

**BOARD OF SELECTMEN  
TOWN OF HAMPTON FALLS**

**SEPTEMBER 8, 2021 – 6:00 PM  
TOWN HALL**

*FINAL*

**PRESENT:** L. Gargiulo, Chairman; M. R. Lane, Vice Chairman; E. B. Beattie, Selectman;  
K. Anderson, Interim Town Administrator; R. D. Webb, Town Secretary

**OLD BUSINESS**

**Financial Reports - General Fund Balance - \$2,560,831**

**Executive – Accounts Payable/Payroll/Treasurer/ Trustees of the Trust Funds Warrant(s)**

1)	Accounts Payable	Warrant 779	August 18	6,034.32
2)	Accounts Payable	Warrant 780	August 25	99,254.05
3)	Accounts Payable	Warrant 781	September 01	11,983.52
4)	Accounts Payable	Warrant 782	September 01	17,916.12
5)	Payroll	Warrant 549	August 18	23,711.88
6)	Payroll	Warrant 550	August 25	18,337.42
7)	Payroll	Warrant 551	September 01	21,489.93
8)	Payroll	Warrant 552	September 01	7,520.24

**MOTION to approve all Accounts Payable Warrants and Payroll Warrants as listed.**

**MOTION E. BEATTIE**

**SECOND M. LANE**

**UNANIMOUS**

**Fin. Admin. - 2022 Budget –Work Session(s) – Schedule Dates for Posting**

A schedule had been drafted for the first reviews with department heads/committees/boards. K. Anderson proposed Tuesday, September 21<sup>st</sup> beginning at 8:00 AM for the first reviews and Tuesday, October 19<sup>th</sup> beginning at 8:00 AM for the second reviews. She said that all the numbers needed are not available yet, including Health Insurance rates, and cost of living allowance (COLA) rates for September. All three Selectmen agreed to the two meeting dates for the Budget work sessions.

E. Beattie inquired about the MS-1 document that was required to be submitted to the state by September 01, and K. Anderson said that it was on the agenda for the Selectmen's signatures. Additionally, she was notified by the Department of Revenue that Northern Utilities submitted their values incorrectly to the State. Since Hampton Falls is serviced by Northern Utilities, the Town will be receiving new notices from Northern Utilities, which will change one of the numbers on the MS-1 form.

**Employee - Appointment of Town Secretary to Permanent Status**

R. Webb has completed her 6-month probationary period and an evaluation was completed. K. Anderson recommended that R. Webb be appointed to permanent status and moved to Step 1 on the payscale.

**MOTION: To appoint Rachel Webb, Town Secretary to permanent status and to authorize an increase to the hourly rate to Step 1.**

**MOTION: E. BEATTIE**

**SECOND: M. LANE**

**UNANIMOUS**

*FINAL*

**Parks/Recreation - The Depot Advisory Committee (DAC) report**

Larry Smith presented the DAC report which addressed the following parameters as requested by the Board of Selectmen in meetings from April and May: 1) Understand the locations of the property lines at the Depot; 2) Clarify ownership of municipal property versus private property; 3) Understand what is enforceable at the site location; 4) Consider observations over a few summer weekends at high tide in order to observe the issues the Committee had been tasked to examine. After examining wetland maps, deeds, access easements, plan maps, dock permit plan, and satellite imaging the DAC discussed the following issues regarding: public access, property boundary markers, State and Town conservation setbacks, and identified areas of concern that could be controlled or modified by the Town.

Issues with the current use of the property include: traffic, trash, parking of cars and boat trailers, RVs, dog waste, drug use, recreation use of the property, and police activity.

Alex Dittami, provided a flash drive with photos. He described an issue of concern with tire tracks into the marsh area, damaging/eroding the edge of the marsh, and discussed if parking control could manage that problem. There is a large amount of sustained activity in the area currently.

M. Lane identified the area as being part of the Rails-to-Trails project with bridges at either end of the last section to be completed from Seabrook to Hampton. The State is already working on the section from Hampton to Portsmouth.

E.Beattie said that the section of rail trail from Seabrook south, to the Merrimack River, is completed. In light of the future interest of the State in developing/completing the rail-to-trail project, the Town should look not only at Depot Landing, but also to this additional use of the contiguous area in the future, and make plans taking all of that scope into consideration.

