Winter conditions could cause trees and limbs on Whittier Dr. to bend over the road, possibly creating a safety hazard. L. Smith requests that R. Bailey review Whittier Dr., as well as additional project worksheet locations that were presented tonight, for potential tree hazards that could affect snow plowing. R. Bailey will notify the Board and Town Administrator with any identified concerns. The Board took the remaining projects under advisement.

Bulk Road Salt 2019/2020

R. Hilliard described the differences between the bulk road salts provided by Morton Salt Inc. and Granite State Minerals Inc. Morton Salt Inc. is \$7 more per ton than Granite State Minerals Inc. Typically the Town reserves around 600 tons of bulk road salt from both vendors, and then chooses one vendor to order the salt from. Board Members remark that while Morton Salt Inc. is additional money per ton, less overall tonnage is required for use due to the salt's efficiency. After continued discussion, Board Members agree that Morton Salt Inc. is the preferred product and directed R. Bailey to move forward with ordering the bulk rock salt.

Fall Household Waste Collection Day

Saturday, October 19th from 8am-12noon is the designated Fall Household Waste Collection Day. The Town Administrator has posted a notice for residents to review what is acceptable for disposal in the compactor.

Board Members reviewed the Highway Department Budget. L. Gargiulo inquired about the locks at the Highway Department building and the Town Administrator confirms that this will be addressed shortly. L. Gargiulo also inquired about motion-sensored lighting outside of the building.

Police Chief, Animal Control- Monthly Report

The Board acknowledged the Police Department report for September. L. Smith inquires about a car accident in which a parent was alerted to their child's accident via a tracking application on a cellphone.

Police Department Computer Server Replacement

Chief Dirsa reviewed two estimates for a new server at the station. Due to the high cost estimate of a cloud-based server, Chief Dirsa recommends the proposal to purchase a physical server from Stellar Networks for the cost of \$11,783.01. Chief Dirsa remarks that this server should last the Department roughly 5 to 6 years and could be funded from the Police Department's budget. He explains that he would prefer to use any offered funds from the Town Communication budget to partially fund the purchase of a radio repeater, which would help to improve the signal strength of the Police Department's telecommunications. Currently, the strength of the signal is weak and has caused deficiencies in communication between officers and dispatch. L. Gargiulo is in favor of purchasing the new server, but would like the Town's technology situation to be professionally assessed.

MOTION: To authorize the purchase of the proposed physical server and related hardware from Stellar Networks with funds to come from the Police Department's budget.

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**MOTION: L. GARGIULO
SECOND: E. BEATTIE
UNANIMOUS**

Pay Scale Revision

This agenda item will be deferred to the next Board of Selectmen work session.

Fire Chief, Ambulance, Emergency Management – Monthly Report

The Board acknowledged the Fire Department report for September. No comments or questions were heard.

I-95 Medial Crossover

Chief Lord gives background information to Board Members regarding the 1-95 Medial Crossover. Per previous approval by the State Department of Transportation (DOT), DOT has revisited this site and will be working with Chief Lord to ensure a culvert is installed that is large enough for a Fire Truck to change direction at that location, which will decrease the Fire Department's response time. The estimated completion for this project will be Spring or Summer 2020.

Building Inspector, Code Compliance, Health Officer – Monthly Report

M. Sikorski updates the Board on two violations of Article III, Section 7.2, Accessory Dwelling Units and Article IV, Section 4.2, Campers and Travel Trailers. E. Beattie states that the Planning Board is currently working on addressing the intent and clarifying the wording of several code regulations. After continued discussion regarding permissive use of portable storage units and the number of allowed vehicles on private property, L. Smith recommends M. Sikorski work with the Ordinance Committee to address some of these violations.

Conservation Commission (Reported Wetland Violations)

The Board acknowledged receipt of a concern from Shawn Hanson, Conservation Commission, regarding reported Wetland Violations. M. Sikorski confirms that typically a wetland engineer and/or soil scientist employed by a private property owner addresses potential violations abutting wetlands and private property. Historically, the Town has not had a designated representative to address town property wetland issues, other than a volunteer wetland scientist who had volunteered on the Conservation Commission for many years. After further discussion, L. Smith recommends contacting the Rockingham County Conservation District to inquire if any of their representatives can assist with the Town's needs.

SECTION 2 – PUBLIC COMMENT

OLD BUSINESS

Tim Samway (Old Stage Rd.) speaks briefly upon the history of the warrant article that was voted upon regarding a generator at the Town Hall. He states that he would like the Board to move forward with installing the generator.

