

**BOARD OF SELECTMEN
TOWN OF HAMPTON FALLS**

**SEPTEMBER 22, 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

ROAD AGENT – CORE SERVICES/INVOICE MONTHLY REPORT

Road Agent Russ Hilliard presented the core services for August are \$795.83. The total invoice including the core services is \$5,823.33. The projects included the removal of hazard trees on Blake Lane and Goodwin Road (\$212.50 for backhoe time); Signage work on Linden Lane, Brimmer Lane, Towle Farm Road, Cider Hill Road and East Road. Asphalt patching was completed on Curtis Road, Parsonage, Drinkwater and Nason Roads.

MOTION: To approve the Road Agent's August Invoice #08/21 in the amount of \$5,823.33.

MOTION: E. BEATTIE

SECOND: M. LANE

UNANIMOUS

R. Hilliard stated that he had a meeting with representatives of Jones & Beach and also with Jamco, who told him that the Curtis Road Culvert installation work can start as early as next week because the contractor had a delay in another community, thereby giving themselves availability to complete the work in Hampton Falls earlier than originally planned. The approval for the Army Corp permit has been granted verbally, and all parties agreed that they believe they can commence the project next week. L. Gargiulo requested confirmation in writing from the state, confirming the verbal agreement, prior to starting work, and R. Hilliard agreed to obtain the confirmation. Curtis Road will be temporarily closed starting Monday September 29, 2021 for a period of two or three weeks for the duration of the construction. Public Notices will be posted regarding the temporary road closure, in addition to letters mailed to the eleven residents most impacted. Trash pick-up and the School Department will also be notified as the road closure may affect those services.

R. Hilliard obtained a set of plans regarding Glenwood from the engineer, for the review by the Selectmen. And R. Hilliard requested permission to purchase dry hydrant parts for the Curtis Road new culvert location, to which the Selectmen agreed.

MOTION: To complete road shoulders and the shoulders under the guardrails at the King Street culvert location, (will supply 4" to 6" erosion stone and ¾ gravel) in the amount of \$1,775.00 payable from account # 573.

MOTION: E. BEATTIE

SECOND: M. LANE

UNANIMOUS

MOTION: To remove and replace existing catch basin at Mill Pond (will include materials), in the amount of \$3,800.00 payable from account # 573.

MOTION: E. BEATTIE

SECOND: M. LANE

UNANIMOUS

MOTION: To repair concrete culvert and head wall, (will provide necessary materials) in the amount of \$2,100.00 payable from account # 573.

FINAL

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

FIRE CHIEF, AMBULANCE, EMERGENCY MANAGEMENT – MONTHLY REPORT

Chief Jay Lord briefly summarized his monthly report to highlight that the Fire Department's numbers increased by approximately double in the summer months of July and August. 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.

BUILDING INSPECTOR, CODE COMPLIANCE, HEALTH OFFICER – MONTHLY REPORT

The Board acknowledged the report from Building Inspector Mark Sikorski. M. Sikorski reported that there are new homes going up. L. Gargiulo asked about the subject of Airbnbs in terms of zoning in Hampton Falls, which was raised at the Selectmen's Budget Committee meeting the previous day. M. Sikorski was skeptical about whether the Planning Board's Ordinance and Regulations Review subcommittee would have enough time to prepare something for the Warrant in March 2022, due to statutory timing requirements. L. Gargiulo said that there are 4 or 5 Airbnbs listed in Hampton Falls currently, and expressed concerns with them operating in residential neighborhoods. M. Sikorski said that he had discussed the subject with the Assessor Chad Roberge, on Tuesday of this week, who has experience with this subject in other communities, and the Assessor suggested that Hampton Falls consider interpreting an Airbnb as a Home Occupation, in terms of zoning. M. Lane said that the Planning Board should look at the subject and look at what other towns have done.

CONSENT AGENDA

1. Monthly Financial Reports of Bookkeeper, Treasurer, Tax Collector

The Board acknowledged the items in the Consent Agenda.

OLD BUSINESS There was no Old Business.

FINANCIAL REPORTS - GENERAL FUND BALANCE \$2,541,036.39

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

EXECUTIVE – ACCOUNTS PAYABLE & PAYROLL WARRANT

Bookkeeper	Accounts Payable Warrant #783	09/15/2021	\$807,164.25
Bookkeeper	Payroll Warrant # 553	09/15/2021	\$34,359.37

K. Anderson stated that the Accounts Payable Warrant includes a payment to the school.

MOTION: To approve the warrants as presented above.

