

FINAL

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

WINTER ROAD MAINTENANCE CONTRACTOR 2020-2021 AND RELEASE OF RETAINED FUNDS

The Winter Road Maintenance Agreement anticipates that contract equipment is anticipated to be removed from the Brush Dump by April 15th and that the repair of damages to service areas is anticipated by April 30th. Russ Hilliard, Road Agent said that he has a list of items, but that the list is minimal and represents only a couple of hours of work. This matter is continued to the next meeting of May 5, 2021.

ROAD AGENT – CORE SERVICES/INVOICE MONTHLY REPORT

R. Hilliard summarized the monthly report for March. L. Gargiulo inquired about the status of the contracted tree trimming schedule by Urban Tree, and R. Hilliard responded that Urban Tree stated that they are 90-days out, from request to appointment date, and so R. Hilliard requested Urban Tree to add Hampton Falls to its job board the work. The Board reviewed and approved the March.

MOTION: To approve the Invoice from the Road Agent for Core Services for the month of March in the Amount of \$6,227.83.

MOTION: M. LANE

SECOND: E. BEATTIE

UNANIMOUS

APPOINTMENT OF ROAD AGENT (04/01/2021 – 03/31/2022)

Town Administrator, Lori Ruest, reported that Town Counsel was consulted, as follow-up from the prior Board meeting, on the subject of amending the Road Agent's contract amount and term. The response from Town Counsel was that Town Meeting must vote on a three-year appointment term for the Road Agent, and that it was further recommended an RFP be sent out for those services.

L. Gargiulo stated that there is the issue of the timing of this request, not being in sync with the Budget cycle, so he stated that it would be more beneficial to review and discuss this ahead of Town Meeting early next year.

Discussion by E. Beattie regarding the pay scale of the Road Agent position, and how the position is funded. E. Beattie wants to look at how to retain the position and how to develop a scenario over a longer period of time. He further commended the Road Agent for how good the dump looks, as an example of his work. E. Beattie is willing to research and work with R. Hilliard to develop a scenario to bring as a Warrant Article for Town Meeting, similar to E. Beattie's review of town positions and pay scales. The Board was in agreement with this approach.

MOTION: To appoint Russ Hilliard as Road Agent for another year (04/01/2021 – 03/31/2022).

MOTION: E. BEATTIE

SECOND: M. LANE

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UNANIMOUS

ROAD AGENT - HIGHWAY DEPARTMENT NON-EMERGENCY WORKSHEET (BURN BRUSH)

Fire Chief, Jay Lord, inquired of R. Hilliard if there was a brush pile at the Dump that needs to be cleared out prior to the scheduled White Goods Day. J. Lord further stated that with the anticipated drought conditions, he wants to get rid of any collecting brush piles as soon as possible. R. Hilliard responded by saying that he is able to burn the brush pile at the dump only as weather conditions allow, (when it is not windy). R. Hilliard further stated that he will be working together with Chief Lord to establish a water tank at the dump, as a safety measure. The Board reached a consensus to move forward, to approve the burning brush request.

MOTION: To approve the Highway Department Non-Emergency Project Worksheet regarding Burning Brush in the amount of \$850.00.

MOTION: E. BEATTIE

SECOND: M. LANE

UNANIMOUS

ROAD AGENT – 2021 HIGHWAY PROJECTS WORKSHEET (SCHEDULE WORK SESSION)

L. Ruest referenced the large (11 by 17) paper spreadsheet on the tables, depicting the 2021 Highway Projects, and stated that the Board may want to schedule another work session. The Board decided to hold off scheduling a work session until more information is known about the King Street Culvert.

CURTIS ROAD CULVERT DRAFT PLAN

L. Ruest referenced the large site plan by Jones & Beach Engineers, Inc. on the tables, depicting the Taylor River Crossing at Curtis Road, dated 04/13/2021.

Discussion began regarding the **King Street Culvert** centered on inquiring about the status of the permit approval with the State. R. Hilliard stated that the work is ongoing, and that an extension of 30 to 60 days was discussed. There is a choice to: (a) either replace 400-square-feet of wetlands due to the 100-square-feet of “taking” impacted by the culvert project, or (b) make the “In Lieu Fee Payment”.

L. Gargiulo asked R. Hilliard if the culvert was to be deemed “impassable” what would happen if hazardous conditions were identified; further, would those facts increase the urgency of the project and therefore prioritize the project on the state’s approval timeframe. R. Hilliard responded saying that he would (re) inspect the culvert to identify the current condition and report back to the Board.

E. Beattie discussed the desire of the Board, as a follow-up to the discussion at the prior Board meeting, to potentially bid the two culvert projects (Curtis Road and King Street) simultaneously to achieve economies of pricing and mobilization costs, if construction timeframes could be coordinated.

