

**BOARD OF SELECTMEN
TOWN OF HAMPTON FALLS**

**APRIL 15, 2020 – 6:00 PM
TOWN HALL**

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

COVID-19 PANDEMIC: Chairman Beattie gave a report on the status of COVID-19 for Hampton Falls services. The Board encouraged all Departments to be aware of potential constraints to budgets due to COVID-19.

Hampton Falls has found itself in a position to make important decisions to reduce the spread of COVID-19. Schools have been closed, many town boards, committees and departments are modifying their activities to discourage large group events or programs and departments and municipal buildings are closed to the public but processing transactions electronically or by other means. Regular federal, state and local interactions are ongoing.

The overall purpose is to exercise social distancing to minimize exposure and infection. We thank everyone for their understanding in working through this changing time. We also thank you for utilizing electronic transactions, to include the sometimes-additional time or effort needed to complete a transaction. Employees are appreciated for their efforts to continue business as best they can as well as conducting themselves consistent with this purpose by practicing social distancing, repeated cleaning and respiratory etiquette.

Due to the limits of no more than 10 persons to a gathering, meetings have been postponed or cancelled. Recent Emergency Orders from the NH Governor's office has relieved requirements relating to public meetings and other associated business.

Selectmen intend to hold their upcoming meetings as scheduled, however, we advise the public to watch the meeting live stream or on demand at www.hamptonfalls.org and/or by CiscoWebEx rather than in person. Public comment will be taken via WebEx at a link to be published in advance.

As more cases of COVID-19 are identified, isolation and quarantining requirements remain important, in part to reduce risk to others. Please continue to prepare your home with needed food, supplies, and medication.

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

The Town of Hampton Falls is a community that cares about their neighbors. Residents through their thoughtfulness have the ability to protect their neighbors by taking these precautions. Please remember to support the local business community as well.

Hampton Falls will continue to do its best to provide all necessary services.

WINTER ROAD MAINTENANCE SERVICES 2019-2020: The Board considered the contractor's information relating to the reported number of inches of snow in conjunction with the invoices presented. The Board authorized payment of the invoice representing four inches of snow fall. The Board asked that the matter of the revised invoice be added to the May 6 agenda and that the contractor be present to explain the request for the additional inch of snow for further consideration of approval. The Road Agent was asked to provide a report on the winter road maintenance services for 2019-2020 as the Board will be giving consideration to renewal of this agreement at a future meeting.

ROAD AGENT – CORE SERVICES/INVOICE MONTHLY REPORT: The Board acknowledged and approved the invoices as presented.

MOTION: To approve the invoices for core services and monthly highway work for the month of March as presented.

MOTION: L. GARGIULO

Edward B. Beattie, Chairman – Louis Gargiulo, Vice Chairman – Mark R. Lane, Selectman

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**SECOND: M. LANE
UNANIMOUS**

REMOVAL OF WINTER ROAD MAINTENANCE EQUIPMENT FROM BRUSH DUMP: The equipment has been removed from the Brush Dump and the building and area has been very well-cleaned in accordance with the Agreement. In addition, E. Beattie acknowledged the efforts of the Road Agent with regard to the organization and order of the grounds at the Brush Dump.

SCHEDULE WORK SESSION – 2020 HIGHWAY DEPARTMENT PROJECTS: Discussion took place with regard to scheduling a work session to identify work for 2020. There is still a need to view the roads for potential work in 2020. This has, in part, been delayed due to COVID-19.

The Road Agent reported that he has spoken to Bell and Flynn regarding Surrey Lane and noted a number of ways to address the needs (potential cost \$40,000 to \$50,000). He is awaiting a price from N. E. Paving as well. Contact has been made to Indus Crack Sealing for pricing, Kaz Fine Lines for stop bar painting pricing, Bellemore for catch basins and Sewall for roadside mowing pricing>

A work session was scheduled for Wednesday, April 22, 8 a.m.

