

**BOARD OF SELECTMEN
TOWN OF HAMPTON FALLS**

**NOVEMBER 17, 2021 – 6:00 PM
TOWN HALL**

FINAL

PRESENT: L. Gargiulo, Chairman; M. R. Lane, Vice Chairman; E. B. Beattie, Selectman;
K. Anderson, 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: R. Hilliard presented an update of conditions and projects starting with the fact that the most recent rainstorm brought 4.5 inches of rain, in a single event, to town. As a result, Sanborn Rd and Brown Rd drainage were close to capacity; and the new culverts at King Street and Curtis Road had room for additional water. **Curtis Road** had a couple of washouts, so Jones and Beach Engineers have made note and added it into their punch list. JAMCO will be returning to make the repairs to Curtis Road and the Town Engineer is holding back \$5,000 for that purpose to address final punch list items.

Road Sand and Salt: R. Hilliard reported that Road Sand has been placed at the Town Shed, and it was placed to make room for Salt storage in both bays.

Crack Sealing work on roadways has been completed.

R. Hilliard presented an **Emergency Work Order for a Washed-Out Culvert and Shoulder at Brown Road.** R. Hilliard stated that it is a road hazard where the shoulder washed-out and that it is approximately six-feet deep. L. Gargiulo asked if a guardrail was necessary in the location of the wash-out, and R. Hilliard responded that if a guard rail was installed in that location, it would have to be installed along a much longer stretch of road. The required specification is if the slope is greater than a ratio of 3 to 1, then a guardrail is required, and that location does not have a slope of 3 to 1. R. Hilliard recommended the work be completed as soon as possible, utilizing materials available on-hand, and that he would be doing the work himself.

MOTION: To approve the Emergency Work Order for a Washed-Out Culvert and Shoulder at Brown Road, in the amount of \$2,250, to be funded from account # 573.

MOTION: E. BEATTIE

SECOND: M. LANE

UNANIMOUS

Core Services:

Core Services	\$4,295.83
Equipment Use	\$1,547.50
Road Shoulders	\$ 85.00
Trees Dispatched	\$ 50.00
Total Invoice	\$6,177.08

MOTION: To approve the Road Agent's Monthly Invoice in the amount of \$6,177.08

MOTION: M. LANE

SECOND: E. BEATTIE

UNANIMOUS

Coach Lane Culvert and Headwall: Previously approved project to construct culvert and head wall in the amount of \$2,100.

**BOARD OF SELECTMEN
TOWN OF HAMPTON FALLS**

**NOVEMBER 17, 2021 – 6:00 PM
TOWN HALL**

FINAL

MOTION: To approve the invoice for Coach Lane culvert in the amount of \$2,100.

MOTION: M. LANE

SECOND: E. BEATTIE

UNANIMOUS

E. Beattie inquired if Winter Equipment had been delivered yet, or if the Road Agent had been notified that it was available. K. Anderson responded that she had sent an email to Bailey Landscaping, requesting the equipment list for winter. R. Hilliard was asked to obtain the Winter Equipment list from Bailey Landscaping.

FIRE CHIEF, AMBULANCE, EMERGENCY MANAGEMENT – MONTHLY REPORT: The Board acknowledged the report from Fire Chief Lord, with no comments nor questions. J. Lord reported that there was a **fire at Wakeda Campground** October 16th, which the Fire Department did not know about, which was a trailer that burned to the ground.

Ambulance Write-Offs: K. Anderson explained that this was an Audit write-up from last year, and it represents monies that the Town is not going to obtain.

MOTION: To approve the ambulance write-offs in the amount of \$10,925.03

MOTION: E. BEATTIE

SECOND: M. LANE

UNANIMOUS

The Fire Department gets **reimbursement from the State for vaccination clinics**, and the state has a clinic scheduled at Seabrook Elementary School through December 31. J. Lord requested that L. Gargiulo sign the form to allow for the reimbursement to the Town of Hampton Falls, from NH Health and Human Services, to facilitate the vaccination clinics, by the Hampton Falls Fire Department.

MOTION: To authorize the Chairman to sign the authorization form to allow for reimbursement, to the Town of Hampton Falls, from the NH Health and Human Services, to facilitate the vaccination clinics, by the Hampton Falls Fire Department.

MOTION: E. BEATTIE

SECOND: M. LANE

UNANIMOUS

J. Lord reminded the Board about the **December 8th date for the first Radiological Emergency Preparedness (REP) Drill** at the Public Safety Building, starting at 8:30 am for the duration of the morning. L. Gargiulo said that he would not be able to attend the training this week, and J. Lord said that he would provide him with an information packet.

