

**BOARD OF SELECTMEN
TOWN OF HAMPTON FALLS**

**AUGUST 18, 2021 – 6:00 PM
TOWN HALL**

FINAL

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

2021-2022 WINTER ROAD MAINTENANCE SERVICES (Agreement) and Scope of Work.

Ryan Bailey of Bailey Landscaping, LLC asked if he would have the same access to the Town shed as last year, and continue to work with the Waste Collection Contractor to share those facilities, and the response from the Selectmen was yes.

MOTION: To enter into a 2021-2022 Winter Road Maintenance Services Agreement between Bailey Landscaping, LLC and the Board of Selectmen of the Town of Hampton Falls, NH.

MOTION: E. BEATTIE

SECOND: M. LANE

UNANIMOUS

CURBSIDE WASTE COLLECTION CONTRACTOR REVIEW (ELM SERVICE, LLC)

Compensation for Services (Section 15) – Recycling Disposal

This item is continued from the Board of Selectmen's meeting July 21, 2021. James Ziolkowski, ELM Service, LLC gave the Board an update of the curbside collection program saying that everything is going well. The current tonnage per week is approximately 16-17 tons, with the recycling at approximately 2 tons/week. He stated that the Town should have received a check from the company who purchased the recycled cardboard from the Town, and a 2nd and 3rd check should be coming soon. He described the Policy for Collection of Cardboard is that: residents need to break down and flatten the cardboard and tie it, before placing at the curb for collection; or, alternatively, residents may bring their flattened cardboard to the container at the Town shed for baling. He further described that for residents who do not prepare it correctly, he leaves a note of instruction behind, with rejected cardboard improperly, or not bundled. The result is that it takes two hours to collect the cardboard, but he is leaving behind more cardboard than he is picking up. The issue is that residents are not bundling and tying their cardboard. He asked if the Town wants to continue offering the cardboard pick-up, or have residents exclusively use the drop-off location at the Town shed. L. Gargiulo responded saying that the contract states the service required to be performed, and so the vendor needs to adhere to the contractual obligations specified in the contract.

There was discussion regarding the bookkeeping records of the waste collection contractor, including the format of the invoices, and the receipts from the scales/tonnage slips. J. Ziolkowski explained that after collecting Hampton Falls' curbside materials Thursday and Friday, on the following Monday morning the truck gets weighed, at the Greenland scale at Exit 3, where a tonnage slip is generated. Then Monday he fills the remainder of the truck with another community's trash and the truck gets weighed a second time, later in the day on Monday, when a second tonnage slip is generated. L. Gargiulo recommended that going forward the contractor please submit the billing using the following highlighter colors: Yellow the first weighed tonnage, and Pink the second weighed tonnage, so that the two weights will be more easily identifiable and correlated to the spreadsheet statistics provided with the receipt copies. As a note, Section 15 of the contract states that *"Disposal cost of recyclables will be compensated at the 'current weekly gate rate', which shall be evidenced by the presentation of invoices, including accurate tonnage slips, to the town by the contractor."* In summary, it was the consensus of the Board that they are satisfied with the accounting of the waste collection contractor.

RESIDENT REQUEST FOR DUMPSTER AT BRUSH DUMP

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

**BOARD OF SELECTMEN
TOWN OF HAMPTON FALLS**

**AUGUST 18, 2021 – 6:00 PM
TOWN HALL**

FINAL

The Town Administrator received an email from a resident, for discussion at a BOS meeting “*hoping that the Town can expand the “Brush Dump” to include a 40-foot container for general trash that is not acceptable for the roadside pick-up. This includes what might be generally termed construction trash: metal, wood, etc.*”

E. Beattie did not think it is a good idea, and L. Gargiulo agreed with E. Beattie, especially without the facility being staffed, he was not in favor of the request. M. Lane stated that construction debris is the responsibility of the homeowner. Additionally, he reminded the Board that when they addressed this inquiry previously, they received considerable push-back from the abutters.

MOTION: That the Board of Selectmen considered the request of the resident, and that they are not in support of the request.

