

**DRAFT**

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

**OLD BUSINESS**

**FINANCIAL REPORTS**

**General Fund Balance:** \$1,977,769.42

**ACCOUNTS PAYABLE/ PAYROLL/ TREASURER/ TRUSTEES OF TRUST FUNDS**

**WARRANT(S):**

<b>Bookkeeper</b>	<b>Payroll Warrant #521</b>	<b>\$15,668.89</b>
	<b>Payroll Warrant #522</b>	<b>\$19,319.83</b>
	<b>Accounts Payable Warrant #738 &amp; 739</b>	<b>\$98,864.29</b>
	<b>Accounts Payable Warrant #740</b>	<b>\$7,030.40</b>

**MOTION:** To approve the warrants as presented above.

**MOTION: L. GARGIULO**

**SECOND: M. LANE**

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**LOCATION FOR FUTURE ELECTIONS**

The Board discussed that the location for elections would not change for 2020, but discussed using the Lincoln Akerman School in the future. An advantage of the school is parking and accessibility. M. Lane will ask the Lincoln Akerman School Board to consider holding elections at the elementary school.

Concerning the upcoming November 3, 2020 election, the entrance will be in the front of the building this time. The moderator has made several requests for equipment to facilitate traffic flow and accommodate inclement weather conditions, including tents. Lack of staff for set up is an issue, and the Town's custodian is not available to perform these tasks. The details of utilizing the Public Safety Building as an election staff rest/meals space still need to be discussed.

**RFP 2020:04 GENERAL ASSESSING SERVICES**

The Board discussed a spreadsheet presenting proposals for three-year agreements for General Assessing Services. The incumbent is Granite Hill Municipal Services; there have been some concerns about performance in spite of being the least expensive service. The Board selected the second least expensive proposal, Avatar Associates of NE, Inc.

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**MOTION:** To award the 3-year contract for general assessing services to Avatar Associates of NE, Inc.

**MOTION: L. GARGIULO  
SECOND: M. LANE  
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**BANDSTAND ROOF**

At present, there are \$2,250 in donations. Some other pledges have been made, so the estimated amount is about \$5,000. The Chair feels that one third of the cost should come from the Town General Fund, one third from donations, and one third from the Recreation Revolving Fund. Excess donations will reduce the Recreation Revolving Fund contribution as appropriate.

**MOTION:** To award the contract for a new cedar shake roof for the Town Common bandstand to Jake's Carpentry for \$14,500.

**MOTION: L. GARGIULO  
SECOND: M. LANE  
UNANIMOUS**

**MUSEUM ROOF REPAIR AGREEMENT**

**MOTION:** To authorize the Chair to sign the agreement with The Heritage Co. for Museum Roof Repair at a cost of \$28,277.00.

**MOTION: L. GARGIULO  
SECOND: M. LANE  
UNANIMOUS**

**RE-OPENING OF TOWN HALL**

The Board discussed the possibility of opening the Town Hall on October 19, 2020. The Town Clerk/Tax Collector informed the Board that the final window will be installed on October 13<sup>th</sup>. She would like the Board to take into consideration the Town Clerk's office being open by appointment only rather than general traffic, and passed out a document regarding this.

Beverly Mutrie, Brown Road, suggested putting up signs with the phone number on each parking space or along the parking lot, on stakes, to facilitate citizens waiting in vehicles until their appointment. The Deputy Town Clerk proposed postponing the reopening of the Town Hall until after the November 3<sup>rd</sup> election as to minimize the risk of employees being exposed and forcing a quarantine before the election. The Board took this matter under advisement and will vote on this at a future meeting.

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**CENTER FOR TECH AND CIVIC LIFE ELECTION ASSISTANCE GRANT**

The Board reviewed information as presented by the Town Clerk/Tax Collector.

**MOTION:** To accept unanticipated revenue from the Center for Tech and Civic Life for elections in accordance with RSA 31:95-b and RSA 21-P:43 and authorize the Town Clerk/Tax Collector to sign documents as required.

**MOTION: L. GARGIULO**

**SECOND: M. LANE**

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**FEMA FLOOD INSURANCE RATE MAPS (FIRMS)**

All FEMA items need to be in place by January 29<sup>th</sup>, 2021, and must be acted on by the Planning Board and legislative body in advance.

**MOTION:** To adopt a resolution that “pursuant to RSA 674:57, by resolution of the Board of Selectmen, all lands designated as special flood hazard areas by the Federal Emergency Management Agency (FEMA) in its "Flood Insurance Study for the County of Rockingham, NH" dated May 17, 2005 and January 29, 2021, together with the associated Flood Insurance Rate Maps, dated May 17, 2005 and January 29, 2021, are declared to be part of the Town of Hampton Falls Zoning Ordinance and are hereby incorporated by reference.”

**MOTION: L. GARGIULO**

**SECOND: M. LANE**

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**DROUGHT UPDATE:** The Board reviewed information regarding drought conditions in New Hampshire.