L. Smith said that A.Dittami contacted the State DES and the Coastal Resilience Grant Coordinator, who informed him that an annual grant round application deadline just passed, but encouraged him to consider applying for next year. He requested permission from the Selectmen to talk with the State in greater detail, to gather information about the grant program, for future consideration. A. Dittami said that he would propose to use the grant money for a feasibility study to combine boat launch parking together with future trail head parking for the Rail-to-Trail project. L. Smith added that there were some UNH students 4-5 years ago, who looked at the area and did some design work, so that work should be considered along with future designs.

The DAC made several recommendations, given their analysis, for: parking, signage (both on-site, and along roads regarding speed limit), trash, and continued observation and evaluation to monitor the area for a minimum of one year.

**MOTION: To accept the report from the Depot Advisory Committee, with appreciation from the Board of Selectmen; to continue the Committee to October 2022 to review and monitor the Depot Landing, and; to make recommendations to the Board of Selectmen over the next year. To authorize A. Dittami and L. Smith to represent the DAC to meet with the State DES Coastal Resilience Grant Program Coordinator to gather information, regarding the NH Coastal Resilience Grant Program, on behalf of the Board of Selectmen.**

*FINAL*

**MOTION: M. LANE  
SECOND: E. BEATTIE  
UNANIMOUS**

**OTHER SELECTMEN’S OLD BUSINESS**

There was no Other Selectmen’s Old Business.

**OLD BUSINESS PUBLIC COMMENT**

Bev Mutrie, Brown Road, asked if there was any policing or penalties being proposed in the scenario of out-of-state cars at the Depot Landing, and it was noted that a redacted Police Log from the prior year had been provided to the Selectmen. E. Beattie said that there has not yet been a current assessment of projected police coverage at the Depot Landing, as final plans have not been proposed.

B. Mutrie also commented that perhaps a Volunteer, similar to a Harbormaster (volunteer police) could be requested to help with the management of the Depot Landing.

**CONSENT AGENDA**

**Monthly Financial Reports of Bookkeeper, Treasurer, Tax Collector**

As the second half of the year’s tax collection period approaches – it is worth noting that the total uncollected for the first half billing is only \$124,844.48, indicating a 97% collection status. Property tax liens from prior levies total \$136,888. K. Anderson stated that the Town is in excellent shape in terms of tax collection.

**MS 1 – Signatures needed for previously approved report.**

The MS 1 was prepared by Chad Roberge, the Town’s Assessor with Avitar, and has been reviewed for accuracy. The Board approved the submittal at the last meeting, and this is the signing of that report for uploading to the Department of Revenue. The Board acknowledged the items in the Consent Agenda.

**NEW BUSINESS**

**Executive - Appointment of Interim Town Administrator**

Health Trust requires the Board of Selectmen to authorize a change in the designated agent to sign the Health Trust Secure Member Portal Agreement, authorizing Karen Anderson to have access.

**MOTION: To appoint Karen Anderson as Interim Town Administrator, effective August 30, 2021, in accordance with the terms outlined in the agreement, and authorize the Chairman to sign the agreement; in addition to also sign the Health Trust change in the designated agent’s secure member portal agreement.**

**MOTION: E. BEATTIE  
SECOND: M. LANE  
UNANIMOUS**

**Recreation - Change of Date – Castleberry Fair**

Castleberry Fair had been previously approved for October 16 & 17<sup>th</sup>. Due to scheduling changes, the Recreation Department is requesting that the Board approve a change of date to October 9 & 10<sup>th</sup>. The Recreation Department will secure the additional approvals from departments.

**MOTION: To approve the use of the Town Common for the Castleberry Fair October 9 – 10<sup>th</sup>.**

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SECOND E. BEATTIE  
UNANIMOUS**

**Planning - Trimming of Hazardous Trees**

The Planning Board has met with Unitil, Case 21-07-01 and granted their application for routine line-clearance maintenance tree pruning along several Scenic Roads in town. Roads include Stard, Dodge. Mill, Goodwin, Crank and the southern portion of Nason. The Planning Board's approval required the approval by the Board of Selectmen as well. The list of hazardous trees and the Planning Board minutes are part of the record.