FIRE CHIEF, AMBULANCE, EMERGENCY MANAGEMENT – MONTHLY REPORT: The Board acknowledged the April report of the Fire Department. Chief Lord provided a status report on the issues and needs relating to COVID-19 (Emergency Management, Police Department, Fire Department, Other). He noted that mutual aid is addressing plans for area staffing and web conferences are taking place regularly. A FEMA declaration has been issued and tracking is being maintained for submission. Chief Lord expressed thanks for donations of items, food, other and commended the residents for the efforts to keep safe. L. Gargiulo thanked the Fire and Police Departments for its efforts and asked that the sentiment be conveyed to staff.

POLICE CHIEF, ANIMAL CONTROL – MONTHLY REPORT: The Board acknowledged the April report of the Police Department. Chief Dirsa echoed the status report and sentiments of the Fire Chief. He added that matters of potential domestic violence and child abuse are being monitored by the Police Department.

BUILDING INSPECTOR, CODE COMPLIANCE, HEALTH OFFICER – MONTHLY REPORT: The Board acknowledged the March 12 – April 6 report of the Building Inspector.

CONSENT AGENDA

1. MONTHLY FINANCIAL REPORTS OF BOOKKEEPER, TREASURER, TAX COLLECTOR
2. XFINITY PROGRAM CHANGES
3. BRIMMER LANE WELL FIELD – 2019 ANNUAL REPORT

The Board acknowledged the Consent Agenda items.

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OLD BUSINESS:

FINANCIAL REPORTS - GENERAL FUND BALANCE \$1,720,805

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

Bookkeeper	Payroll Warrant #497	\$16,135.05
	Accounts Payable Warrant #709	\$45,372.89
Bookkeeper	Payroll Warrant #498	\$18,967.86
	Accounts Payable Warrant #710	\$8,635.93
Trustees of Trust Funds	Warrant #2020-01 (Mun. Gov. ETF)	\$732.20
	Warrant #2020-02 (Multi-Bay Garage CRF)	\$1,558.96
	Warrant #2020-03 (Multi-Bay Garage CRF)	\$436.34
	Warrant #2020-04 (Police Cruiser CRF)	\$26,900.00
	Warrant #2020-05 (Mun. Gov. ETF)	\$500.00
Bookkeeper	Payroll Warrant #499	\$18,317.69
	Accounts Payable Warrant #711	\$756,765.67

MOTION: To approve the warrants as presented above.

MOTION: L. GARGIULO

SECOND: M. LANE

UNANIMOUS

SELECT BOARD RULES AND PROCEDURES: The Board reviewed the September 18, 2019 version of this document and requested that Section 1, item d) (2) be revised to reflect that a Selectmen in the second year of term be appointed as Vice Chairman and a Selectmen in the third year of term be appointed as Chairman. The document will be revised for review and adoption at the May 6 meeting.

TOWN OF HAMPTON FALLS – SELECTMEN’S MEETINGS

MOTION: To approve the Town of Hampton Falls – Selectmen’s Meetings policy as amended.

MOTION: L. GARGIULO

SECOND: M. LANE

UNANIMOUS

PLODZIK AND SANDERSON AUDITING SERVICES CONTRACT RENEWAL (2020,2021, 2022): The Board reviewed the proposal received from the Town’s auditing firm.

MOTION: To enter into a three-year contract with Plodzik and Sanderson for auditing services.

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MOTION: L. GARGIULO
SECOND: M. LANE
UNANIMOUS

MODERATOR PROPOSAL – VOTING AT TOWN HALL: The Board reviewed the drawing of the room set up for voting as prepared by the Moderator. The Moderator joined the meeting remotely and reported that the room will accommodate up to 2,900 voters and that he felt that the space was adequate for the 2020 elections but that there may be a need for additional tables and chairs. L. Gargiulo asked that a contingency plan be developed should there be a need to provide greater safe distancing due to COVID-19. He specifically requested that conversations with the Lincoln Akerman School take place so that all are aware of the potential needs. J. P. Pontbriand stated that the Secretary of State would likely be providing guidance with regard to needs relating to COVID-19 and voting. J. P. Pontbriand was asked to give consideration to potential expenses and needs and report them to the Board of Selectmen in September or October for the 2021 budget work sessions.

