

**BOARD OF SELECTMEN  
TOWN OF HAMPTON FALLS**

**OCTOBER 20, 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  
**Guests:** R. Hilliard, Road Agent; J. Lord, Fire Chief; R. Dirs, Police Chief; M. Sikorski,  
Building Inspector

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

**Curtis Road Culvert Replacement:** Road Agent Russ Hilliard presented an update on the Curtis Road culvert replacement project that was substantially complete on Friday, with the road being re-opened. The guard rails will be installed after the dry hydrant is completed. Concrete barriers will be placed during the interim period. The speed limit has been reduced to 25 miles-per-hour. The guard rails and shoulder work needed (near the culvert replacement at Curtis Road) issues are the same as with King Street. Jones & Beach Engineers are withholding final sign-off until a few things are completed by JAMCO.

**Paving of Curtis Road after Culvert work complete:** A proposal for final paving of Curtis Road was received from New England Paving in the amount of \$4,200. R. Hilliard reported that he had reached out to three (3) other companies to request bids and that no one was interested in the job, being so close to the end of the paving season. L. Gargiulo reminded the Selectmen that they have a Purchasing Policy, but they only received one bid. E. Beattie confirmed that New England Paving was the company that paved King Street after the King Street Culvert replacement, and they did an extra section where there was a dip in the road, for no additional cost to the town.

**MOTION:** To waive the Purchasing Policy requirement to obtain three bids for the paving of Curtis Road.

**MOTION:** E. BEATTIE

**SECOND:** M. LANE

**UNANIMOUS**

**MOTION:** To move forward with the proposal from New England Paving for the paving of Curtis Road in the amount of \$4,200.

**MOTION:** E. BEATTIE

**SECOND:** M. LANE

**UNANIMOUS**

**70 Drinkwater Road Culvert:** R. Hilliard reported that Jones and Beach Engineers is looking at the existing culvert located near 70 Drinkwater Road to determine if it can be lined, as an alternative to replacement.

**Cracking sealing road work on Drinkwater Road, from Blake's Lane to the Town Line:** R. Hilliard updated the Selectmen that roadway crack sealing work has begun in Town. There was a misunderstanding on Drinkwater Road with the company doing the work. The company thought that Drinkwater Road ended at Blake's Lane, so that is where they stopped work. R. Hilliard re-read the bid and determined that square-footage-per-road calculation was correct. There was approximately \$20,000 budgeted for crack sealing work this year. The additional proposal from the company to complete the crack sealing on Drinkwater Road, from Blake's Lane to the Town line is \$5,394. E. Beattie inquired of K. Anderson if the Selectmen could utilize monies from the budget line: unexpended Winter Road

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Maintenance funds, and the response was yes. The Selectmen agreed that they thought it would be smart to get the work done before winter.

**MOTION: To fund additional crack sealing work on Drinkwater Road, from Blake's Lane to the Town line, in the amount of \$5,394, to be paid from unexpended Winter Road Maintenance account.**

**MOTION: M. LANE**

**SECOND: E. BEATTIE**

**UNANIMOUS**

**Salt:** R. Hilliard reported that the price of road salt, from both Morton Salt and Eastern, has gone up this year. The Town has reserved with Morton for 600 tons for the 2021-2022 season at the per ton rate of \$68.51 (up from \$51 last year). K. Anderson said that the Morton product is better than Eastern, as Eastern clumps in the machines and doesn't work at lower temperatures, so the consensus was to continue with Morton. The difference this year is that Morton is requiring purchase of 40% before December 31<sup>st</sup>. Toward that end, R. Hilliard is making room at the Town Shed for salt storage in both bays.

**Curtis Road Shoulders and Shoulders Under Guardrails:** R. Hilliard presented a project worksheet to complete the Curtis Road Shoulders and Shoulders Under the Guardrails, including supply of 4" to 6" erosion stone and ¾" gravel, in the vicinity of the Curtis Road Culvert Replacement project, in the amount of \$1,775 to be paid from budget account 574.