MOTION: M. LANE

SECOND: E. BEATTIE

UNANIMOUS

2021 HIGHWAY ROAD PROJECTS

R. Hilliard presented an update to the Board of current work in-process and completed.

- 1) Shoulder-work at Nason at the Rt 84 end are completed.
- 2) Shoulder-work at Brown Road is completed.
- 2) One-third of the Stop Bars have been painted, with the ten worst ones done, 16 overall.
- 3) Cleaning of the catch basins are done, including the worst ones, cleaned and caught-up.
- 4) Crack-sealing will be happening in two-three weeks.
- 5) The status of the Curtis Road culvert is that Jones & Beach is still waiting for the State response, with a NH state staff person not available until 08/23. The road is starting to fail rapidly, so photos have been taken and sent to Jones & Beach, and also to Eben Lewis. R. Hilliard has asked L. Ruest to start the process to close the road.
- 6) Regarding Glenwood, Jones & Beach has a rough draft, and they will have a final by Friday.
- 7) Drinkwater 70 Culvert re-lining R. Hilliard spoke with Jones & Beach and they agreed that the waterflow calculations have determined that a Wetland Permit will be needed because of the continuous flow of the brook. R. Hilliard asked Jones & Beach to research it and to provide the Town with an estimate to get started. R. Hilliard recommends starting the process now, because it will take a while, (with state approvals), as has been the Town’s recent experience.

ROAD AGENT – CORE SERVICES/INVOICE MONTHLY REPORT

The Board reviewed and approved the July 2021 invoice, dated 08/12/2021, presented by Road Agent Russ Hilliard.

MOTION: To approve the July Invoice dated 08/12/2021 from the Road Agent that includes charges for Core Services labeled July 2021.

MOTION: E. BEATTIE

SECOND: M. LANE

UNANIMOUS

FINAL

NH-DOT APPLICATION FOR DRIVEWAY PERMIT (BRIMMER LANE)

R. Hilliard reviewed the set of plans and reviewed the 41 Lafayette Road site, and it looks like the proposal is taking the paving back to what Brimmer may have been, previous to the additional paving that has taken place. He asked that the “Dead End / No Outlet” signs be brought up to the end of the new entrance, so that people on Route 1 will see it and not go down that street. L. Gargiulo asked T. Santora if the Planning Board had any concerns with the proposal. T. Santora responded that he wanted to ensure that the Board had the most current set of plans before them, and L. Ruest responded that they did. L. Gargiulo asked if the Planning Board was good with the proposal, and T. Santora responded yes.

MOTION: To authorize the Board of Selectmen, Chairman to sign the Driveway Permit application.

MOTION: E. BEATTIE

SECOND: M. LANE

UNANIMOUS

FIRE CHIEF, AMBULANCE, EMERGENCY MANAGEMENT – MONTHLY REPORT

The Board acknowledged the report from Fire Chief Lord, with no comments nor questions.

POLICE CHIEF, ANIMAL CONTROL – MONTHLY REPORT

The Board acknowledged the report from Police Chief Dirsra. There were no questions from the Board regarding Chief Dirsra’s monthly report.

REDUCTION OF SPEED LIMIT ON KING STREET AND CURTIS ROAD

The Town Administrator reviewed that at a previous Board of Selectmen’s meeting, regarding guardrails, there was a discussion to lower the speed limit on King Street and Curtis Road. She followed up with inquiry to Town Counsel on amending the Ordinance regarding speed limits on King Street and Curtis Road, from 30mph to 25mph. First the Selectmen need to obtain evidence from an engineering or traffic investigation detailing why the speed limit should be reduced. Then, an amended ordinance would be proposed, with a public hearing, notice in the newspaper, etc. to amend the ordinance. R. Dirsra stated that he felt those roads could warrant a reduction in speed limit.

MOTION: To move forward with Jones & Beach to conduct an engineering or traffic investigation detailing why the speed limit should be reduced on King Street and Curtis Road, not to exceed \$2,500, and if the estimate exceeds \$2,500 then communicate that to the Board of Selectmen.

MOTION: E.BEATTIE

SECOND: M. LANE

UNANIMOUS

R. Dirsra shared the following additional updates with the Board;

- 1) The Town Repeater Grant was received in the amount of \$10,000 to reimburse the Town.
- 2) The State program to send texts to residents regarding emergency notifications, was missing necessary software. Although R. Dirsra attended classes to learn about the program, without the software it did not make sense to rebuild the database to compensate for the software deficiencies. He will continue to look into other vendors. L. Gargiulo said that he should look at Texting and Reverse 911, however that comes at a cost of needing to maintain the phone numbers, but the program would be helpful with major emergencies. It was his experience that it costs approximately 3-4 cents per call for phone call notification.

BUILDING INSPECTOR, CODE COMPLIANCE, HEALTH OFFICER – MONTHLY REPORT

The Board acknowledged the report from Building Inspector Mark Sikorski. L. Gargiulo asked how are the number of building permits compared with 2020, and M. Sikorski responded that the numbers are a bit more robust this year. There are approximately five (5) getting ready to start building, one (1) just finished, and three (3) near completion.

