

**BOARD OF SELECTMEN
TOWN OF HAMPTON FALLS**

**MAY 6, 2020- 6:00 PM
TOWN HALL**

DRAFT

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

OLD BUSINESS

FINANCIAL REPORTS – GENERAL FUND BALANCE \$944,835.73

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

Bookkeeper	Payroll Warrant #500	\$14,288.48
	Accounts Payable Warrant #712	\$40,538.51
	Payroll Warrant #501	\$15,498.59
	Accounts Payable Warrant #713	\$7,122.84

MOTION: To approve the warrants as presented above.

MOTION: L. GARGIULO

SECOND: M. LANE

UNANIMOUS

COVID-19 UPDATE: The Chairman stated that as a result of information obtained from the NH Governor's public conference of May 1, the Town's government buildings are to remain closed to the public. Employees continue to work and residents should continue to conduct business, as best able, through electronic, postal, telephonic or other means. Notification will be given to the Town through the Town's web site should this status change.

SELECT BOARD RULES AND PROCEDURES: The Board reviewed the proposed amendments and approved them as presented.

MOTION: To adopt the Select Board Rules and Procedures as amended.

MOTION: L. GARGIULO

SECOND: M. LANE

UNANIMOUS

POLICE OFFICER HIRE: R. Dirsia provided the Board with information relating to his recommendation for new full-time hire. He noted that this hire fills the vacant fourth police employee position and introduced John DiFrancesco. The Board welcomed John.

MOTION: To hire John DiFrancesco as full-time Police Officer with a one-year probationary period.

MOTION: L. GARGIULO

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SECOND: M. LANE
UNANIMOUS

TOWN SECRETARY HIRE: The Town Administrator reviewed the advertising and interviewing process that took place and recommended Laura Jordan for hire to the position of full-time Town Secretary.

MOTION: To hire Laura Jordan to the position of full-time Town Secretary on a six-month probationary period.

MOTION: L. GARGIULO
SECOND: M. LANE
UNANIMOUS

APPOINTMENT OF (MPO) TECHNICAL ADVISORY COMMITTEE MEMBER (2020 – 2022)

**APPOINTMENT OF ALTERNATE MEMBER (MPO) TECHNICAL ADVISORY
COMMITTEE (2020 – 2022)**

MOTION: To re-appoint Richard McDermott as MPO Technical Advisory Committee member and Louis Gargiulo as MPO Technical Advisory Committee Member for the term 2020-2022.

MOTION: M. LANE
SECOND: L. GARGIULO
2 IN FAVOR, 1 ABSTENTION, PASSES

HISTORICAL SOCIETY MUSEUM BATHROOM: A report on the status of the bathroom renovation at the Museum was heard and the Board thanked the Historical Society for the donation of these improvements and a job well done.

LIBRARY WALKWAY: The Board gave consideration to the information obtained and presented by the Library Trustees with regard to a drafted plan and construction cost estimate of a parking lot expansion plan. One portion of this plan is to construct an ADA compliant walkway between the existing Library parking lot and the Public Safety Complex, deferring construction of the parking lot expansion. The funding for the walkway is to come from the Library as approved at Town Meeting in March.

B. Forgione, Library Trustee, stated that the Trustees are looking for direction from the Board of Selectmen with regard to the process. In addition, E. Beattie reviewed the need for the walkway citing successful program(s) attendance. The walkway is needed for the safety of patrons.

Discussion of options took place as to whether the Town or the Library will be overseeing the Request for Proposal process (utilizing the engineer hired by the Library or the Town Engineer). It was

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determined that B. Forgione and Selectman Beattie will work together on the details for consideration of the Board of Selectmen at a future meeting.

MOWING AND GROUNDSKEEPING AGREEMENT: The Board reviewed and approved the draft Agreement with Bateman Landscaping. S. Bateman presented a question with regard to insurance. Following discussion of the costs associated weighed with the need, the Board determined that the added insurance requested by the Board of Selectmen is not required.

MOTION: To enter into a Mowing and Groundskeeping Agreement with Bateman Landscaping, LLC and sign the document.

MOTION: L. GARGIULO
SECOND: M. LANE
UNANIMOUS

RECONSIDERATION OF INVOICE 19-20WRM-#9: The contractor explained the matter relating to the initial reporting from WeatherWorks as compared to the revised report of WeatherWorks in that the actual inches of snow experienced in Hampton Falls was greater. The Road Agent and Board members agreed with the revised reporting based on actual snowfall.