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

UNANIMOUS

EXECUTIVE – TOWN ADMINISTRATOR RECRUITMENT

K. Anderson explained that an advertisement has been drafted for the Town Administrator position. Questions for the Board to consider are: Utilize private company or conduct recruitment in-house? How many years' experience? Bachelor's /Master's Degree Required? Post salary range or leave open? Timeframe for search? E. Beattie wants to conduct the recruitment in-house, and L. Gargiulo agreed at least for the first-round of applicants. Three to five years' experience was the consensus, with a Bachelor's degree plus years of service in one location, being preferable. The Selectmen agreed that experience was more important than having a Master's Degree. E. Beattie stated that it would be important to identify the scope of the position, the number of hours necessary, and the salary. K. Anderson stated that she thought the position could be advertised as a part-time (3/4) position at 28 or 32 hours weekly to enable a NH retiree to consider the position (as there are limitations on the yearly number of hours permitted to work by the NH Retirement System). It could result in more applications. L. Gargiulo said that putting a sixty-day (60-days) cap on the search timeframe for applications seemed reasonable, and to request that applicants submit a Resume, Cover Letter, and Salary Requirements. K. Anderson discussed locations for posting the job advertisement as follows: the Union Leader, NH Managers' Association, ICMA, Local Government Center, and Zip Recruiter.

FINANCIAL ADMINISTRATION- USE OF ARPA FUNDS

The town has received \$126,000 as the first half of the town's allocation of ARPA Funds. Requests have been made through the CIP process to use the funds for HVAC improvements at the LAS school, Library, Public Safety Building and the Museum.

The LAS school has requested reimbursement for a project that is currently underway, and funded from 2020 surplus and unanticipated revenues in the amount of \$112,685 (plus \$40,000 for controls, unanticipated). The Library spent \$9,000 on a study that resulted in a proposal of \$124,450 to replace the air conditioning compressors and air handling units. The PSB has been quoted \$15,000 to study that building to make a HVAC proposal. The Hampton Falls Historical Society (HFHS) is presenting a proposal for the Museum Building later tonight, on the Selectmen's agenda.

L. Gargiulo said that the Town Hall meeting room, where the Selectmen's meetings are held, should add a split air unit to add air conditioning, as the summer temperatures can reach 85 degrees, and he thought that type of AC unit would cost approximately \$15,000. There was discussion regarding holding a work session to discuss the HVAC RFP concept, as E. Beattie stated that it is important to look at all competing opportunities/requests for ARPA monies. He said that he is in support of funding the LAS school HVAC project. M. Lane wants confirmation that ARPA monies can be utilized for projects already under construction. If ARPA monies pay for the school HVAC project, then how much money would the School Department be returning to the Town in unspent funds (originally specified for the HVAC project, but eventually paid for with ARPA monies). L. Gargiulo requested a letter from the school specifying the financial details if ARPA monies are utilized for the HVAC project. He also requested the ARPA rules for eligibility in terms of what is legally acceptable on which to spend ARPA money.

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E. Beattie said that it was his opinion that the Government Building account should have more money in it for maintenance, than the current funding level of \$25,000. He thought that an amount in the range of \$50-75,000 may be more appropriate for a building maintenance fund, and that the Town may want to consider modeling a fund in the similar format as handled by the School Department. Lastly, L. Gargiulo stressed that all applicants for ARPA monies should simultaneously prepare Warrant articles, in case their project does not get funded through ARPA, giving the voters the opportunity to decide on which projects their tax money should be spent.

INSURANCE – OLD STAGE BRIDGE - UPDATE

K. Anderson provided the following update regarding the Old Stage Bridge pedestrian bridge, that is and has been insured for Property Liability coverage, but it is not currently insured for Damage. Primex had been listing the bridge for property damage coverage for the Town of Hampton (on the other side of the bridge), but has now removed it. K. Anderson has reached out to insurance brokers for property damage coverage. Barb Lizotte at Tobey & Merrill is currently researching carriers that offer this coverage and K. Anderson is providing her with the necessary documents. Hampton is aware that K. Anderson has been handling the project and she is keeping them aware of the status. The general concept is that when an insurance carrier is identified, that is willing to insure the bridge for Damage, then the two towns will split the cost.

OTHER SELECTMEN’S OLD BUSINESS There was no other Selectmen’s Old Business.

OLD BUSINESS PUBLIC COMMENT

Beverly Mutrie, Brown Road, said that perhaps the Airbnbs could be considered as “Bed & Breakfast” in terms of the Zoning Ordinance, and then new zoning would not need to be written.