**MOTION: To move forward with the Curtis Road Shoulders and Shoulders Under the Guardrails, including supply of 4" to 6" erosion stone and ¾" gravel, in the vicinity of the Curtis Road Culvert Replacement project, in the amount of \$1,775 to be paid from budget account 574.**

**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. Fire Chief J. Lord asked the Board to reserve December 8<sup>th</sup> in their calendars for the first Radiological Emergency Preparedness (REP) Drill at the Public Safety Building, starting at 8:30 am for the morning.

**POLICE CHIEF, ANIMAL CONTROL – MONTHLY REPORT**

The Board acknowledged the report from Police Chief Dirs. L. Gargiulo asked if there were any trends building from the report, such as the 32 instances of suspicious activity, and whether that is unique or not, to which the Police Chief responded that it was more the product of having that extra patrol officer to identify and record activity.

**BUILDING INSPECTOR, CODE COMPLIANCE, HEALTH OFFICER – MONTHLY REPORT**

The Board acknowledged the report from Building Inspector Mark Sikorski. M. Lane inquired about the status of the six lots that were approved at Brown and Old Stage Roads, and M. Sikorski responded that there has been no activity with proposed septic designs. M. Lane also asked about the Sanborn Road subdivision and M. Sikorski confirmed that was approved for two (2) lots, and are owned by two different entities.

**CONSENT AGENDA** The Board acknowledged the items in the Consent Agenda.

**FINANCIAL REPORTS - GENERAL FUND BALANCE: \$1,695,381.18 (will be approximately \$1,187,825)**

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

**Treasurer** – Cash available after the financial manifests drops to just over \$1 million. K. Anderson is working with Karen Ayers, LAS Treasurer to split the October and November payments to the school if necessary. This manifest has a payment to LAS of \$254,000 of the monthly payment of \$534,000. The remainder will be processed with the next manifest.

**2. Use of Town Common – First Baptist Church Christmas Child – Bake Sale Sun. 11-2**

There was a proposal by Pamela Fitzgerald of the non-profit Operation Christmas Child, to use the Town Common (or Bandstand if showers) for the purpose of a Bake Sale to raise funds for postage for shoeboxes mailing. K. Anderson described that the applicant has obtained all of the necessary Department Head signatures, and the applicant has provided a Certificate of Liability Insurance from the Hampton Falls First Baptist Church.

**MOTION:** To approve the Selectmen's Permit for use of the Town Common by Pamela Fitzgerald of the non-profit Operation Christmas Child, to use the Town Common (or Bandstand if showers) for the purpose of a Bake Sale to raise funds for postage for shoeboxes mailing.

**MOTION:** E. BEATTIE

**SECOND:** M. LANE

**UNANIMOUS**

**3. Timber Tax Warrant in the amount of \$331.87:** K. Anderson presented a Timber Tax Warrant that was prepared by the Assessor in the amount of \$331.87 regarding Map 6 / Lot 5-2 that is one of the two new lots on Sanborn (discussed earlier).

**MOTION:** To approve the Timber Tax warrant in the amount of \$331.87 regarding Map 6 / Lot 5-2.

**MOTION:** E. BEATTIE

**SECOND:** M. LANE

**UNANIMOUS**

**OLD BUSINESS**

**Request for Reimbursement – Trustees of the Trust Funds - \$88,678.67:** K. Anderson reported that the reimbursements have been assembled to go to the Trustees of the Trust Funds. Predominantly it is Curtis Road Culvert Replacement expenses coming from the Road Improvement Capital Reserve account in the amount of \$83,203.67. From the Frying Pan Lane fund, withdrawals are for the Library and Recreation events to total \$3,475.00.

**MOTION:** To move forward with the reimbursement request to the Trustees of the Trust Funds in the amount of \$88,678.67.

**MOTION:** E. BEATTIE

**SECOND:** M. LANE

**UNANIMOUS**

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**EXECUTIVE – ACCOUNTS PAYABLE & PAYROLL WARRANT**

Bookkeeper	Accounts Payable Warrant #786	\$507,556.22
Bookkeeper	Payroll Warrant # 556	\$23,813.98.