MOTION: To pay Bailey Landscaping for the additional inch of snow resulting from the March 23 weather event in the amount of \$2,320.32.

MOTION: L. GARGIULO
SECOND: M. LANE
UNANIMOUS

RELEASE OF WINTER ROAD MAINTENANCE RETENTION: The Chairman reported that the Road Agent has confirmed that all road matters have been addressed by the contractor. The Board also thanked Bailey Landscaping for the excellent condition of the Town Garage.

MOTION: To release the 2019-2020 winter road maintenance funds retained by the Town to Bailey Landscaping.

MOTION: L. GARGIULO
SECOND: M. LANE
UNANIMOUS

RENEWAL OF WINTER ROAD MAINTENANCE AGREEMENT: The Board acknowledged Bailey Landscaping's interest in renewing this contract with the Town. The Board is awaiting the Road Agent's report. This matter will be added to a future agenda when the report is available.

SPRING HOUSEHOLD WASTE COLLECTION DAY (MAY 30, 2020, 8 AM TO 2 PM): The Board reported that this collection will take place and that all will be cognizant of the Governor's

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directives with respect to COVID19. It was noted that there may be a slower line in order to maintain safe distancing, etc.

It was also noted that June 6 is the date for the Hazardous Waste Disposal collection in Hampton. There is a form to be completed and submitted to the Town Clerk with a fee in order to participate. After the Town Clerk signs the form, it must be submitted at the time of the collection as authorization to participate. The submitted form will be used by the Town of Hampton to bill the Town of Hampton Falls.

MEMORIAL DAY CEREMONY (COVID-19): It was sadly reported that, due to COVID19, the Memorial Day service is cancelled.

DELIVERY AND PLANTING LOCATIONS OF ELM TREES: Elm trees were anticipated to be picked up and made available this fall, however, delivery is rescheduled to spring of 2020.

OTHER SELECTMEN'S OLD BUSINESS:

Use of Town Properties: L. Stan, Chair of Parks and Recreation Commission, reported that a number of events have been cancelled, postponed or are planned to be rescheduled; all events in May are not being held. She requested direction from the Board with regard to its position regarding Castleberry Fairs, Art on the Common, Summer Camp Program, Gov. Weare Park scheduling of sports teams, Bandstand concerts, etc. Although some events may be rescheduled, others are unlikely. It was noted that area towns have not cancelled outdoor concerts.

The Board acknowledged that it is difficult to plan and schedule events given the directives relating to COVID19, specifically, the size of public gatherings (there will probably be a need for signage). The matter of whether a gathering is organized versus spontaneous also needs to be taken into consideration. The Police Department may need to disperse.

The Board recommended erring on the side of caution not opening town properties to events unless the NH Governor's direction is clear to do so. L. Stan stated she will proceed with the proper forms and requests to the Board of Selectmen with the condition of the NH Governor's directives. The Board asked that no portable toilets be placed if there is no activity.

Historical Society Museum: Question was raised as to the status of the proposals to repair the slate roof at the Museum. It was reported that one price has been obtained and another is forthcoming. The Town Administrator will reach out to contractors to request confirmation of the plan to submit a proposal.

OLD BUSINESS PUBLIC COMMENT

CONSENT AGENDA

1. **MONTHLY FINANCIAL REPORTS OF BOOKKEEPER, TREASURER, TAX COLLECTOR**
2. **2020 MS-535 FINANCIAL REPORT OF THE BUDGET (DECEMBER 31, 2019)**

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3. **2019 TOTAL EQUALIZED VALUATION**
4. **COMCAST COVID-19 RESPONSES POLICIES**
5. **XFINITY PROGRAMMING CHANGES**

The Board acknowledged the items in the Consent Agenda items.

NEW BUSINESS

PROPERTY TAX ABATEMENT (MAP 1, LOT 54):

MOTION: To approve Abatement #697 in the amount of \$38.09 for Map 1, Lot 54.

MOTION: L. GARGIULO

SECOND: M. LANE

UNANIMOUS

ANNUAL REVIEW OF INVESTMENT POLICY RSA 41:9: The Board considered the current policy and indicated no changes.

MOTION: To re-adopt the Investment Policy as written.

MOTION: L. GARGIULO

SECOND: M. LANE

UNANIMOUS

HEALTH INSURANCE BUY-OUT: The Board reviewed the current status of offering a buyout to employees who choose not to participate in the Town's health plan. It was noted that there is a need to consider an amendment as the practice was established eight years ago. A review of the current charges and the current manner in which buyouts are figured took place. It was suggested that a flat amount be established and offered. The Board authorized Chairman Beattie to work with Department Heads in this regard and bring back a recommendation at a future date.

