

**BOARD OF SELECTMEN
TOWN OF HAMPTON FALLS**

**NOVEMBER 03, 2021 – 6:00 PM
TOWN HALL**

FINAL

PRESENT: L. Gargiulo, Chairman; E. B. Beattie, Selectman
K. Anderson, Interim Town Administrator; R. D. Webb, Town Secretary
Absent: M. R. Lane, Vice Chairman
Guests: Stephanie Grant, Town Clerk/Tax Collector; J.P. Pontbriand, Moderator
Tracy Beattie, Historical Society

Chairman Gargiulo called the meeting of the Board of Selectmen to order at 6:00 PM.

OLD BUSINESS:

Financial Reports – General Fund Balance: \$726,035.46

K. Anderson explained that Lincoln Ackerman School has been paid some of their payment, and the Town is holding some checks. Basically, the Town is waiting for the tax rate to be set by the Dept of Revenue, so that tax bills can be mailed, and revenues generated. The Winnacunnet revenue review is completed by DRA, and has gone to the Dept of Education to be apportioned (because it is a regional school), and that has not been completed yet. The Dept of Education has not yet completed all towns in regional school districts. L. Gargiulo asked when, in K. Anderson's judgement, would she expect to be notified of the new tax rate, and she responded any day now.

Executive: Accounts Payable:

K. Anderson presented the accounts payable, and payroll warrants for the Selectmen's consideration.

MOTION: To accept:

- 1) Accounts Payable Warrant #787 dated Oct. 29, 2021, in the amount of \$483,027.27**
- 2) Accounts Payable Warrant #788 dated Oct. 30, 2021, in the amount of \$864.24.**
- 3) Payroll Warrant #557 dated October 29, 2021, in the amount of \$35,975.90.**
- 4) Payroll Warrant #558 dated October 30, 2021, in the amount of \$3,066.34.**

MOTION: E. BEATTIE

SECOND: L. GARGIULO

UNANIMOUS

Executive: Trustees of the Trust Funds (TTF) Withdrawal:

Due to the limited cash available, K. Anderson requested the TTF meet earlier than their regularly scheduled December meeting in order to process the withdrawals approved at the last meeting as well as this current request for a withdrawal. The TTF have agreed to meet this week and the Town will hold the associated checks from this manifest until the Town receives the Trustees' check. K. Anderson further elaborated that a prior audit write-up was that the Auditors want to see specifically how much is coming out of each fund, rather than totals, so that is why the minutes were amended from the prior Selectmen's meeting.

MOTION: To approve the withdrawal of \$114,716 from the Road Improvement Capital Reserve Fund (CRF) for Curtis Road Culvert construction and King Street paving.

MOTION: E. BEATTIE

SECOND: L. GARGIULO

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Parks & Recreation: While several contractors called with questions, only one bid was received for the All- Inclusive Mowing RFP. Shane Bateman, the current contractor, has submitted a bid to continue servicing the Town.

- Governor Weare Park \$14,625 annual; single event \$585
- Town Common \$ 4,875 annual; single event \$195
- Common Areas (Rt. 84, Brown Rd, Depot Rd) No Charge
- Government Buildings \$1,950 annual; single event \$130

Shane Bateman also submitted a separate bid for just the Cemeteries at \$53,200.

E. Beattie said that the Parks and Recreation Department is pleased with the mowing at the recreation fields, by Shane Bateman, and K. Anderson emphasized that the new contract would be an increased service of twice per week mowing during soccer season. E. Beattie thanked Mr. Bateman for offering to do the three areas for free, as noted in his bid.

MOTION: To award the 2022 All-Inclusive Mowing contract to Bateman Landscaping, as per the bid specs submitted, excluding the cemeteries.

MOTION: E. BEATTIE

SECOND: L. GARGIULO

UNANIMOUS

L. Gargiulo asked how many landscaping companies the RFP was sent to, and K. Anderson responded that there were thirteen (13) vendors who were sent the RFP, and she received phone calls from four (4) of those saying they would go look at the sites.

MOTION: To approve the Cemeteries Mowing contract to Going Green, in the amount of \$12,000, as per the bid specs previously submitted, and the revised description of method and mowing schedule, specifically around Memorial Day and Veteran's Day, for the 2022 season.