POLICE CHIEF, ANIMAL CONTROL – MONTHLY REPORT: Police Chief Dirsa gave the Board an update regarding an emergency the previous day regarding a minor who was approached by two cars while walking to school. R. Dirsa said that the Police Department has resolved the case, identified, and interviewed both drivers, and do not anticipate filing any charges.

The Board acknowledged the monthly report from Police Chief Dirsa, with no comments nor questions.

FINAL

Request to Retain 2014 Ford Explorer: R. Dirsa explained that the Police Department is eagerly awaiting the new police vehicle to be delivered by the end of November or early December. Over the past year he looked at vehicle use and Police Detail opportunities and recommended that the Town retain the 2014 Ford Explorer to use exclusively as a Detail Cruiser. R. Dirsa projected that after two years of Police Detail work there was the potential to earn close to \$10,000 if the vehicle was utilized for eight-hours-per-day, or close to \$5,000 if used for four-hours-per-day, against an anticipated sale price of \$1,500 yields a net gain for the police officers in extra income, important for officer retention.

Questions from the Selectmen were clarification around officer eligibility to work on Police Details, that R. Dirsa responded that Police Detail work is scheduled after the 40-hours per week, and up to 4-hours may be done during scheduled time and made up during that week. The total number of police vehicles owned by the Town would be five (5) including the new cruiser (yet to arrive). The cost of auto insurance would be \$500, as the Town's policy is not priced per vehicle. K. Anderson asked if the vehicle is only used for Police Detail work, could the maintenance costs come out of the Police Detail funds, and the answer was it has not been done before.. E. Beattie asked if 70 % of the miles driven are logged on the oldest vehicle, then how will mileage change with the new vehicle. M. Lane wanted to know why the most miles are being driven on the oldest vehicle, and R. Dirsa said that his policy was to drive the most miles on the oldest vehicle to get the most out of the vehicle before trading it in.

MOTION: To retain the 2014 Police Ford Explorer, and to use the vehicle for Police Detail work.

MOTION: M. LANE

SECOND: E. BEATTIE

UNANIMOUS

Continuation of Driver Feedback Project: R. Dirsa provided background information regarding this project that started in December 2020 with the approval to purchase two driver feedback signs and three posts. The two installed signs have been very effective in slowing driver speeds both on Goodwin Road and also on Kensington Road, which is State Route 84. At this time Chief Dirsa requested to purchase the third driver feedback equipment to be installed on Drinkwater Road, on the signpost that is already located near Birch Lane, and he presented a quote of \$4,350 (including delivery and installation) from the same company from whom the prior two signs were purchased. The proposed sign would have a solar panel with a battery, and the sign would be permanently installed. The proposed size of the sign is supported by the Manual on Uniform Traffic Control Devices for Streets and Highways.

L. Gargiulo said that he has received complaints that residents think that the driver feedback signs are too large in size for residential areas. L. Gargiulo said that he sees one daily in Exeter near the Hospital that is much smaller in size than the ones in Hampton Falls. M. Lane stated that he sees one regularly in Newfields and also in Greenland that are both smaller in size and that are attached to telephone poles, and he wondered if Hampton Falls could follow those examples. R. Dirsa responded that his concern with the smaller sign size is the smaller battery size, and that it may need to be removed to be recharged more frequently; and additionally, a smaller sign can not be seen from a farther distance, to give the driver enough time to slow down.

E. Beattie commented that there is lots of speeding going on around town, and that speeding is not going to be solved with signage alone. The Police Department needs to pull people over. Additionally, E. Beattie stated that he was not sure if the driver feedback sign was working on Kensington Road. He said that he

FINAL

was not in favor of more driver feedback signs and said that the problem is people traveling 50 mph in residential areas. M. Lane agreed and said that it is good for the Police Department to continue to set-up speed traps around town. L. Gargiulo suggested that R. Dirsra try to set-up other strategies and to revisit the issue with smaller signs. After much discussion, the Board decided to table the issue and to readdress it in the future with a new Board of Selectmen Spring 2022.

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

The Board acknowledged the report from Building Inspector Mark Sikorski. The Building Inspector attended a virtual court hearing earlier in the day regarding the on-going code enforcement issue at Map 1 / Lot 44-1, with the result that M. Sikorski is going to view the property with Town Counsel on November 30th.