NEW BUSINESS - EXECUTIVE

K. Anderson described that two Road Races are being presented for Selectmen’s approval. Both road races have obtained the required signatures from Town Departments.

LAS – Tiger Trot- November 20, 2021, from 9:30AM-Noon (Barrett Monomen is taking over the event coordination for Annmarie Stucker). The race will be the same courses as run in 2019, in-person: a one-mile Fun Run for kids starting at 9:30 am; and a 5K race starting at 10:00 am.

MOTION: To approve the Road Race permit for the LAS Tiger Trot on November 20, 2021.

MOTION: E. BEATTIE

SECOND: M. LANE

UNANIMOUS

King Challenge – Charity Bicycle Ride October 16, 2021, from 9AM-11 AM (Arlon Chaffee is coordinating the event). The ride begins in Stratham at Timberland’s HQ and goes through Hampton Falls via Route 88 – Sanborn Road – King – Drinkwater. Fire Chief Lord said that the cyclists simply pass-through town, and the bicycle event is a very minimal impact to the Town.

MOTION: To approve the permit for the Charity Bicycle Ride King Challenge on October 16, 2021.

MOTION: M. LANE

SECOND: E. BEATTIE

UNANIMOUS

PLANNING – CAPITAL IMPROVEMENTS PLAN PRESENTATION

As the CIP Committee just met at 8:00 am this morning, and ranked all of the projects, Todd Santora, Chairman of the CIP Committee (also Chairman of the Planning Board), wanted the opportunity to bring the CIP Committee's work to the Planning Board at their next meeting September 28th, with the intent of making CIP recommendations to the Selectmen at their October 6th meeting .

GOVERNMENT BUILDINGS – HISTORICAL SOCIETY – HVAC SYSTEM

Tracy Healey-Beattie, President of the Hampton Falls Historical Society (HFHS), made a presentation on the request for ARPA Funds for HVAC improvements at the Museum. A recent proposal obtained from Palmer & Sicard for work to replace heat pumps is \$23,995. That evaluation, to generate the proposal, identified the heating system as antiquated and inefficient (established in 1970 or earlier) and results in unnecessary heating costs as well as safety issues. T. Healey-Beattie summarized the maintenance and repair work accomplished over the past six years, of the interior and the exterior of the Museum, totaling \$31,102, that was paid for by the HFHS. She further made the point that a climate-controlled building is critical in maintaining valuable historic artifacts and archival material. The HFHS's goal is to provide expanded use of the Museum and to encourage community and school involvement. The HFHS foresees the museum being used extensively during the Tricentennial events in 2022.

M. Sikorski commented that the electrical service (currently at 100amps) would need to be upgraded to the building, in order to facilitate any HVAC installation. He further commented that it was his opinion that a heat pump system would need a back-up gas supply. T. Healey-Beattie proposed to facilitate a meeting between Palmer & Sicard with M. Sikorski to discuss the details of the proposal further.

GOVERNMENT BUILDINGS – COORDINATION OF HVAC ANALYSIS

K. Anderson drafted a Request for Proposals to cover studies at three (3) town buildings, namely: the public Safety Building (PSB), Museum and Town Hall. The Library spent \$9,000 for their study and Police Chief Dirsra was quoted \$15,000 as an estimate for the PSB study. Combining the three buildings into one study should result in some savings as well as consistency with methodology and recommendations. K. Anderson estimated that a study of the three buildings would be approximately \$25,000. It was the consensus of the Selectmen to not move forward with an RFP for an HVAC study of the three buildings.

HEALTH – DEPUTY HEALTH OFFICER

The Town's Deputy Health Officer, Hy Hubbard, has moved. This is a Town-Appointed position and is not paid. The position is a back-up to Mark Sikorski, Health Officer.

Fire Chief Lord reached out for volunteers and resident Daniel Champney has quickly volunteered. Mr. Champney is a nurse at Exeter Hospital and is qualified for the position. Rather than just fill out the remainder of Mr. Hubbard's term (ending December 2021) D. Champney's term is recommended to be "until replaced".

MOTION: To appoint Daniel C. Champney as Deputy Health Officer, until another person shall be chosen and qualified in your stead.

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OTHER NEW BUSINESS There was no Other New Business,

NEW BUSINESS PUBLIC COMMENT There was no New Business Public Comment.

REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES: 09/08/2021

MOTION: To approve the minutes of September 8, 2021, as written.

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

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 8:00 P.M.

The purpose of the Non-Public session was to discuss personnel staffing.

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

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

Public session reconvened at **8:30 P.M.**

ADJOURNMENT

MOTION: To adjourn the meeting at 8:31 PM.

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

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

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