MOTION: E. BEATTIE

SECOND: L. GARGIULO

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Other Selectmen's Old Business: There was no Other Selectmen's Old Business.

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

Consent Agenda: Current Use Release, Map 8 / Lot 22, from 2004: Stephanie Grant, Tax Collector explained that it was brought to her attention that there was a 2004 Current Use Release that was not processed. The property is closing Friday November 05, 2021 and the title search discovered that the Town had not released the Current Use in 2004. The town missed out on the 10% penalty fee. K. Anderson commented that the property has been sold a few times since 2004 and this is the first time that a title search has identified the lien. It was requested that the Board of Assessors/Selectmen please sign the NH DRA Municipality Land Use Change Tax Bill, Form A-5.

MOTION: To move forward with the release the Current Use designation on Map 8 / Lot 22.

MOTION: E. BEATTIE

SECOND: L. GARGIULO

UNANIMOUS

Elections: 2022 Elections; Discussion with Moderator and Town Clerk:

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

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S. Grant, Town Clerk/Tax Collector and J.P. Pontbriand, Moderator discussed the location and logistics of the 2022 elections. J.P. Pontbriand stated the question is whether to continue to have the elections at the LAS School, or to move the elections back to the Town Hall. Two concerns with having it at the school is (a) moving equipment back and forth between Town Hall (where it is currently stored), and the LAS School, and (b) having ADA compliant access. Utilizing the area behind the LAS School gym provides readily available ADA access, although storage of election equipment at the school may be problematic.

L. Gargiulo said that he had spoken with Greg Parish of the School Board who said that he would be receptive to the idea of storing election materials at the LAS School, and that the School Board had not taken an official position on the issue. J.P. Pontbriand stated that he would request to be placed on the next School Board agenda to get an official response.

S. Grant obtained an estimate for renting a storage pod of approximately \$2,000 annually, and L. Gargiulo responded that he purchased a storage pod last year for his business and paid \$3,500 so he thought it would make more sense to purchase a storage pod for the election materials, rather than rent. J.P. Pontbriand said that the Town would probably need the smaller storage pod in the range of 8 x 20 or 10 x 20 in size.

S. Grant obtained an estimate of \$3,800 for new voting booths, (like those used by 40% of NH towns), for three (3) units to provide twelve (12) voting stations, including curtains and lights. There was discussion about the current number of registered voters at approximately 1,800 as compared with 2,100 voters for the past Presidential election. S. Grant said that the price quote she obtained for the voting booths was locked-in until December 1, and then the price is going up.

L. Gargiulo said he thought that potentially changing the election location back and forth only would confuse people, and so he thought making the permanent decision for the election location at the LAS school was the right thing to do. E. Beattie said he agreed, and that with the LAS School having recent updates with improved HVAC air handling systems, and with space to operate properly, it made sense.

The Selectmen are charged with selecting the election location, establishing the hours and providing the required supplies for the elections. The Moderator runs the election once the location has been determined. After much discussion, it was the consensus to move future elections permanently to the LAS School location.

MOTION: To permanently move the location of municipal elections in Hampton Falls to the LAS School, and to purchase four (4) portable voting booth units, utilizing unexpended funds from the Town Clerk's 2021 budget.

MOTION: E. BEATTIE

SECOND: L. GARGIULO

Discussion: concern from S. Grant that the School Board has not voted yet on giving approval for storage on school property. L. Gargiulo did not think that it was going to be a problem and added that the Selectmen will still need to work out the details with the LAS school of where to put the storage container, what size container, and if any site prep work is needed to support the container. He also thought that the Town should procure the storage container before the end of the budget year and consider painting it green.

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E. Beattie added thanks to the Fire Department and to Bob Regan, Custodian, for all their hard work assembling the wooden voting booths in the past and moving furniture around to accommodate prior voting in Town Hall.

NEW BUSINESS:

Executive: Appointment of Town Administrator:

The contract and appointment form for Karen Anderson to be appointed Town Administrator was provided. K. Anderson appreciated the confidence the Board has shown her, and she looks forward to doing her best for the Selectmen and the residents of the Town of Hampton Falls.