R. Hilliard stated he thought King Street Culvert was close enough to go out to bid.

E. Beattie wants to identify the fee and have the option of paying the “In Lieu Fee Payment” fund.

L. Gargiulo stated his concerns regarding any more delays because of the 60-day minimum timeframe to receive the culvert material from order date, and the desire to complete the construction project during the 2021 construction season.

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The **Curtis Road Culvert** was discussed by R. Hilliard as having less “red tape” than the King Street culvert, due to no easements nor wetlands takings being required, and that the engineers were ready to submit the application to the State DES to go forward with permit applications and what needs to be done. M. Lane asked that since there is now a plan, can the Board start the RFP process? L. Ruest responded saying that there is an RFP being developed, as a result of the Board’s prior meeting 04/07/2021, to provide for two scenarios of either (a) bidding on each of the two culvert projects separately; or, alternately, (b) bidding on combining both culverts as a single project bid.

E. Beattie stated his desire to “light a fire” under the process to get the RFP process going, pending permits, and to push the Town Engineer on both RFPS. R. Hilliard requested permission from the Board to reach out to Eben Lewis at the State, to identify what it takes to get approval going, if R. Hilliard submits to the State a condition report with comments that the culvert is nearing the end of its life and its condition is of grave concern. There was consensus among the Board for R. Hilliard to proceed.

MOTION: To accept the Curtis Road Culvert Draft Plan.

MOTION: E. BEATTIE

SECOND: M. LANE

UNANIMOUS

SPRING HOUSEHOLD WASTE COLLECTION DAY PREPARATION

L. Ruest stated that the Household Waste Collection Day details regarding the set-up of tables, chairs, and tent have all been worked out.

FIRE CHIEF, AMBULANCE, EMERGENCY MANAGEMENT – MONTHLY REPORT

Jay Lord asked if there were any questions regarding his monthly report, and there were none. J. Lord described some grant opportunities in which the Fire Department has participated, such as DR 4516 Federal FEMA Declaration which resulted in obtaining some monies back in the amount of \$860. The program may be extended to allow future participation. All total, the Fire Department has received approximately \$3,200 for use by the Fire and Police Departments, in addition to Town Hall.

The Fire Chief presented his **Department Goals for 2021**, to onboard new TEMSIS/NFIRS reporting system, which will cut-their paperwork time in half. The Rescue Task Force will be training for active shooters. The COOP Continuity of Operations Plan is regarding documentation of everything they have done in the past year, to write it down.

L. Gargiulo asked hypothetically, how the Fire Department would handle rescues at The Depot? J. Lord responded saying that they would use their ice rescue equipment on the marsh, in combination with using a larger boat from Hampton.

As an FYI, J. Lord offered that the utility company, Unitil, is going to be doing work this summer on their poles, to replace the poles located farther toward the ocean from the poles located at the Depot.

POLICE CHIEF, ANIMAL CONTROL – MONTHLY REPORT

Robbie Dirsra asked if there were any questions regarding his monthly report, and there were none.

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R. Dirsra presented an update regarding the speed sign project, that it was complete. He said that the sign at the Kensington Road location may need some adjustment. He has received good feedback regarding the sign located on Goodwin Road.

L. Gargiulo said that he has received a few complaints about the signs, specifically about both the signs and the solar panels being large, and how the signage negatively impacts the rural character look of the town. He further stated that he was not previously aware that the speed sign poles were going to be permanently installed in concrete. R. Dirsra said that the concrete sign bases could be moved, as they are/were not poured concrete. He further stated that location decisions for the signs took into account solar access/orientation and also residents' views, not wanting the sign lighting to face into residents' windows. E. Beattie said that Goodwin Street residents are pleased with the result of reducing the speeding on the street. He stated further that motorcycles are returning to the roads with the warmer weather.

Resident, Tracy Beattie asked if speed bumps could be installed on roads as a way to slow the speed of vehicles. R. Dirsra responded that he would want to check with the NHMA regarding the legality of placement of speed bumps. L. Gargiulo said that permanently installed speed bumps are problematic for plowing, unless they are temporarily installed and removed for winter plowing. He stated that the Board would take the resident's comment under advisement.

The Police Chief presented his Department Goals for 2021, with the following major goals: to purchase and build a new cruiser, to complete the Radio Repeater Project, and to complete Traffic Calm Project. R. Dirsra added that he is working together with the Town Administrator to improve the Internet speed both at the Police Department and also at Town Hall. He said that Comcast is coming tomorrow to examine the existing conditions and to give recommendations on upgrading the internet speed.

