

**FINAL**

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

**ROAD AGENT – CORE SERVICES/INVOICE MONTHLY REPORT**

**MOTION:** To approve the November core services and monthly invoice of the Road Agent as presented.

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

**NON-EMERGENCY HIGHWAY DEPARTMENT WORKSHEET (BURN BRUSH)**

**MOTION:** To approve the Non-Emergency Highway Department Worksheet to permit the Road Agent to burn brush at a cost of \$850 as weather conditions permit.

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

**HAZARD TREES (2 FRYING PAN LANE):** The Road Agent reported a situation involving hazard trees on a scenic road. The property owners have a plan to remove the trees within 90 days and are willing to cover the cost.

**MOTION:** To deem these trees as hazards and allow the property owners to remove them at their own expense.

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

**WINTER ROAD MAINTENANCE CONTRACTOR:** R. Bailey was unavailable at this time due to storm preparations.

**FIRE CHIEF, AMBULANCE, EMERGENCY MANAGEMENT – MONTHLY REPORT:** The Board acknowledged the Fire Department report for November.

**I-95 MEDIAN CROSSOVER:** Chief Lord reported that this turn-around area for use of public safety vehicles is now complete and greatly appreciated as it will save time to respond to incidents on Route 95. The Board requested that a letter of thanks be sent on the Town's behalf.

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**RFP 2020-05 SELF-CONTAINED BREATHING APPARATUS (SCBA) AND FACE PIECES:**

One proposal was received and opened in accordance with FEMA grant requirements.

**MOTION:** To approve the proposal from Firematic Supply Company, Inc. in the amount of \$108,596.

**MOTION:** L. GARGUILO

**SECOND:** M. LANE

**UNANIMOUS**

**POLICE CHIEF, ANIMAL CONTROL – MONTHLY REPORT:** The Board acknowledged the report of the Police Department for the month of November.

**DRIVER FEEDBACK SIGNS (RECOMMENDATION):** R. Dirsa presented his recommendation to the Board in conjunction with four proposals received. He reviewed the various types of equipment available, warranty and training and technical support. The proposal is to purchase one fixed and one movable sign and three posts. The Board asked to revisit the discussion of locations for the movable sign in the spring.

**MOTION:** To approve the recommendation of the Police Chief and purchase two driver feedback signs and three posts utilizing funds from the Town Communication Fund.

**MOTION:** L. GARGUILO

**SECOND:** M. LANE

**UNANIMOUS**

**PERSONNEL POLICY AMENDMENT (VACATION):** R. Dirsa referred the Board to a recommendation to amend the Personnel Policy for the Town of Hampton Falls with regard to vacation. He explained that the tiers of the vacation schedule have affected a recent hire and that an eligible employee who has completed five years of employment should be eligible for an additional week of vacation. The amendment allows for this to continue to occur.

**MOTION:** To amend the Town of Hampton Falls Personnel Policy, Vacation, Page 15, Paragraph 5, as recommended with an effective date of October 1, 2020.

**MOTION:** L. GARGUILO

**SECOND:** M. LANE

**UNANIMOUS**

**BUILDING INSPECTOR, CODE COMPLIANCE, HEALTH OFFICER – MONTHLY REPORT:** The Board acknowledged the report of the Building Inspector for November.

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**SPECIAL PERMIT APPLICATION – MOSQUITO:** The Board approved the signing of the application for the annual permit from the State of NH and authorized the Town Administrator to sign.

**LCHIP GRANT AWARD – SENATOR SHERMAN:** Senator Sherman was not available this meeting due to a conflict. It is anticipated that a date and time will be rescheduled.

**CONSENT AGENDA**

1. MONTHLY FINANCIAL REPORTS OF BOOKKEEPER, TREASURER, TAX COLLECTOR

**OLD BUSINESS**

**FINANCIAL REPORTS - GENERAL FUND BALANCE \$2,726,627.14**

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

<b>Bookkeeper</b>	<b>Payroll Warrant #527</b>	<b>\$87,873.32</b>
<b>Bookkeeper</b>	<b>Accounts Payable Warrant #747</b>	<b>\$839,156.48</b>
<b>Treasurer</b>	<b>Warrant #2020-7</b>	<b>\$57,097.22</b>

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

**MOTION:** L. GARGUILO

**SECOND:** M. LANE

**UNANIMOUS**

**INTEREST RATES – TOWN TREASURER RECOMMENDATION:** The Board reviewed the recommendation of the Town Treasurer and requested additional information with regard to Provident Bank and collateralization. This matter will be added to the next agenda.

**SOLID WASTE ORDINANCE, APPENDIX, FEES AMENDMENT:** The Board took the following action now that the public hearing has been held and closed.

**MOTION:** To adopt the amendments to the Solid Waste Ordinance and move the matter of the Solid Waste Ordinance, Appendix and Fees amendments to the 2021 Town Warrant.

**MOTION:** L. GARGUILO

**SECOND:** M. LANE

**UNANIMOUS**

**2021 BUDGET, DEFAULT AND 2021 DELIBERATIVE SESSION FLYER:** The Board reviewed the most recent draft of these documents and made no changes. These documents will be finalized in anticipation of the January 13, 2021, town budget public hearing.

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**2021 WARRANT ARTICLES:** The Board approved the most recent draft of the 2021 Town Warrant with the understanding that should the matter of the lease of the baseball field at Gov. Weare Park be reconsidered for a one-year agreement that the proposed warrant article for a five-year agreement will be struck from the 2021 Town Warrant.

