

DRAFT

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

SECTION 1: PUBLIC COMMENT

A. Brubaker, Old Stage Road, presented the Board with a check representing a \$250 award granted by the Rye Driftwood Garden Club for improvements to the disturbed grounds in the area of the generator installation at the Town Hall. A letter of thanks will be sent from the Board.

MOTION: To accept, with thanks, the generous donation of \$250 from the Rye Driftwood Garden Club.

MOTION: E. BEATTIE

SECOND: L. GARGIULO

UNANIMOUS

WINTER ROAD MAINTENANCE SERVICES 2019-2020: The Board reviewed the reported inches of snow in conjunction with the monthly invoice. Discussion took place with regard to this year's weather conditions and the usage of road salt. The Board expressed its position with balancing the usage of road salt in conjunction with road condition needs. All agreed that this year's weather conditions, more rain and freezing than snow, are different from previous years of snow conditions. R. Bailey offered the usage of a mix of sand and salt to help lessen the amount of road salt.

Discussion also took place with regard to the amount of time it takes the contractor to salt treat only all roads. It was determined that two trucks are utilized for two plus hours; if treating intersections only, the time is less and identified that there have been up to 15 occurrences where salting only was needed this winter season. The Board agreed that no price tag can be placed on safety, however, asked to balance the use of road salt with public safety needs. R. Bailey was asked to continue the good job he is doing using best judgement in road salt application.

ROAD AGENT – CORE SERVICES/INVOICE MONTHLY REPORT: The Board reviewed the core services and January invoices and had no questions. L. Smith acknowledged the efforts of the Road Agent regarding the culverts listing binder he prepared. This binder provides specific information (size, location, material, other) of each culvert in Hampton Falls. A work session will be scheduled to review the information as well as a number of culverts (other than the King Street and Curtis Road culverts planned for 2020 and 2021) needing attention. The Board requested that this information be saved in an electronic format for ease in reference by the Road Agent and also post the document to the web site. Given the cost of this effort, the Board cautioned the Road Agent in watching the budget as the year progresses.

PRICES FOR REMOVAL OF STORM DEBRIS FROM TOWN RIGHTS OF WAY: R. Hilliard reported that he obtained two prices; one for \$2,800 per day for three days with a two-man crew and another for \$1,950 per day with a three-man crew. He stated that he would do the work for \$1,500 per day with a three-man crew. He noted that with the snow on the ground, there may be some debris that is

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not seen/removed. The work is anticipated to take two to three days. The Board took the matter under advisement and asked that this topic be added to the March 4 agenda.

FROST BAN NOTICE (ROAD AGENT TO IDENTIFY START/REMOVAL DATES): R.

Hilliard reported that weather conditions may require the Frost Ban to be posted early this year; possibly, next week.

MOTION: To authorize the Road Agent to post the Frost Ban on town roads as conditions dictate.

MOTION: L. GARGIULO

SECOND: E. BEATTIE

UNANIMOUS

HOUSEHOLD WASTE COLLECTION DAY (5/18/19 LAST YEAR): The Board scheduled Saturday, May 30, 2020, as the spring household waste collection day. In preparation, R. Hilliard will be pushing the leaves over the banking to clear the travel lanes at the Brush Dump.

FIRE CHIEF, AMBULANCE, EMERGENCY MANAGEMENT – MONTHLY REPORT: Chief Lord was not available for this meeting. There were no questions on the January report.

HAMPTON FALLS VOLUNTEER FIRE DEPARTMENT ASSOCIATION DONATION: The Hampton Falls Volunteer Fire Association will be donating a 2019 Ford F-250 Utility Truck to the Town. This matter will be added to the March 4 agenda.

POLICE CHIEF, ANIMAL CONTROL – MONTHLY REPORT: The Board acknowledged the Police Department report for January. Chairman Smith inquired as to how things were going with shift coverage and only two officers available. R. Dirsa reported that all shifts have been covered but is taking a toll on employees, and that the new full-time officer started employment today.

GRANT – RADIO REPEATER: R. Dirsa reported that a grant has been approved for \$10,000. The anticipated cost of the project is \$23,000. The amount of \$13,000 +/- will come from the Town Communication Fund. This new equipment will be a benefit in that it will provide for communication in dead areas in Town where communication with dispatch is negatively affected at present.