E. Beattie recognized the importance of the Town Administrator position, and recognized, as the full Board has stated previously, that they are fortunate to have somebody who has a great deal of history, experience, lives in town, and has done this job in other towns. It was easy to see how well this applicant transitioned into the position of Town Administrator in Hampton Falls. E. Beattie thanked K. Anderson for stepping-in as the Interim Town Administrator.

MOTION: To appoint Karen Anderson as Town Administrator, effective November 3, 2021, in accordance with the terms outlined in the agreement and authorize the Chairman to sign the agreement.

MOTION: E. BEATTIE

SECOND: L. GARGIULO

Discussion: L. Gargiulo said that he agreed with everything that Selectman Beattie said, and he felt the appointment of K. Anderson as Town Administrator was a good move for the Town.

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Executive: 2022 Default Budget:

K. Anderson requested to withdraw this item from the agenda. L. Gargiulo brought up a commitment from a few years ago to sign-off on the Default Budget, because of prior issues, so he stated that the Selectmen are going to be looking at the Default Budget very closely. K. Anderson said that she would have it for the next meeting.

Museum Furnace Replacement:

Two bids were received. Bids were due by 3:00 PM on Wednesday, November 03, 2021. One bid was received from APH Plumbing and Heating, in the amount of \$28,260. The second bid was from Palmer and Sicard in the amount of \$39,330. Tracy Beattie, Historical Society, said that the earlier proposal for the split air system could locate the units under the windows, within the wainscoting area, and be less obtrusive to the historic integrity of the building. K. Anderson stated that the prices for the split air systems were \$23,995 for the four (4) units without the kitchen nor bathroom, or \$31,525 for a total of six (6) units, including the kitchen and bathroom. E. Beattie said that he was interested in having less dependence on fossil fuels, as prices for propane are going up. L. Gargiulo asked if there was any gas as part of the proposal for the splits, and K. Anderson said yes. The pricing for the six-unit split air system falls in between the two bids received, so it depends which system is preferred. All three proposals do not include upgrading of the electrical system. L. Gargiulo raised the question of dehumidification, and that splits do not offer that feature. K. Anderson said that the air conditioning is dehumidifying.

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MOTION: To go ahead with the split air system proposal by Palmer and Sicard for the Museum building, at \$31,525, as it will fit better in terms of the users, and it may be better environmentally.

MOTION: E. BEATTIE

SECOND: L. GARGIULO

Discussion: L. Gargiulo confirmed with E. Beattie that the amount they had earmarked for this project was \$35,000, so there would be \$3,475 to defray cost of the electrical panel upgrade.

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Tricentennial Committee: Volunteer Application: Gisela Manna

Gisela Manna has applied to be a volunteer on the Tricentennial Committee. Her application was forwarded to the Selectmen for their consideration. She stated that it's a great opportunity to get involved in the community to celebrate the history of this wonderful town. And that she looks forward to being able to collaborate with members of the community to plan some exciting events.

MOTION: To appoint Gisela Manna to the Tricentennial Committee, for a term to expire March 31, 2022.

MOTION: E. BEATTIE

SECOND: L. GARGIULO

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

Monthly Reports – Selectmen's Representative Reports:

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

E. Beattie reported on Tricentennial Committee's work regarding the calendar of events and coordinating with the School regarding curriculum. An Alice Brown writer's night is being planned at the Library. There is the Museum's Time Capsule raffle, and then there is also a Town Time Capsule that may be displayed at the LAS School. E. Beattie encouraged the committee to get the Town Time Capsule on display at the school to create interest. And then there is the question of what to put inside the Town Time Capsule, what documents. Progress on the book, regarding Hampton Falls' third (3rd) century, continues. The Tricentennial Committee plans to order 2,000 hardcover books, which may be available for \$30 to purchase ahead, or an additional price if purchased at the event. The author is coming to wrap-up interviews from Nov 18th to Nov 30th. And lastly, there is an online store set-up at the Historical Society, through which people can pre-order the book.