REQUEST FOR PROPOSALS MOWING AND GROUNDSKEEPING: This matter was continued from the April 1 cancelled meeting due to COVID-19. Four proposals were received and opened. The Town Administrator read aloud the prices per location as well as the total cost for all three locations (Gov. Weare Park, Town Common, Government Buildings) as follows:

Bateman Landscaping	\$9,500
ELM Services	\$12,100
Going Green Landscaping	\$21,500
Terrific Landscapes	\$12,900

MOTION: To award mowing and groundskeeping services to Bateman Landscaping.

MOTION: L. GARGIULO
SECOND: M. LANE
UNANIMOUS

REQUEST FOR PROPOSALS COLLECTION AND DISPOSAL SOLID WASTE AND RECYCLABLES: The Board acknowledged and thanked the Recycling and Solid Waste Committee for its efforts with regard to its recommendations. Committee Chairman K. Nydam was present and answered questions of the Board. A number of matters were discussed to include best value for collection and best value for disposal, experience and resources and availability of equipment.

Alternative items included discontinuing recycling until industry matters relating to recycling improves. The issue of multiple contracts was noted.

Discussion took place with regard to eliminating recycling. It was noted that the cost to recycle is more expensive than disposal with no benefit to recycling on a per ton basis. Suggestion is to defer recycling until the economics justify restarting. Another suggestion is to consider a vendor who may use dumpsters for cardboard recycling rather than collecting curbside, if a vendor who would do so is

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available. Another suggestion is to continue with Pinard until December 31, 2020 and reissue the Request for Proposals to see if better pricing is available.

E. Beattie asked that this matter be part of the work session on April 22 to allow for additional time to think on this and re-review the proposals in conjunction with Committee recommendations.

OTHER SELECTMEN’S OLD BUSINESS: No discussion took place in this regard.

OLD BUSINESS – PUBLIC COMMENT: No public comment was heard at this time.

NEW BUSINESS:

TAX LIEN AND DEEDING: The Board acknowledged the reports relating to execution of the tax lien by the Town Clerk/Tax Collector for 2019.

MOTION: To authorize the Town Clerk/Tax Collector to execute the tax lien for 2019 (\$207,477.84).

MOTION: L. GARGIULO

SECOND: M. LANE

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The Board considered the information relating to the tax deeding process and gave consideration to accept the deeds or authorize the Town Clerk/Tax Collector to prepare deed waivers for future consideration and signature of the Board.

MOTION: To accept the deeds and proceed with the deed process.

MOTION: L. GARGIULO

SECOND: M. LANE

UNANIMOUS

MAY/JUNE MUNICIPAL NEWSLETTER: Board members will review the draft and inform the Town Administrator.

TRUSTEE OF TRUST FUND APPOINTMENT: The Board gave consideration to filling this vacant position and asked that an outreach be prepared seeking interest for consideration of appointment. This matter will be added to a future agenda.

OTHER SELECTMEN’S NEW BUSINESS: No discussion took place in this regard.

NEW BUSINESS – PUBLIC COMMENT: No public comment was heard at this time.

REVIEW AND APPROVAL OF PREVIOUS MINUTES: MARCH 18, 2020:

**BOARD OF SELECTMEN
TOWN OF HAMPTON FALLS**

**APRIL 15, 2020 – 6:00 PM
TOWN HALL**

DRAFT

(APRIL 1, 2020 MEETING CANCELLED DUE TO COVID-19 DIRECTIVES)

MOTION: To approve the minutes of the March 18 meeting as written.

MOTION: L. GARGIULO

SECOND: M. LANE

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

MOTION: To adjourn the meeting at 8:25 p.m.

MOTION: L. GARGIULO

SECOND: M. LANE

UNANIMOUS

NEXT SELECTMEN'S MEETING – WEDNESDAY, MAY 6, 2020, 6:00 P.M., TOWN HALL