HAMPTON AREA CHAMBER OF COMMERCE: J. Nyhan, President, was present to outline the services and share information relating to the Chamber of Commerce in conjunction with funding assistance needs of businesses during this time of pandemic (COVID19). He noted that he is part of a Committee established to reopen businesses and that efforts are being made to get businesses back up and running honoring public health requirements.

L. Gargiulo shared concerns relating to the PPP program (payroll assistance) and ongoing changes and directives. He also noted that for those businesses that are in a position to reopen, the guidelines provided require personal protective equipment or monitoring equipment that is not available for purchase.

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E. Beattie inquired as to the opening of the beaches. J. Nyhan stated that a report is being prepared for the Governor's task force and that the intent is to do so safely, at a reduced capacity and reduced parking availability. May and June events have been cancelled. J. Nyhan stated he would bring the Board's input back to his Committee.

OTHER SELECTMEN'S NEW BUSINESS:

TOWN COMMON SIGN PLACEMENT: Referring to an inquiry to the Parks and Recreation Commission, M. Lane was asked by the Chair to bring the question of placement of signs on the Town Common directly to the Board of Selectmen as the Commission has not met due to COVID19 and no Selectmen's Permit Application is available. The request is to place signs on the Town Common recognizing high school graduates of Hampton Falls. M. Lane stated that the elementary school may do something similar on its property.

Discussion of the Board acknowledged that this request is outside the parameters of uses for town properties, however, also acknowledged the unprecedented matters relating to COVID19. Based on this, the Board authorized this one-time placement (placement immediately after mowing by the Contractor and removal before the next mowing of the Contractor as coordinated with Bateman Landscaping) of signs recognizing high school graduates.

MOTION: To authorize the placement of signs on the Town Common to honor high school graduates of Hampton Falls. This approval does not relate to or apply to any other matter(s) that is to be considered by the Town on its own merit and is not precedent setting and not related to future requests.

MOTION: E. BEATTIE

SECOND: M. LANE

UNANIMOUS

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

SELECTMEN REPRESENTATIVE REPORTS

PLANNING BOARD, LIBRARY TRUSTEES, TRICENTENNIAL COMMITTEE: E. Beattie reported that there was no meeting of the Planning Board in April due to COVID19 and that he met with Library Trustees remotely. There was no meeting of the Tricentennial Committee.

PARKS & RECREATION COMM., LINCOLN AKERMAN SCHOOL BOARD: M. Lane reported that there was no Parks and Recreation Commission meeting due to COVID19 and that the School Board discussed remote meetings, remote learning, school lunch program, special education and teacher efforts.

HERITAGE COMMISSION, CONSERVATION COMMISSION: L. Gargiulo reported that no meetings took place due to COVID19.

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OTHER SELECTMEN'S NEW BUSINESS

Solid Waste and Collection RFP: This topic has been scheduled for a work session of the Board of Selectmen on Wednesday, May 13, 8 a.m., Town Hall.

REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES: 4/15/2020 AND 4/22/2020

MOTION: To approve the minutes of the April 15 and April 22 meetings as written.

MOTION: L. GARGIULO

SECOND: M. LANE

UNANIMOUS

PUBLIC COMMENT: No comments were heard at this time.

Motion to enter Nonpublic Session made by L. GARGIULO seconded by M. LANE

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.*

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

Entered nonpublic session at 8:17 p.m.

Motion to leave nonpublic session and return to public session by L. GARGIULO, seconded by M. LANE.

Motion: PASSED

Public session reconvened at 9:07 p.m.

Motion seal the minutes of the May 6, 2020 nonpublic session.

Motion made by L. GARGIULO, seconded by M. LANE, because it is determined that divulgence of this information likely would

 x Affect adversely the reputation of any person other than a member of this board
 Render a proposed action ineffective
 Pertains to preparation or carrying out of actions regarding terrorism

Roll Call Vote to seal minutes:	Edward B. Beattie, Chairman	Y
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**MAY 6, 2020- 6:00 PM
TOWN HALL**

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Louis Gargiulo, Vice Chairman Y
Mark R. Lane, Selectman Y

Motion: PASSED

MOTION: To adjourn the meeting at 9:08 p.m.

MOTION: L. GARGIULO

SECOND: M. LANE

UNANIMOUS

NEXT SELECTMEN'S MEETING – WEDNESDAY, MAY 20, 2020, 6:00 P.M., TOWN HALL