**CULVERT REPLACEMENTS 2021 (KING STREET AND CURTIS ROAD)**

The King Street Culvert replacement will be delayed until 2021 due to 75-day DES process and the onset of winter weather. The Town Administrator advises that the Board move to proceed with the Curtis St. Culvert considering the time the DES approval process requires, so that both culverts can be replaced in 2021. The best time to do this work is August. Considering the DES review process timeline, the Board agreed it would be advisable to move forward with the Curtis culvert in addition to King Street culvert for 2021 so both projects can be completed in 2021.

**ROAD SALT 2020/2021**

The per ton rate for road salt is less than the previous year. Historically Hampton Falls reserves 600 tons. The Board reviewed various proposals from different vendors. The Road Agent will

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sign the documents for the two companies so that he and the winter road maintenance contractor can order salt during the winter season.

**MOTION:** To reserve 600 tons of road salt from Granite State Minerals, Inc. and Morton Salt for Bulk Safe-T salt from both companies, with the preference being Morton's Salt product at \$50.75/ton.

**MOTION: L. GARGIULO**

**SECOND: M. LANE**

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**OTHER SELECTMEN'S OLD BUSINESS**

**OLD BUSINESS PUBLIC COMMENT**

Karen Sabatini of Parks and Recreation Commission would like to extend fundraising for the bandstand roof through the end of November.

Beverly Mutrie, Brown Road, asked if the Fire Department had been considered as an election site. The Town Administrator reminded the Board that the advantage of the school is the parking lot and handicap accessibility.

The Chair closed the public comment.

**CONSENT AGENDA**

The Board acknowledged the following Consent Agenda items:

1. Monthly Financial Reports of Bookkeeper, Treasurer, Tax Collector
2. RPC Dues – 2021 Budget

**NEW BUSINESS**

**APPOINTMENT OF SELECTMEN'S DESIGNEES FOR GENERAL ELECTION**

Two selectmen are not available for the day this year. The Town Administrator was asked to reach out the three persons to see if available.

**SUPERVISOR OF CHECKLIST RESIGNATION**

Maureen Hastings has been serving for 25 years and is resigning. The Board accepted this resignation with regret and signed a letter of thanks to M. Hastings.

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**POSTING NOTICE FOR GENERAL ELECTION OF NOVEMBER 3, 2020**

The Board signed a document from the State of New Hampshire posting hours for the election.

**GOVERNMENT BUILDINGS CLEANING SERVICES**

The Town Administrator presented information regarding cleaning services, reconsidering a weekly cleaning of government buildings that will be more thorough and will include annual carpet cleaning, stripping tiles, etc. This information will be part of the budget work session discussion.

**TOWN HALL FURNACES**

Two of the three Town Hall propane furnaces are in need of immediate replacement and have been turned off for safety reasons by the new vendor. One furnace serves the front of the building. The other furnace needing replacement is the Town Hall addition furnace and is about 20 years old.

The Board reviewed quotes for the furnace from the Town propane vendor, but L. Gargiulo requested a second opinion. The Town Administrator highlighted the urgency of the building being heated for employees, and the Board will attempt to make a decision before the end of October.

**TRICK OR TREAT 2020**

The Board reviewed the Police Chief recommendation for Halloween on Friday, October 30 from 5-7 p.m. The Board approved his recommendations.

**OTHER SELECTMEN'S NEW BUSINESS**

The Chair mentioned the budget worksheet/packet for Tuesday and Thursday meetings next week prepared by the Town Administrator and asked the Board to review in advance as preparation.

**NEW BUSINESS PUBLIC COMMENT**

Beverly Mutrie mentioned that Protech is coming to do the Town Hall furnace Friday, wondering if the Museum could also be looked at.

**MONTHLY REPORTS: SELECTMEN REPRESENTATIVE REPORTS**

**Planning Board, Library Trustees, Tricentennial Committee:** E. Beattie discussed current Planning Board hearings and subdivision applications. The Tricentennial Committee has not met.

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**Parks & Recreation Commission, Lincoln Akerman School Board:** In Parks and Recreation business, the third 2020 Castleberry Fair festival is this weekend. The baseball field agreement is still being finalized, and M. Lane believes it will benefit the Town. Permit parking at the Depot is still being discussed. In LAS School business, the board is concerned primarily with COVID-19 issues and is addressing week by week.

**Heritage Commission, Conservation Commission:** L. Gargiulo reported that the Heritage Commission has authorized more historic home photographs and is working on a book of photography to commemorate the Tricentennial.

**REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES: September 16, 2020**

**MOTION:** To approve the meeting minutes as written.

**MOTION: L. GARGIULO**  
**SECOND: M. LANE**  
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**OTHER SELECTMEN'S NEW BUSINESS**

No other new business was discussed.

**PUBLIC COMMENT**

No public comment 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.*

  X   RSA 91-A:3, II(l) *Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.*

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

**Entered nonpublic session** at 7:40 p.m.

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**MOTION: to leave nonpublic session** and return to public session by L.GARGIULO, seconded by M. LANE

**MOTION: PASSED**

**MOTION:** To adjourn the meeting at 8:30 p.m.

**MOTION: L. GARGIULO**

**SECOND: M. LANE**

**UNANIMOUS**

*Next Selectmen's Meeting – Wednesday, October 21, 2020, 6:00 p.m., Town Hall*