MOTION: To accept the terms of the Emergency Management Performance Grant as presented in the amount of \$10,000 to purchase a tower repeater. Furthermore, the Board acknowledges that the total cost of this project will be up to \$23,000, in which the town will be responsible for a 50% match and authorized the Chairman to sign all documents related to the grant.

MOTION: L. GARGIULO

SECOND: E. BEATTIE

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BUILDING INSPECTOR, CODE COMPLIANCE, HEALTH OFFICER – MONTHLY

REPORT: The Board acknowledged this report and M. Sikorski reported that Building 2, Avesta, is almost fully occupied; Building 3 is under construction.

TOWN MODERATOR: JP Pontbriand provided a sketch of the meeting room where elections are held at Town Hall. He explained that the space has reached capacity (for Presidential elections) per requirements and offered ideas and options. Although requirements can be met for the November election, parking and line management are concerns. Suggestions were made to review the voter checklist to verify the number of voters to be used in conjunction with regulations, give consideration to different voting booths as well as opening the polls earlier. Preference is to keep the voting place at Town Hall. The Board asked that JP Pontbriand lead a committee to study the matter and report recommendations to the Board.

CONSENT AGENDA

- **MONTHLY FINANCIAL REPORTS OF BOOKKEEPER, TREASURER, TAX COLLECTOR**
- **XFINITY CHANGES IN PRICING**

The Board acknowledged the Consent Agenda items.

SECTION 2: OLD BUSINESS – PUBLIC COMMENT: No comments were heard at this time.

FINANCIAL REPORTS: GENERAL FUND BALANCE \$2,477,217

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

Bookkeeper	Payroll Warrant #488	\$184.70
Bookkeeper	Accounts Payable Warrant #697	\$108.41
Bookkeeper	Payroll Warrant #489	\$210.55
Bookkeeper	Accounts Payable Warrant #698	\$751,357.52
Bookkeeper	Payroll Warrant #490	\$15,140.05
Bookkeeper	Accounts Payable Warrant #699	\$5,037.66
Treasurer	Check Warrant #2020-1	\$15,683.61

MOTION: E. BEATTIE
SECOND: L. GARGIULO
UNANIMOUS

SOLID WASTE AND RECYCLABLES COLLECTION AND DISPOSAL RFP: The Board reviewed the final draft RFP and listing of vendors. The General Liability Umbrella coverage amount will be increased to at least \$10 million and the miles of roads will be verified.

MOTION: To approve the Solid Waste and Recyclables Collection and Disposal RFP as amended and mail requests.

MOTION: L. GARGIULO

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SECOND: E. BEATTIE
UNANIMOUS

SOUND SYSTEM FOR BANDSTAND: The Board and Lyn Stan (Friends of the Hampton Falls Bandstand) clarified and confirmed that the sound system for the Bandstand is privately owned and is not owned by the Town of Hampton Falls (reference Selectmen's minutes of June 7, 2017 and Parks and Recreation Commission minutes of May 15, 2017).

MOTION: To acknowledge that the concert sound system is privately owned by the Friends of the Hampton Falls Bandstand (501c3 corporation).

MOTION: L. SMITH
SECOND: E. BEATTIE
UNANIMOUS

LIBRARY WALKWAY: B. Mutrie, Library Trustee, referred the Board to a plan showing the plans for a future parking lot expansion and ADA walkway and requested direction of the Board. She stated that a \$15,000 estimate has been obtained and that \$2,500 will be needed for drawings and specifications for RFP preparation and processing. Following discussion, the Board stated that this matter will need to be considered after the March 10 vote and that a work session should be scheduled to review and discuss all aspects. It will be necessary to have the plans and specifications prepared by an engineer.

With reference to the RSA, discussion also took place as to whether the Library Trustees need to request permission to spend donated funds from the legislative body. The Library Trustees will review this further in order to clarify the process.

AMENDMENTS TO FEES: The Board directed the Town Administrator to reach out to Departments to review, survey and update fees as necessary for consideration of the Board of Selectmen at a future meeting. Fees were last updated and approved by the legislative body in 2013.

ASSESSING AGREEMENT: The Board directed the Town Administrator to prepare an RFP for Assessing services for review at a future meeting. This Agreement expires December 2020.

AUDITING AGREEMENT: The Board authorized the Town Administrator to reach out to Plodzik and Sanderson for a renewal proposal.

MOTION: To request a proposal for a three-year renewal Auditing Agreement with Plodzik and Sanderson.