Museum Furnace Update: M. Sikorski wanted the bids in hand for the Museum Furnace to be comprehensive to include all costs, so that the Selectmen could equitably compare the bids as “apples to apples”. The bids received to date were for two different systems, did not include removal of the old ductwork and furnace, nor electrical panel upgrade required to enable furnace installation. He stated that there were two additional companies who submitted bids after the bid opening deadline, so those bids were not considered, yet M. Sikorski would like to be able to explore those options in greater detail. Another goal was to have one contractor handle the whole project, although removing the old furnace and old ductwork is something that could be done later by volunteers.

L. Gargiulo stated that he would like to be able to look at the additional bids that were submitted too late. E. Beattie suggested putting all of the bid information into a table format to compare the various project components for example, it is important to understand if each bid includes an air exchange and/or air purification system. K. Anderson stated that replacement of a furnace includes an air purification system, which will make the project eligible for ARPA funds.

Tracey Beattie, Drinkwater Road, Chairman of Historical Society, raised concerns that she thought the Board of Selectmen had already taken their vote on the Museum Furnace, and that she thought the project was decided and finalized. She also had questions about the need for air exchange. Overall, she had serious consideration as to the Selectmen’s process. Finally, she asked about the feasibility of substituting parts of the project for less money.

M. Sikorski said that he wanted the other companies to provide additional clarification regarding air purification questions. M. Lane requested additional mini-split quotes. L. Gargiulo said that the Selectmen could convene a meeting or a work session with the results of additional information obtained by M. Sikorski.

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

- 1) **Amendment of Tiger Trot permit 11/20/2021**
- 2) **Use of Town Common Bandstand 11/19/2021 3:00 to 6:00 for race registration**

K. Anderson presented that the Parks & Recreation Commission is requesting to have their previously approved permit for the Tiger Trot on November 20th amended to start at 9:00 AM rather than 9:30 AM, and, to also use the Bandstand the day (November 19th) before from 3:00-

**BOARD OF SELECTMEN
TOWN OF HAMPTON FALLS**

**NOVEMBER 17, 2021 – 6:00 PM
TOWN HALL**

FINAL

6:00PM for race registrations. All of the Town departments have reviewed and signed off on the amendments.

MOTION: To approve the amendments to the Tiger Trot race permit on November 20th to begin at 9:00 AM, and, to authorize the use of the Bandstand on November 19th from 3:00-6:00 PM for race registrations.

MOTION: E. BEATTIE

SECOND: M. LANE

UNANIMOUS

OLD BUSINESS

Financial Reports – General Fund Balance: (\$83,349.00) K. Anderson reported that the current General Fund balance is a negative number. Once the Board of Selectmen sign the warrant tonight, then tax bills will be mailed tomorrow morning, and revenue will start to flow back in to the Town's General Fund.

Executive – Accounts Payable & Payroll Warrant:

Accounts Payable Warrant #790	\$822,831.01	November 12, 2021
Payroll Warrant # 559	\$25,467.26	November 13, 2021

Included in this Accounts Payable Warrant are the Winnacunnet and LAS school checks the Town is holding until the Town has the cash available to mail them to the bank.

Accounts Payable Warrant:

MOTION: To approve Accounts Payable Warrant #790 dated November 12, 2021 in the amount of \$822,831.01

MOTION: E. BEATTIE

SECOND: M. LANE

UNANIMOUS

Payroll Warrant:

MOTION: To approve Payroll Warrant #559 dated November 13, 2021 in the amount of \$25,467.26

MOTION: E. BEATTIE

SECOND: M. LANE

UNANIMOUS

K. Anderson reported that the **Board of Selectmen held an emergency meeting to approve the tax rate**, as verification from DRA (the NH Department of Revenue) came in yesterday, so the tax rate has been approved **at \$21.12 for 2022**. This new rate is a decrease of \$0.23 from last year's rate of \$21.35.

K. Anderson requested the Board of Selectmen sign the Tax Warrant in the amount of \$5,178,306.

MOTION: To authorize the Board of Selectmen to sign the Tax Warrant in the amount of \$5,178,306.