**2020 EQUALIZATION:** The Board reviewed the memo and supporting Equalization report from Assessor T. Haywood. Discussion ensued and questions were raised. The Board requested that Avitar be invited to meet with the Board once the final Equalization report is received.

**MEETING MINUTES POLICY (AMENDMENT):** The Meeting Minutes Policy was amended to include the posting of FINAL Board of Selectmen minutes to the web site.

**MOTION:** To adopt the amendment to the Meeting Minutes Policy as presented.

MOTION: L. GARGUILO  
SECOND: M. LANE  
UNANIMOUS

**SOLID WASTE COLLECTION CHANGES:** J. Ziolkowski of ELM Services was present to address his requested changes to solid waste collection effective Thursday, January 7, 2021. Three matters were discussed: an informational flyer to be mailed to residents with new information relating to curbside waste collection days (one collection day to two collection days), new information as to allowable and non-acceptable items for recycling and specifics relating to disposal of corrugated cardboard (both curbside and container at the Brush Dump).

**INFORMATIONAL FLYER:** The Board reviewed the informational flyer and discussed the timing of mailing and potential date the mailer would be in the hands of the residents. This flyer will also be posted to the Town's web site and sent to subscribers of News and Announcements. It was noted that a copy of this flyer will be left with items at the curbside at times where items are not collectable.

**CORRUGATED CARDBOARD:** The changes relating to disposal of corrugated cardboard include the requirement to flatten, bundle and tie into 3 x 3 bundles for collection at the curb. Another option is for residents to bring the flattened cardboard for disposal in a container located at the Brush Dump.

The Board agreed to a three-month trial period of January 1 through March 31, 2021 with regard to ELM Services bringing collected corrugated cardboard to the garage at the Brush Dump for baling. The needs of the contractor and expenses to the Town of doing so were reviewed (cost of the informational flyer \$\_\_\_\_, electrical improvements \$875, rearrangement of garage contents to allow space for collected cardboard disposal storage and delivery, installation \$1,200 and rented baler \$300 per month). Fifty pallets, triple stacked, are to be stored before pick-up.

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Discussion took place with regard to access to the municipal property by the solid waste vendor. ELM Services is to go through the Road Agent for access. The Board is not looking to impede winter road maintenance services and expects no interference whatsoever. The Road Agent stated he would paint a line on the floor to delineate spaces.

J. Ziolkowski stated ELM Services is to do the baling at a cost of \$900 per month utilizing an ELM Services forklift that will kept on site at the Brush Dump. L. Gargiulo stated there will be no formal agreement or insurance requirements for these trial services; this trial is separate from the curbside collection contract. It was noted that the Board will watch to see if this trial is workable and can end the trial without cause.

**MOTION:** To move forward with a three-month trial to deal with corrugated cardboard at the Brush Dump with no bearing on the curbside waste collection agreement.

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

The Board discussed the solid waste collection agreement and winter road maintenance agreement terms and felt this proposal did not adversely affect either arrangement or the Town.

**LETTER OF AGREEMENT – USE OF BASEBALL FIELD AT GOV. WEARE PARK:** M. Lane reported that he has yet to have had a chance to talk with North East Baseball and hopes to have an answer soon with regard to the term of the proposed agreement.

**OTHER SELECTMEN’S OLD BUSINESS:** No Selectmen’s old business was discussed at this time.

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

**NEW BUSINESS**

**JANUARY/FEBRUARY 2021 NEWSLETTER:** The Town Administrator reported that the newsletter is delayed to the unavailability of some employees. The Board will watch for a request to review the draft newsletter before posting to the web site.

**JANUARY SELECTMEN’S MEETING DATES (JANUARY 13 AND JANUARY 20, 2021):** The Board scheduled Wednesday, January 13 and Wednesday, January 20, as meetings dates of the month of January.

**PROPERTY TAX REFUND #717:**

**MOTION:** To approve property tax refund #717 as presented by the Tax Collector.

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MOTION: M. LANE  
SECOND: E. BEATTIE  
UNANIMOUS

**OTHER SELECTMEN'S NEW BUSINESS**

**Invoice for Historical Society Museum Roof and Gutters:** The Board reviewed the additional expenses incurred and authorized the Town Administrator to apply these costs to budget line 4194 – Government Buildings.

**MOTION:** To pay \$3,500 for the copper gutters and \$1,784 for additional structural carpentry work to Heritage Company Coppersmiths, LLC, from the General Fund budget line 4194 – Government Buildings.

MOTION: M. LANE  
SECOND: E. BEATTIE  
UNANIMOUS

**NEW BUSINESS PUBLIC COMMENT:** No public was present at this time.

**REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES: 12/02/2020 AND 12/08/2020:**

**MOTION:** To approve the minutes of the December 2 and December 8 Selectmen's meetings.

MOTION: L. GARGUILO  
SECOND: M. LANE  
UNANIMOUS

**PUBLIC COMMENT:** No public was present 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 (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(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.

**BOARD OF SELECTMEN  
TOWN OF HAMPTON FALLS**

**DECEMBER 16, 2020 – 6:00 PM  
TOWN HALL**

**FINAL**

**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 8:05 p.m.

**Motion to leave nonpublic session** and return to public session by \_\_\_\_\_, seconded by \_\_\_\_\_.

**Motion: PASSED**

**Public session reconvened** at \_\_\_\_\_ p.m.

**MOTION:** To adjourn the meeting at \_\_\_\_\_ p.m.

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