**Accounts Payable Warrant:** K. Anderson presented the Accounts Payable Warrant #786 in the amount of \$507,556.22.

**MOTION to approve Accounts Payable Warrant #786 in the amount of \$507,556.22.**

**MOTION: E. BEATTIE**

**SECOND: M. LANE**

**UNANIMOUS**

**Payroll Warrant:** K. Anderson presented the Payroll Warrant #556 in the amount of \$23,813.98.

**MOTION to approve Payroll Warrant #556 in the amount of \$23,813.98.**

**MOTION: E. BEATTIE**

**SECOND: M. LANE**

**UNANIMOUS**

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

**OLD BUSINESS PUBLIC COMMENT** There was no Old Business Public Comment.

**NEW BUSINESS**

**EXECUTIVE - November -December 2021 Newsletter** for review and approval.

**MOTION: To approve the November – December 2021 Newsletter for circulation as written.**

**MOTION: M. LANE**

**SECOND: E. BEATTIE**

**UNANIMOUS**

**INSURANCE - Health Trust Agreement for 2022:** K. Anderson presented the 2022 rates have been received for the health, dental and disability insurances. Of significance is an 8.1% decrease in the health insurance rate. Dental had a small decrease of 1.5% and the long / short term disability benefits had small increases.

**MOTION: To approve the 2022 Agreement with Health Trust and to sign the agreement.**

**MOTION: E. BEATTIE**

**SECOND: M. LANE**

**UNANIMOUS**

**INSURANCE - Health Trust 2021 Surplus:** The Health Trust Board of Directors approved a FY 2021 Return of Surplus of \$38,194.255 to members in proportion to each member’s Contributions. The intent of the Health Trust Board is that the surplus be returned to employees based on the percentages they contribute to the plan and the remainder retained by the Town. Hampton Falls total return is \$23,756.00 with the net amount to the town of \$10,928.23. L. Gargiulo commented that the returned amount to the Town will be applied to the reduction of the tax rate.

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**OCTOBER 20, 2021 – 6:00 PM  
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**MOTION:** To accept the 2021 return of surplus and authorize the distribution to employees based on the 20% contribution for active employees and 100% contribution for retirees.

**MOTION:** E. BEATTIE

**SECOND:** M. LANE

**UNANIMOUS**

**TOWN CLERK/TAX - Request to Hire Assistant – Janet Cunningham – 6 Month Probation:**

The Town Clerk/Tax Collector requested the hiring of an Assistant, Janet Cunningham, for a six-month probationary period. L. Gargiulo asked if the Selectmen had the chance to review her resume and if there were any questions.

**MOTION:** To appoint Janet Cunningham as Town Clerk/Tax Collector Assistant for a six-month probation.

**MOTION:** M. LANE

**SECOND:** E. BEATTIE

**UNANIMOUS**

**HIGHWAY -Winter Ban on Overnight Street Parking:** K. Anderson presented the Winter Ban on Overnight Parking that begins on December 15, 2021. The annual certification for the Board to sign was provided, along with a request for authorization.

**MOTION:** To authorize the Winter Parking Ban for 2021/2022.

**MOTION:** E. BEATTIE

**SECOND:** M. LANE

**UNANIMOUS**

**OTHER SELECTMEN’S NEW BUSINESS:** There was no Other Selectmen’s New Business.

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

**REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES: October 6, 2021**

**MOTION:** To approve the minutes of October 6, 2021 as written.

**MOTION:** E. BEATTIE

**SECOND:** M. LANE

**UNANIMOUS**

**ADJOURNMENT**

**MOTION:** To adjourn the meeting at 6:30 PM.

**MOTION:** E. BEATTIE

**SECOND:** M. LANE

**UNANIMOUS**

**Next Selectmen’s Meeting – Wednesday November 3<sup>rd</sup> , 2021, 6:00 PM, Town Hall**