Another goal of the Police Chief is regarding continuing evidence disposal for old cases/work with court to receive disposal orders, and toward that goal he stated that the Police Department has \$415 cash in evidence. He asked the Board whether they would prefer to have those monies stay in the Police Forfeiture Fund to use toward Drug Enforcement efforts, or whether the Board would prefer that those monies be deposited to the General Fund. L. Gargiulo asked if there were any additional administrative tasks (costs) associated with one way versus the other, and L. Ruest responded that the two choices were similar in processing the funds for deposit. M. Lane asked how the Police Forfeiture fund is funded. R. Dirsra explained that proceeds from sales of unclaimed evidence, such as guns and cash is how the fund is funded. M. Lane made his recommendation that the monies go into the General Fund

MOTION: To deposit the excess \$415.00 from the Police Forfeiture Fund, that is unclaimed money, to the General Fund.

MOTION: M. LANE

SECOND: E. BEATTIE

UNANIMOUS

BUILDING INSPECTOR, CODE COMPLIANCE, HEALTH OFFICER – MONTHLY REPORT

Mark Sikorski asked if there were any questions regarding his monthly report, and there were none.

**BOARD OF SELECTMEN
TOWN OF HAMPTON FALLS**

**APRIL 21, 2021 – 6:00 PM
TOWN HALL**

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M. Sikorski referenced his report saying Item (1) under Code Enforcement is making progress forward and that he has additional insight he would be willing to share with the Board during a Work Session. Other than his report, he stated that it is a busy Spring with permits requested for pools, decks, and sheds, etc.

CONSENT AGENDA

- 1. MONTHLY FINANCIAL REPORTS OF BOOKKEEPER, TREASURER, TAX COLLECTOR**
- 2. NH DEPT. OF REVENUE ADMINISTRATION (MEDIAN RATIO 89%)**
- 3. 2020 TAX LIEN EXECUTION**

The Board acknowledged the items in the Consent Agenda for March 2021.

OLD BUSINESS

FINANCIAL REPORTS - GENERAL FUND BALANCE \$1,010,850.56

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

Bookkeeper	Payroll Warrant # 539	\$25,253.06
	Accounts Payable Warrant #764	\$751,156.36
	TTF Warrant #2021-01	\$1,400.00
	TTF Warrant #2021-02	\$1,000.00

MOTION: To approve the warrants as presented above.

MOTION: M. LANE

SECOND: E. BEATTIE

UNANIMOUS

ADVISORY COMMITTEE (THE DEPOT) WARRANT ARTICLE 15/2021

L. Ruest discussed the responses to the requests of residents to serve the Depot Advisory Committee, and that the initial inquiry results yielded three (3) positives and three (3) negatives, with a list of an additional people named as potential members. M. Lane stated that at the most recent Parks and Recreation meeting he attended earlier in the week, there was interest expressed by that group to manage this process. M. Lane asked how many people would/should be appointed to the committee. L. Gargiulo responded that seven (7) members would be ideal, with a combination of representation, both from the area adjacent to the site near the Depot, in addition to representation from other parts of town. The committee membership needs to be more representative of the Town. L. Ruest was directed to continue to follow-up and ask if the additional people named were interested, and to report back to the Board at their May 5th meeting; then, the Board will decide on the appointments.

MAY / JUNE TOWN NEWSLETTER

The Board of Selectmen reviewed the May / June Town Newsletter and had no comments, edits, nor questions. There was a consensus to move forward and to distribute the May / June Newsletter.

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

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**LETTER OF AGREEMENT – USE OF BASEBALL FIELD AT GOV. WEARE PARK
(NORTHEAST SPORTS PERFORMANCE, LLC., SEABROOK, NH)**

L. Ruest stated that this agreement is ready for the Board to agree to sign for a one (1) year period of time.

MOTION: To move forward to sign the Letter of Agreement regarding the Use of the Baseball Field at Governor Weare Park (Northeast Sports Performance, LLC., Seabrook, NH)

MOTION: M. LANE

SECOND: E. BEATTIE

UNANIMOUS

OTHER SELECTMEN'S OLD BUSINESS

There was no Other Selectmen's Old Business at this time.

OLD BUSINESS PUBLIC COMMENT

No comments were heard at this time.

NEW BUSINESS

PROPERTY TAX REFUND #732 (OVERPAYMENT OF TAXES)

The amount of \$10.07 for Map 4 / Lot 73 for the tax year 2020 has been refunded in the form of an abatement due to overpayment of taxes.

MOTION: To approve the property tax refund in the amount of \$10.07 for overpayment of taxes to Map 4 / Lot 73.