**MOTION: To approve the request by Unitil for routine line-clearance maintenance tree pruning along several Scenic Roads in town. Roads include Stard, Dodge. Mill, Goodwin, Crank and the southern portion of Nason.**

**MOTION: M. LANE  
SECOND: E. BEATTIE  
UNANIMOUS**

**Zoning- Appointment of James Hasenfus as Alternate**

James Hasenfus, 10 Drinkwater Road, has submitted an application to become an Alternate on the Zoning Board of Adjustment. He is aware of the new requirement for training once conditionally appointed. He will be filling the seat recently made available by the appointment of Alex Dittami as a regular member. He has met with the Zoning Board and they are in agreement with his appointment.

**MOTION: To appoint James Hasenfus as an Alternate to the Zoning Board of Adjustment.**

**MOTION: E. BEATTIE  
SECOND: M. LANE  
UNANIMOUS**

**Zoning- Appointment of Alex Dittami as regular ZBA member**

The appointment form for Alex Dittami as a regular ZBA member, that was recently approved, needs Selectmen's signatures.

**Government Buildings - Surplus Materials Yard Sale**

The Historical Society has requested permission to use the Town Common for a yard sale on October 2<sup>nd</sup> from 8:00 AM – 3:00 PM, of materials no longer useful to the Museum -many of which are stored in the second floor of Town Hall. This could be an opportunity for the Town to dispose of any surplus materials that could be inventoried for disposal prior to that date.

**MOTION: To authorize the Historical Society to hold a yard sale on the Town Common, on October 2<sup>nd</sup> from 8-3, for the disposal of surplus materials, and to authorize the town staff to compile a list of surplus materials from their departments for review by the Board of Selectmen for disposal in the same manner.**

**MOTION: M. LANE  
SECOND: E. BEATTIE  
UNANIMOUS**

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**Insurance - Old Stage Bridge**

K. Anderson reported that at the request of a member of the Old Stage Bridge Committee, for a copy of the insurance on the Old Stage Bridge, it was discovered that the Town's insurance carrier, Primex, does not cover pedestrian bridges that are not inspected by the State Department of Transportation (DOT). The bridge has not been covered under the Town's blanket insurance liability policy.

Judy Wilson, Old Stage Road, requested the pedestrian bridge be added to the State's list of bridges needing to be inspected. The bridge is twelve (12) years old.

K. Anderson requested the Board's authority to contact the DOT to request an inspection of the bridge. She also said that she will be reaching out to the Town Manager of Hampton to determine if Hampton has coverage and if the bridge has been inspected on behalf of the Town of Hampton.

**MOTION: To authorize the Town Administrator to reach out to DOT for a bridge inspection of the pedestrian Old Stage Bridge.**

**MOTION: E. BEATTIE**

**SECOND: M. LANE**

**UNANIMOUS**

E. Beattie emphasized the importance of following-up to be sure to get insurance coverage for the pedestrian, Old Stage Bridge.

**Highway - Curtis Road Engineering**

There are three invoices outstanding to Jones & Beach Engineering for the Curtis Road Project. The invoices are presented to the Board for approval as they exceed the initial authorization of \$11,300 for this phase of the project. The extra charges are for work performed outside of the scope of the contract and include working with the Fire Chief on a dry hydrant, a new requirement from the Wetlands Board for a wetland function and value study, the work involved in pre-ordering the culvert prior to approval by DES, and visits to the site to determine if the road was structurally sound. The additional costs total \$2,583.42 which exceeds the \$11,300 by \$1,767.45.

**MOTION: To authorize the payment of Jones & Beach invoices #37818, 37999, and 38169 totaling \$2,583.42.**

**MOTION: M. LANE**

**SECOND: E. BEATTIE**

**UNANIMOUS**

K. Anderson provided the following update: that the Curtis Road project has been delayed, as a result of the permitting process, and at this time the DES Permit has been received and the Army Corp of Engineers permit is still outstanding. Jamco is committed to a project in Exeter in September and will be back to do this project as soon as possible, likely early December. A Winter construction will require the road paving to be delayed until Spring.

**Solid Waste - Fall Household Waste Collection Day**

The Fall Waste Collection is smaller in scope than the Spring Collection and generally is held at the end of October. October 30<sup>th</sup> is suggested as the date this year.

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The Spring Collection resulted in 3.29 tons of wood and 7.82 tons of bulky waste; 9 mattresses, 2 box springs, 19 units containing freon, 3 propane tanks, 30 tires and 24 electronic items. The revenue \$2,610 with expenses of \$1,975 resulted in a net cost of \$635. For budgeting purposes, the gross expense has to be budgeted and the anticipated revenues accounted for.