MOTION: E. BEATTIE
SECOND: L. GARGIULO
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OTHER SELECTMEN’S OLD BUSINESS

L. Smith requested that a rendering of the floating dock, the thank you poster for the donated truck and information seeking volunteers be posted at the Town Hall.

SECTION 3: NEW BUSINESS – PUBLIC COMMENT

Inquiry was made as to the public comment sections on the agenda. The public was reminded that meetings of the Board of Selectmen are business meetings where the Board conducts its business, not question and answer sessions. The public comment sections are an opportunity for members of the public to let the Board know that they are present in relation to an agenda topic and may wish to speak to it. It is an opportunity to provide input where the Board may take matters under advisement or refer persons to the proper department.

G. and P. Young requested to meet with the Board in nonpublic session with regard to a complaint.

COMCAST FRANCHISE FEES OCT. – DEC. 2019:

MOTION: To accept Comcast franchise fees representing Oct. – Dec. 2019 in the amount of \$8,055.42 and to accept franchise fees for the year 2020 for deposit to the Town Communication Fund.

MOTION: L. GARGIULO

SECOND: E. BEATTIE

UNANIMOUS

PROPERTY TAX REFUND #694:

MOTION: To approve property tax refund #694 in the amount of \$117.73 for overpayment of 2019 taxes as recommend by the Tax Collector.

MOTION: L. GARGIULO

SECOND: E. BEATTIE

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MARCH/APRIL 2020 NEWSLETTER: The Board reviewed the town, library and school sections of the newsletter in conjunction with a request from SAU 21 to provide access to a link relating to a school warrant article. Concern was expressed with regard to promoting a school matter through the municipal web site. The Town Administrator was asked to check with Town Counsel regarding the video and the newsletter wording presented by the Hampton Falls School District before distributing the March/April 2020 newsletter.

TOWN WEB SITE: This matter was addressed with the topic above.

OTHER SELECTMEN’S NEW BUSINESS

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NH Seacoast Transportation Corridor Vulnerability Assessment & Plan: The Board gave consideration to a request from the Rockingham Planning Commission to appoint a lead and alternate representative from Hampton Falls to serve on the Seacoast Transportation Corridor Advisory Committee. This Committee will be reviewing needs of transportation networks vulnerable to sea-level rise and other coastal hazards in order to maximize information share, data gaps, and options.

The Board acknowledged a letter from the Rockingham County Commissioners relating to a request from the Dept. of Health and Human Services for IDN funding that, if approved, will come from unassigned fund balance, with no tax impact to municipalities.

REVIEW AND APPROVAL OF PREVIOUS MINUTES: 2/1/2020 AND 2/5/2020

MOTION: To approve the minutes of the February 1 and February 5 meetings as written.

MOTION: L. GARGIULO

SECOND: E. BEATTIE

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

Motion to enter Nonpublic Session made by L. GARGIULO seconded by E. BEATTIE

Specific Statutory Reason cited as foundation for the nonpublic session:

 X RSA 91-A:3, II (a) *The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, **unless** the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.*

 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:	Larry M. Smith, Chairman	Y
	Edward B. Beattie, Vice Chairman	Y
	Louis Gargiulo, Selectman	Y

Entered nonpublic session at 6:05 p.m.

Motion to leave nonpublic session and return to public session by L. SMITH, seconded by E. BEATTIE.

Motion: PASSED

Public session reconvened at 7:15 p.m.

Motion seal the minutes of the February 19, 2020 nonpublic session.

Larry M. Smith, Chairman – Edward B. Beattie, Vice Chairman – Louis Gargiulo, Selectman

**BOARD OF SELECTMEN
TOWN OF HAMPTON FALLS**

**FEBRUARY 19, 2020 – 4:00 PM
TOWN HALL**

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Motion made by L. SMITH, seconded by E. BEATTIE, 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

Roll Call Vote to seal minutes: Larry M. Smith, Chairman	Y
Edward B. Beattie, Vice Chairman	Y
Louis Gargiulo, Selectman	Y

MOTION: PASSED

MOTION: To adjourn the meeting at 7:18 p.m.

MOTION: L. GARGIULO

SECOND: E. BEATTIE

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NEXT SELECTMEN’S MEETING – WEDNESDAY, MARCH 4, 2020, 6:30 P.M., TOWN HALL