

WORK SESSION

DRAFT

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

FIRE CHIEF – FIRE DEPARTMENT PAY PLAN: Fire Chief Jay Lord presented information relating to the pay plan of the Fire Department volunteers and proposed a change from an earned stipend based on participation in calls and training to an hourly pay plan. He offered an hourly pay rate calculation and noted that comparing the hourly rate plan to the 2018 stipend pay plan the expenses to the Town would have been less. Comparison rate information of neighboring towns was reviewed.

In response to J. Lord's request to change the pay plan, and incorporate it into the 2020 budget, the Board acknowledged the potential of streamlining the pay process and a request to combine the two budget lines of Fire (4220) and Ambulance (4215) into one budget line (Fire 4220). J. Lord reported that he keeps track of statistics. The Fire Chief was asked to inquire and consider the change to pay for hours worked as there may be Department of Labor requirements to take into consideration. J. Lord will follow up and verify in order to maintain compliance in conjunction with submitting information for the 2020 budget as outlined above.

Asphalt and Concrete Needs at the Public Safety Building: The Board asked J. Lord to obtain estimates to improve the concrete pad(s) at the Public Safety Building. The broken curbing and areas needing asphalt will be considered with the discussion of pending highway projects later this meeting.

Referring to the recent water ban issue in Hampton, L. Gargiulo inquired as to whether Hampton Falls has ways to provide information to Town residents at times of critical events. J. Lord reported that there are many avenues to include Reverse 911, the "subscribe to" feature of the Town's web site and the electronic message board sign.

WINTER ROAD MAINTENANCE (RFP 2019-2 SNOW REMOVAL): The Board restated that two bids have been received.

Bidder	Per-Inch Rate Proposal
Bailey Landscaping, LLC, Hampton, NH	(0-78") \$2,320.32 per inch (79-87") \$1,578.93 per inch
ELM Services, Inc., Hampton Falls, NH	\$3,000 per inch (plus annual CPI on multiple years) Alternative Option: \$229,037 Fixed Fee Per Year (3-year contract with CPI increases per year)

A review of the costs as received took place. It was identified that 78" remains a good annual average (with approximately 107" being the highest annual maximum based on the expired five-year agreement). The bid results identified a significant cost difference.

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J. Ziolkowski of ELM Services, Inc. spoke to other matters relating to the bid such as equipment, references and qualifications. G. Robinson, Brown Road, recommended the low bid from Bailey Landscaping and presented a listing of ten items for the Board's consideration.

J. Ziolkowski stated he felt the information presented by Bailey Landscaping is inaccurate noting that he visited the Bailey Landscaping property to view equipment that he finds does not qualify and offered a photo to the Board. He asked if the Board will be holding interviews or questioning the equipment.

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

Entered nonpublic session at 10:08 a.m.

Specific Statutory Reason cited as foundation for the nonpublic session:

 X 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.*

Motion to leave nonpublic session and return to public session by L. Gargiulo, seconded by E. Beattie.

Motion: PASSED

Public session reconvened at 10:27 a.m.

Chairman Smith reported that the matter of the two snow removal bids and information heard this meeting is being taken under advisement in order to seek advice of town counsel.

SOLID WASTE ORDINANCE AMENDMENT (FALL HOUSEHOLD WASTE DISPOSAL DAY – VERIFY BUDGET AND FINALIZE NEWSLETTER): The Board conducted a review of proposed amendments based on changes that have taken place since the ordinance was last adopted. A page by page review, with input and changes identified, took place. L. Ruest will update the document for consideration of the Board at a future meeting.

The Board discussed the 2019 citizen's petitioned warrant article where a fall disposal day was voted. It was noted that a second collection in 2019 was not anticipated in the budget. It was suggested that a day be scheduled for the fall with the intent of providing a compactor for four hours only where allowable items can be disposed. This would result in various items *not* being collected this day (i.e., propane tanks, appliances with Freon, tires, electronics, other), however, would provide for a good number of bulky items to be brought to the Brush Dump for disposal.

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The costs associated would include the compactor with driver and disposal fees. The per trip participation fee will apply (dump stickers are required for disposal of brush only). Beginning in 2020, both the spring and fall household waste disposal days will be budgeted items.

The newsletter draft will be updated as noted above and information will be sent to News and Announcements subscribers of the Town's web site.

PENDING 2019 HIGHWAY PROJECTS: The Board reviewed a draft policy outlining annual highway tasks and projects. The policy oversees certain preventative and maintenance matters to be conducted each year in order to keep roads safe and passable and prevent deferred maintenance. L. Ruest will finalize the document for consideration at a future Selectmen's meeting.

The Board reviewed a listing of reported/pending items in conjunction with available budget funds, 2020 budget considerations and capital reserve fund items determining the following:

- Storm Debris Removal from Roadsides right of ways (tree trunks, branches, etc.): The Road Agent is to make note of the areas with debris, highlighting those that affect snow plowing, for the purpose of having information available to prepare and submit an RFP in early spring of 2020 for removal from rights of way in advance of new growth.

MOTION: To authorize E. Beattie to remove the cut tree limbs from the base of the Creighton tree.

MOTION: L. SMITH

SECOND: L. GARGIULO

2 IN FAVOR, 1 ABSTENTION, PASSES

- Woodlawn and Glenwood Drainage: The Town Administrator is to ask the Town Engineer to review and prepare a report of recommendation and cost estimate.

- Sign Relocation (citizen's request to move "no outlet" signs at Janvrin & Woodlawn closer to Route 84): The Board authorized the Road Agent to relocate these signs.

- Evergreen Drive (drainage ditches): No action was taken by the Board.

- King Street Culvert (2020): This matter is being reviewed by the town engineer and will be considered with the closing of the 2019 budget and establishment of the 2020 budget and Capital Reserve Fund.

- Curtis Road Culvert (2021): No action was taken by the Board. The Board requested that "local deliveries only" be added to the sign at the entrance of Curtis Road.

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- 70 Drinkwater (culvert) – add beaver gate: No action was taken by the Board, cost prohibitive.
- Beaver Pipes/Locations to include installation, inspection, cleaning. (RA worksheet \$1,600): See motion below.
- JLMC Safety Items @ PSB (curbing, pothole(s), transition between asphalt and concrete): The Board authorized the Road Agent to improve potholes and low areas of the Public Safety Building parking lot with cold patch, as needed.

BEAVER LEVELER (BLAKES/CURTIS) HIGHWAY DEPARTMENT WORKSHEET:

MOTION: To approve the Non-Emergency Highway Department Project Worksheet in the amount of \$1,600 authorizing the Road Agent to perform this work.

MOTION: E. BEATTIE
SECOND: L. GARGIULO
UNANIMOUS

SELECT BOARD RULES AND PROCEDURES: The Board reviewed two amendments to this policy relating to the appointment of a Chairman. L. Ruest will make the revisions for consideration at a future Selectmen's meeting.

STATE OF NH LIQUOR COMMISSION (LOCATION: 133 EXETER ROAD, HAMPTON FALLS, NH): The Board reviewed the request and supporting information and found no concerns, however, reserved the opportunity for the Police Chief and Fire Chief to comment. L. Ruest will send a letter to the Liquor Commission in this regard.

E. Beattie excused himself from the meeting at this time.

MS1 (REQUEST FOR EXTENSION): This matter will be added to the September 4 Selectmen's agenda.

The meeting adjourned at 11:45 a.m.