CONSERVATION COMMISSION INTERN REPORT

Taylor Foley, a senior college student at UNH, presented a Powerpoint summary of his summer work with the Conservation Commission, focusing on Invasive Plant Species Removal, at Marsh Lane and also at the Raspberry Farm. He conducted field work throughout town and mapped the clusters of invasive species using GIS mapping software, which will be available to the town to add to the website. There were certain Areas of Interest of invasive plant species identified for treatment, and methods of treatment discussed included spraying and the use of black plastic (ie. the power lines at Rt 84 near Linden). Species of concern are Bittersweet and Knotweed. It was noted that the spraying is problematic because it is only effective at specific times of the plant's growth. R. Hilliard commented that there is only one chemical that will kill it. L. Gargiulo expressed thanks for all of the efforts and work of T. Foley this summer, and said that it would be useful to post the work on the Town website.

CONSENT AGENDA

- 1. Monthly Financial Reports of Bookkeeper, Treasurer, Tax Collector**
- 2. Rededication of the Global War on Terrorism Memorial Monument (9/11/2021, 6 p.m., at the Hamptons American Legion Post 35, 69 High Street, Hampton, NH).**
- 3. NH-DOT Highway Block Grant (7/1/21 to 6/30/22) \$68,597.45**
- 4. Seabrook-Hamptons Estuary Alliance Coastal Resilience Grant Project**
- 5. 2021 Premium Holiday for the CY2021 Property & Liability Program (Primex)**
- 6. Rockingham County Finance Office Approved Fiscal Budget 2022**
- 7. Comcast Emergency Connectivity Fund**
- 8. Planning Board Abutter Notification (Unitil Energy, Wetland Special Use Permit)**

The Board acknowledged the items in the Consent Agenda.

OLD BUSINESS There was no Old Business.

FINANCIAL REPORTS - GENERAL FUND BALANCE \$2,534,448.00

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

| | | |
|-------------------|--------------------------------------|---------------------|
| Bookkeeper | Payroll Warrant # 546 | \$27,602.34 |
| Bookkeeper | Accounts Payable Warrant #775 | \$9,741.87 |
| Bookkeeper | Payroll Warrant # 547 | \$22,355.67 |
| Bookkeeper | Accounts Payable Warrant #776 | \$190,738.12 |
| Bookkeeper | Payroll Warrant # 548 | \$22,270.06 |
| Bookkeeper | Accounts Payable Warrant #777 | \$9,605.24 |
| Bookkeeper | Accounts Payable Warrant #778 | \$823,028.97 |

FINAL

| | | |
|--|--|--|
| | | |
|--|--|--|

MOTION: To approve the warrants as presented above.

MOTION: M. LANE

SECOND: E. BEATTIE

UNANIMOUS

HISTORICAL SOCIETY MUSEUM – REFINISHING OF FLOOR

No one was present to speak to the issue on the agenda, and no discussion was held.

ROUTE 1 CORRIDOR STUDY – SELECTMEN’S LETTER TO NH-DOT

The draft letter to Tobey Reynolds at NH-DOT was read into the record. “...*The Board of Selectmen, on behalf of the citizens of Hampton Falls, is opposed to any proposed change(s) to the Town Common or change that would affect the Town Common in any way. It is strongly felt that any change to the Town Common would devalue the aesthetics of the Common and threaten one of the sacred treasures of Hampton Falls....*”

MOTION: To sign the letter to Tobey Reynolds at NH-DOT as written.

MOTION: E. BEATTIE

SECOND: M. LANE

UNANIMOUS

CDC GUIDELINES – POSTING OF GOVERNMENT BUILDINGS

L. Ruest asked the Board of Selectmen to provide direction regarding CDC Guidelines for addressing COVID protocols in government buildings in Hampton Falls. She summarized the school district’s approach as a barometer, with specific procedures in place, for hypothetical scenarios. She presented a graphic flyer, with the top half to be posted for Employees, and the bottom half to be posted for the Public. L. Gargiulo said that he is opposed to a requirement at this time, and that the Town can take direction from the State. E. Beattie said that the Town can look at how it has handled this issue in the past, and review the data, and constantly monitor any new information. He concluded saying that the Town does not want to leapfrog the State in terms of enacting more stringent requirements than are mandated by the State.

OTHER SELECTMEN’S OLD BUSINESS There was no Old Business presented at this time.

OLD BUSINESS PUBLIC COMMENT

Todd Santora, Linden Lane, said that there is some frustration with the speed of the completion of the culvert work in town, and the engineer involved. He said that the Planning Board has had similar issues with that engineer, and that he felt that it may be time to consider looking at alternatives.

NEW BUSINESS

L. Gargiulo made the announcement that: “*Town of Hampton Falls, NH Town Administrator, Lori Ruest, has submitted her resignation to the Board of Selectmen. Mr. Ruest’s last day with the Town will be August 27, 2021. The Board of Selectmen thank Lori for her many years of service to the Town and wishes her continued success in her future endeavors. The Town of Hampton Falls will be appointing an interim Town Administrator and details will be announced shortly.*” L. Gargiulo said that this information will be posted to social media and also on the Town’s website.