MOTION: M. LANE

SECOND: E. BEATTIE

UNANIMOUS

MS-535 FINANCIAL REPORT OF THE BUDGET

L. Ruest presented the annual MS-535 document completed by the Auditors, that is ready for the Boards' signatures.

REVIEW OF FIRST QUARTER PROPERTY TRANSFERS

The Board reviewed the first quarter Property Transfers through March 31, 2021 for Hampton Falls. L. Gargiulo expressed concern for what the Town can do to obtain a more fair equalization. L. Gargiulo asked if there was a mechanism to recapture the difference. E. Beattie commented that the Town is not getting the benefit of the higher purchase prices if the assessed values are not in sync. L. Gargiulo requested that the Assessor attend the next Board of Selectmen's meeting to comment on this subject.

OTHER SELECTMEN'S NEW BUSINESS

L. Ruest called the Board's attention to the additional items on their tables, regarding New Business.

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- 1) **Application for Education Exemption, filed by Heronfield Academy (State forms: A-9, and A-12)** L. Ruest brought a letter from the Assessor, Chad Roberge, to the attention of the Board regarding Heronfield Academy's recent application for an Education Exemption for real estate taxes, citing a need to partially remove and assess the portions of their property utilized as rental housing, which do not qualify for the exemption. The Board acknowledged this information.
- 2) **Application for Veterans' Property Tax Credit/Exemptions, Map 8/Lot 6.**
L. Ruest brought the Permanent Application for Property Tax Credit/Exemptions, to the attention of the Board regarding Map 8/Lot 6.

MOTION: To approve the Veterans' Property Tax Exemption regarding Map 8/Lot 6.

MOTION: M. LANE

SECOND: E. BEATTIE

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- 3) **Application for Current Use Assessment, Map 4/Lot 24.**
L. Ruest brought the Application for Current Use Assessment, to the attention of the Board regarding Map 4 /Lot 24.

MOTION : To approve the Application for Current Use Assessment regarding Map 4/ Lot 24 as presented.

MOTION: E. BEATTIE

SECOND: M. LANE

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- 4) **Memo from the Rockingham County Conservation District (RCCD) regarding invasive plant species, (Japanese knotweed) seeking decisions on three (3) questions.**
L. Ruest brought the memo from the RCCD to the attention of the Board, requesting their decisions on the following three questions:
 - a) Permission to apply a third/final year herbicide application at our current municipal site;
 - b) Permission to continue with current site or identify a new test site for a new IPM practice; and
 - c) Permission to participate in an invasive plant ID day/site review.

MOTION: To request participation in the RCCD 2021 IPM Grant, and to refer to the three items listed above to the Conservation Commission.

MOTION: E. BEATTIE

SECOND: M. LANE

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NEW BUSINESS PUBLIC COMMENT

No Comments were heard at this time.

UPDATING OF ZONING ORDINANCE BOOK

L. Ruest raised the subject of updating the Zoning Ordinance book, with the goal of getting it updated and printed as soon as possible. She communicated that Planning Board Chair Todd

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Santora has a goal of the Zoning book updated by the May meeting of the Planning Board. E. Beattie commented that it was brought to his attention that not all Planning and Zoning Board members have the same versions of the Zoning book, so that is where this inquiry began.

L. Ruest made the recommendation of Karen Anderson, who has previously agreed to Volunteer, to complete this project. L. Ruest commented that the Town will be seeking three estimates for printers' prices for the job, to comply with procurement practices.

REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES: April 7, 2021.

MOTION: To approve the minutes of the April 7, 2021 Selectmen's meeting as written.

MOTION: M. LANE

SECOND: E. BEATTIE

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PUBLIC COMMENT No comments were heard at this time.

NEXT SELECTMEN'S MEETING – WEDNESDAY, May 5, 2021, 6:00 P.M., TOWN HALL

MOTION: To enter Nonpublic Session for the purpose of RSA 91-A:3 II. (a) Personnel.
(ROLL CALL VOTE REQUIRED)

MOTION: M. LANE

SECOND: E. BEATTIE

NON-PUBLIC SESSION RSA 91-A:3; Roll Call vote to enter nonpublic session:

Louis Gargiulo, Chairman Yes

Mark R. Lane, Vice Chairman Yes

Edward B. Beattie, Selectman Yes

Entered nonpublic session at 7:35 p.m.

VOTE TO SEAL THE MINUTES OF NON-PUBLIC SESSION – 2/3 VOTE REQUIRED.

MOTION: To seal the minutes of non-public session.

MOTION: M. LANE

SECOND: E. BEATTIE

UNANIMOUS

MOTION: To leave nonpublic session and return to public session.

MOTION: M. LANE

SECOND: E. BEATTIE

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Public session reconvened at 9:42 PM.

MOTION: To adjourn the meeting at 9:42 PM

MOTION: M. LANE

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

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**SECOND: E. BEATTIE
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NEXT SELECTMEN'S MEETING – WEDNESDAY, May 5th, 2021, 6:00 P.M., TOWN HALL