E. Beattie reported that the Planning Board has recently approved two site plans along Route 1 which will change land uses for those sites. In one case it will be a new business establishment on Route 1, and the second case it is a business relocating on Route 1 and going from renting space to owning. There have been many recent changes in ownership of real estate along Route 1 in Hampton Falls. The Planning Board is interested in positioning the town to receive infrastructure grant monies when those become available. An additional subject of discussion at the Ordinance and Regulations subcommittee of the Planning Board was regarding short-term rentals (aka AirBnBs), and how adding some additional language to the Zoning Ordinance may address some of the concerns previously discussed, as well as through additional, clarifying definition of the word "Inns". Hampton Falls' zoning ordinance is a "permissive" zoning ordinance, which means that if it is not expressly listed as a permitted use in the

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ordinance, then it is not permitted. E. Beattie said that they may send the proposed zoning ordinance changes to Planning Board Counsel to determine if the changes would need to be voted on at Town Meeting through the warrant process, or if the Planning Board can make those updates to the ordinance administratively.

E. Beattie reported that at the recent Library Trustees meeting that they were fairly adamant about being next in line for ARPA monies and requested the Selectmen to reserve ARPA funds for the Library HVAC proposal. E. Beattie responded that the current ARPA tranche has been appropriated, but the Library should make their request for the August 2022 tranche round next year. Additionally, the current Board of Selectmen can not reserve monies nor promise encumbrances to make a future Board of Selectmen beholden for next year. E. Beattie reminded the Library Trustees to concurrently propose a Warrant Article, to be potentially offset with ARPA monies, if awarded. Another project the Library Trustees discussed at their meeting was the subject of a walkway they want to build between the Library parking lot and the Public Safety Building's parking lot, so that people will not need to walk out on the road to get between the two locations.

K. Anderson identified an additional state grant opportunity in the amount of up to \$50,000, (that requires a 10% match), that is a Local Equipment Purchase Program (LEPP), with an application deadline of June 3, 2022, for which the Library HVAC project would be eligible. K. Anderson said that Linda Coe, Chair of the Library Trustees met with her to say how important it was for the Library to get the HVAC project completed, and to convey the sentiment that they would not hold any Library events indoors at capacity until the HVAC system was addressed. K. Anderson learned that a Library employee, Erin Sneiderman, is a professional grant writer, so, if the Board of Selectmen approve, K. Anderson will work with her to make the grant application. L. Gargiulo said that he is in favor of free money.

MOTION: To authorize K. Anderson to move forward with the LEPP grant application, for the Library HVAC upgrades, with the understanding that the Library will fund the 10% match.

MOTION: E. BEATTIE

SECOND: L. GARGIULO

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E. Beattie said that the Library Trustees were not in favor of pursuing a warrant article for funding the HVAC project; that the Library Trustees would rather the HVAC work be included in the Library's budget.

The Selectmen wanted to make it clear that the Library should still move forward with preparing a Warrant article that would be contingent on the receipt of the \$50,000 Local Equipment Purchase Program grant opportunity. There was discussion regarding warrant articles with clear explanations that typically pass, and that the Library should focus on making the descriptive language of the warrant article as clear as possible.

Heritage Commission, Conservation Commission – L. Gargiulo:

L. Gargiulo reported that the Heritage Commission continues to work on their booklet, with the goal of having it ready in time for the Tricentennial. The photos are completed, and the Heritage Commission is

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in the process of finalizing the descriptive verbiage for those photos. It is estimated that the price to purchase the booklets, when complete, will be in the \$20 to \$25 range.

The Conservation Commission is in the process of interviewing potential Summer Interns. They hired one last summer and are hoping to hire two Interns this summer to continue their work on invasive species located on various Conservation, town-owned parcels.

Other: Other Selectmen's New Business: There was no other Selectmen's New Business.

REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES:

MOTION: To approve the minutes of September 21, 2021, Budget Review; October 19, 2021 Budget Review; and October 20, 2021 as written.

MOTION: E. BEATTIE

SECOND: L. GARGIULO

UNANIMOUS

PUBLIC COMMENT:

Tracy Beattie, Cemetery Trustee commented that the Cemetery Trustees are aware of the mowing issue at the cemeteries, and she committed that the Trustees will be vigilant in managing the mowing maintenance during the next 2022 season.

ADJOURNMENT:

MOTION: To adjourn the Board of Selectmen's meeting at 7:00 PM.

MOTION: E. BEATTIE

SECOND: L. GARGIULO

UNANIMOUS

Next Selectmen's Meeting is scheduled for Wednesday, November 17, 2021, at 6:00 PM, Town Hall.