FINAL

Liz Riordan, the Town Treasurer, spoke in honor of Lori Ruest saying that she has worked with her for over twenty years, and that she is extremely grateful for the work that L. Ruest has done. L. Riordan said that L. Ruest is incredibly organized, accurate, has integrity, is trustworthy, and that people need to know what a great job she has done. L. Riordan wanted to publicly say thank you Lori Ruest.

MS1 SUMMARY INVENTORY OF VALUATION AND MS434 ESTIMATED REVENUES

L. Ruest presented status reports on the two tax documents that are due to be filed with the State DRA by September 1, to set the Town's tax rate, namely, the MS1 and the MS434. The MS1 is in process, with the Assessor having prepared the document and submitted it to the State DRA, where the DRA is currently reviewing the Utility values, and then the MS1 will be ready for Selectmen's signatures. The MS434 has been completed.

2022 BUDGET, 2021 TOWN REPORT AND 2021 AUDIT

L. Ruest summarized the email sent to Department heads, that initiated the processes for the Capital Improvements Committee and Budget review of projects. Draft worksheets are being prepared for the Board's review to be presented at a scheduled work session (s) to be determined.

2022 BUDGET WORK SESSION(S) – SCHEDULE DATES

L. Ruest discussed a potential schedule of Budget Work Session dates, in a format consistent with last year, targeted at the third week of September. In 2020 all presentations were scheduled on the same day in one meeting, whereas in 2019 the presentations were spread-out over two meetings. It was the consensus of the Board to take this under advisement and to consider it for a future agenda.

VOLUNTEER APPLICATION (TRICENTENNIAL COMMITTEE)

Susan Porcelli submitted a Volunteer Application to be appointed to the Tricentennial Committee. Her prior service to the Town of Hampton Falls includes serving as one of the founding members of the Recycling Committee, and also assisting with the Library Book sales. L. Gargiulo said that he has known S. Porcelli for over 35 years.

MOTION: To appoint Susan M. Porcelli to the Tricentennial Committee.

MOTION: L. GARGIULO

SECOND: M. LANE

UNANIMOUS

OTHER SELECTMEN'S NEW BUSINESS

L. Ruest summarized an email from Linda Coe, Chair of the Library Trustees, regarding items discussed at the July 22nd Library Trustee meeting, namely: 1) the Library Walkway, 2) HVAC Renovations, and 3) Poison Ivy control.

E. Beattie said that the Cemetery Trustees may need a new contract to solve the issue of maintenance in the cemeteries, as there have been inconsistencies in service provision. There previously was a one-year agreement, which has expired. L. Gargiulo said that he had done some research previously into alternate landscapers who would be willing to take on the cemeteries, and he will identify who he had contacted regarding this issue. He said that it is challenging finding a landscaper who wants to do that type of job.

**BOARD OF SELECTMEN
TOWN OF HAMPTON FALLS**

**AUGUST 18, 2021 – 6:00 PM
TOWN HALL**

FINAL

NEW BUSINESS PUBLIC COMMENT There was no New Business public comment.

REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES: 07/21/2021

MOTION: To approve the minutes of the July 21, 2021 Selectmen's meetings as written.

MOTION: M. LANE

SECOND: E. BEATTIE

UNANIMOUS

PUBLIC COMMENT

Robbie Dirs, Police Chief, thanked Lori Ruest for the support that she has given to the Police Department and their long-standing working relationship, which he has appreciated. He wanted to publicly say thank you Lori Ruest.

MOTION: To enter Nonpublic Session made by E. BEATTIE seconded by M. LANE.

Motion: PASSED

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.*

| | | |
|--|------------------------------|---|
| Roll Call vote to enter nonpublic session: | Louis Gargiulo, Chairman | Y |
| | Mark R. Lane, Vice Chairman | Y |
| | Edward B. Beattie, Selectman | Y |

Entered nonpublic session at 7:25 P.M.

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

MOTION: M. LANE

SECOND: E. BEATTIE

PASSED

Public session reconvened at 7:35 P.M.

MOTION: To appoint Karen Anderson as Interim Town Administrator.

MOTION: M. LANE

SECOND: E. BEATTIE

UNANIMOUS

ADJOURNMENT

MOTION: To adjourn the meeting 7:40 PM.

MOTION: E. BEATTIE

SECOND: M. LANE

UNANIMOUS

Next Selectmen's Meeting – Wednesday September 8th , 2021, 6:00 PM, Town Hall