E. Beattie said that the Fall date is not as well utilized as the Spring date by residents. He suggested that the Selectmen review the participation numbers following the Fall date and decide if it is a worthy expense to continue, as it currently operates as a cost, and not as a revenue. L. Gargiulo agreed with E. Beattie to look at the costs afterwards. It was also decided to shorten the hours of the event to 8 to 12 noon, instead of the previously planned timeframe of 8-2. The need for this collection will be reviewed in November. The Board authorized the fall Household Waste Collection Day to be held on October 30<sup>th</sup> from 8AM – 12 PM.

**Other - Other New Business**

There was no Other New Business.

**NEW BUSINESS PUBLIC COMMENT**

Bev Mutrie, Brown Road, asked about how to dispose of an old freezer, if the Fall Household Waste Collection Day is eliminated, and she is forced to keep it for an additional six months until the Spring date. E. Beattie said that there will always be trash, bulky items, white good, and recycling issues in every community, that it is a sign of our times, and waste management is a challenge for our planet. There was a comment regarding trash recently deposited at Frying Pan Lane illegally, as an example. There are lists available online, of “Hard to Dispose of Items”.

**Monthly Reports – Selectmen’s Representative Reports**

**Planning Board, Library Trustees, Tricentennial Committee – E. Beattie**

E. Beattie reported that the Planning Board is still reviewing the site plan proposal regarding 41 Lafayette Road, for a landscape supply retail business. The Library is in the process of reviewing it’s HVAC and air conditioning scenarios for inclusion in the CIP and/or ARPA funding. The Tricentennial Committee has goods available for purchase to support the Tricentennial event next year, including long-sleeved shirts, baseball hats, winter beanie hats, and medallions. There are samples in Town Hall for viewing, with instructions on purchasing. The Committee is planning to present a storyboard calendar, at the next Selectmen’s meeting, of the events being planned for the Tricentennial next year that are educational, entertaining, child-oriented, time capsules, and a scavenger hunt to learn more about the Town. There is a plan for a special Ale to be produced for the event, along with glassware, and a one-day alcohol event. Additional plans are to involve Fritz Witherbee of TV’s Chronicle, for the week. Special mention to Ward Dilmore for all of his time spent toward this endeavor to date.

**Parks & Recreation, LAS School Board, Rt. 1 Advisory Committee – M. Lane**

M. Lane repeated the requested date change for the Castleberry Fair to October 9<sup>th</sup>-10<sup>th</sup>.

He said that the athletic fields are fully booked, with additional people wanting to use the fields. An unusual problem identified is that the grass is “too good”, as it is so thick, but needs to be cut lower to enable a soccer ball to roll. The LAS is back in session, and the LAS’s HVAC system in the gym needs to be replaced, so it was recommended that the school send a letter to the Town to that effect, for

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consideration as a CIP, and/or for funding with ARPA monies. The Route One Advisory Committee July meeting was not well-attended with minimal participants. Their next meeting is September 16<sup>th</sup>, Thursday at 6:00 PM at Town Hall. L. Gargiulo asked if there was any feedback on the letter sent to the State from the Selectmen regarding the Town Common, and M. Lane responded that there was no mention of it at the July meeting.

**Heritage Commission, Conservation Commission – L. Gargiulo**

There was no information to report.

**OTHER SELECTMEN'S NEW BUSINESS**

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

**REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES: 08/18/2021**

**MOTION:** To approve the minutes of the August 18, 2021 Selectmen's meetings as written.

**MOTION:** M. LANE

**SECOND:** E. BEATTIE

**UNANIMOUS**

**PUBLIC COMMENT**

No comments were heard at this time.

**Motion to enter Nonpublic Session** made by M. Lane seconded by E. Beattie.

  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.*

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

**Entered nonpublic session** at 7:35 p.m.

**Motion to leave nonpublic session** and return to public session by M. Lane, seconded by E. Beattie.

**Motion: PASSED**

**Public session reconvened** at 8:15 p.m.

**MOTION:** To adjourn the meeting at 8:15 p.m.

**MOTION:** E. BEATTIE

**SECOND:** M. LANE

**UNANIMOUS**

**Next Selectmen's Meeting – Wednesday September 22, 2021, 6:00 PM, Town Hall**