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L. Smith is in agreement with T. Samway's public comment. He cites the cost estimates for the proposed generator that were collected and reviewed by the Town Improvement Committee. Andy Brubaker, Vice-Chairman of the Town Improvement Committee, recently contacted Seacoast Generator who re-confirmed their cost estimate for roughly \$13,000 which includes stones and concrete padding, but does not include the fee for propane hook-up. E. Beattie expresses concern about the cost of this project in relation to the language that was on the approved article. L. Smith reads aloud the 2018 warrant article.

E. Beattie would prefer that items of business like this be added to the Selectmen's agenda going forward so that residents can be officially notified and Selectmen can be properly informed before a vote. L. Smith understands these concerns, but reminds E. Beattie that the generator project has been delayed thus far and is in need of resolution.

MOTION: To authorize the Town Improvement Committee on behalf of the Town to contract with Seacoast Generator to install a Generator as proposed in the October 16, 2018 estimate (*continuation of proposal received in March 2018*), with funds to come from the Government Buildings Expendable Trust Fund, as well as to contract with Dead River Co. for a related propane hook-up.

MOTION: L. SMITH

SECOND: L. GARGIULO

2 IN FAVOR, 1 OPPOSED, PASSES.

L. Gargiulo inquires of Chief Lord his thoughts on the generator in relation to emergency management; Chief Lord states that in regards to the concept of running the town, it is important to have a generator. L. Gargiulo states for the record that there were 462 votes in favor of the generator Article and 318 against it. The Town Administrator reminded Board Members that a number of Capital Reserve funds were dissolved and funds were then attributed to the Government Buildings Expendable Trust Fund.

E. Beattie states that while he is in favor of the installation of the generator, he opposes the process for its approval.

Chairman Smith closes the public comment.

Consent Agenda

1. Monthly Financial Reports of Bookkeeper, Treasurer, Tax Collector
2. Xfinity TV Channel Updates

FINANCIAL REPORTS – GENERAL FUND BALANCE \$462,578.51

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

Bookkeeper

Payroll Warrant #473

\$19,042.53

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| | | |
|-------------------|------------------------------------|---------------------|
| Bookkeeper | Accts. Payable Warrant #678 | \$810,306.98 |
|-------------------|------------------------------------|---------------------|

MOTION: To approve the warrants as presented above.

**MOTION: E. BEATTIE
SECOND: L. GARGIULO
UNANIMOUS**

SECTION 3- PUBLIC COMMENT: No comments were heard at this time.

NEW BUSINESS

November/December Newsletter

The Town Administrator asks Board Members to review the draft November/December Newsletter and send any proposed edits to Karen Anderson, Town Secretary.

Capital Assets Policy (Draft)

L. Smith notes that the creation of this policy was recommended by auditors. The Town Administrator states the Capital Assets policy would establish an accounting protocol for the Town's acquisitions and depreciation of tangible property. L. Smith volunteers to read the draft policy aloud for members of the public, but no comments or requests for this action were heard at this time.

MOTION: To adopt the Capital Assets Policy as written.

**MOTION: L. GARGIULO
SECOND: E. BEATTIE
UNANIMOUS**

Safety Policy Amendment

L. Smith reviews the amendments to the Safety Policy, which is created and managed by the Joint Loss Management Committee.

MOTION: To adopt the Safety Policy as amended.

**MOTION: L. GARGIULO
SECOND: E. BEATTIE
UNANIMOUS**

Reappointment of Road Agent

The Town Administrator recommends the re-appointment of the Road Agent for an additional six months, in which his contract would run through March 31, 2020. This will then align the contract timeline with other annual appointments that the Town Clerk organizes.

MOTION: To re-appoint the Road Agent for six months through March 31, 2020.

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

Selectmen's Other New Business

Board Members review two Selectmen's permit applications.

MOTION: To approve the Hampton Falls Parks and Recreation Commission's Selectmen's Permit Application for a Christmas Tree Lighting on December 8, 2019 and to authorize the Chairman to sign said permit application.

**MOTION: L. GARGIULO
SECOND: E. BEATTIE
UNANIMOUS**

MOTION: To approve Lori Ruest's Permit Application for a baby shower on December 8, 2019 and to authorize the Chairman to sign said permit application.

**MOTION: E. BEATTIE
SECOND: L. GARGIULO
UNANIMOUS**

REVIEW AND APPROVAL OF PREVIOUS MINUTES: October 2, 2019, October 9, 2019

Tim Samway requests an amendment to the 10/2/2019 meeting minutes; he would like the addition of L. Gargiulo's written apology. L. Smith notes that the 10/2/19 meeting minutes will be amended to attach the statement of apology from L. Gargiulo.

MOTION: To approve the meeting minutes from 10/2/19 and 10/9/19 meeting as amended.

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

ADJOURNMENT

MOTION: To adjourn the meeting at 5:42PM.

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