MOTION: E. BEATTIE

SECOND: M. LANE

UNANIMOUS

FINAL

Old Stage Road Bridge Insurance Update: K. Anderson provided an update on the Old Stage Road covered bridge. The property insurance for the bridge has turned into a complicated task and Tobey & Merrill have had several brokers decline to cover it. The town is able to secure property damage coverage through Lloyds of London, at \$100,000 coverage, with a \$5,000 deductible and 90% co-insurance with an annual premium of \$4,685.00. The problem with this offer is that the bridge is worth substantially more than \$100,000 and in case of a loss, the value would be determined to be higher and the coverage of \$100,000 would be reduced proportionately. Tobey & Merrill is willing to write the policy based on the above, but does not feel it is worth the cost. They have suggested that the two towns create a fund to self-insure the bridge. Hampton Falls currently has a CRF with \$35,000 +/- for repairs and maintenance which cannot be used for insurance costs. This was discussed with Jamie Sullivan, Town Manager of Hampton and he said that his recommendation to his Board is going to be to not move forward with property insurance and just maintain the liability coverage. He feels that if something happens to the bridge, the towns can work together at that time to raise the funds for a repair or discontinue the use, as had happened in the past. The result is that the bridge is only covered for liability. This was discussed with two members of the Bridge Committee and they agreed not to seek additional coverage. The Board of Selectmen agreed.

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

Old Business Public Comment: Tracy Beattie, Drinkwater Road, commented about the driver feedback speeding signs located on Scenic Roads.

NEW BUSINESS

2022 Default Budget: The 2022 default Budget has been calculated to be \$2,926,180 with the following adjustments to the 2021 budget of \$2,902,265:

Adjustments due to three elections in 2022	= \$6,600
Mowing Services Increased Contract prices	=\$13,580
Decrease for floor refinishing (one time)	=(\$1,800)
Property Liability Trust Increase	=\$4,300
Watchguard Video Increase	=\$5,375
Debt Service Decrease	=(\$4,140)
	<u>\$ 2,926,180</u>

The default budget is required to be discussed as the first item at the budget public hearing on January 12th, 2022.

2022 Proposed Operating Budget: The 2022 proposed budget, subject to further changes that the Board may wish to make is \$2,981,669 which reflects a 2.74% increase of \$7,944 over 2021. The increase includes a 4.0 % wage increase for all Town employees.

The Board decided to hold a special meeting November 30th at 8:00 AM to go over the proposed budget one last time. K. Anderson will have complete, revised budget pages for the Board's meeting.

Conservation Commission: Request to Hire Employee: Mary Ann Hill, Exeter Road, Chair of the Conservation Commission reported that it came to their attention that the Town of Hampton had hired a

**BOARD OF SELECTMEN
TOWN OF HAMPTON FALLS**

**NOVEMBER 17, 2021 – 6:00 PM
TOWN HALL**

FINAL

part-time Conservation Coordinator to handle day-to-day issues, to communicate with other boards, and to do outreach with the community. The Hampton Falls Conservation Commission (HF Con Comm) thought that Hampton Falls could also benefit from a similar position at approximately six (6)-hours per week, to be funded with monies from their budget for a part-time employee position. The Commission interviewed Brianna O'Brien, and she is very excited about the opportunity to work with the HF Con Comm. The Selectmen inquired about the hourly rate offered, and M. Hill responded \$20.00 per hour, although their budget states \$17.50 hourly for a part-time employee. E. Beattie asked about the specific duties involved in the position. M. Hill responded that the Conservation Coordinator would talk with other Conservation Commissions in the region (Hampton, Exeter, and Seabrook) periodically, so she would be available to attend those meetings. The Estuary project, which involves Hampton, Seabrook, and Hampton Falls, is a regional project with which the Conservation Coordinator would stay involved and report back to HF Con Comm. Another duty would be more outreach and coordination with the schools' curriculum in Conservation, and lastly to consistently find volunteers to do trail work and invasive plant removal.

MOTION: To hire Brianna O'Brien as a Part-Time Conservation Coordinator, at a rate of \$20.00 per hour for a maximum of six-hours weekly, to be funded by the Conservation Commission budget, for a probationary period of six months.

MOTION: E. BEATTIE

SECOND: M. LANE

UNANIMOUS

Highway: Fall Disposal Day Update: K. Anderson provided an update that almost all of the invoices have been received from the Fall Disposal Day, with the expenses for the collection totaling \$1,817.00. Revenue was \$760.00 leaving a net expense of \$1,057. There were 5.64 tons collected with 39 vehicle trips. The 2019 warrant article #23 stipulated that the Fall collection take place "beginning in 2019 and annually thereafter", the warrant article was amended to add "No Tax Impact". If the Board wanted to discontinue the Fall Disposal Day, it was K. Anderson's opinion that the Selectmen could decide to do so because there is a tax impact. The 5.64 tons collected would likely just be added to the Spring totals, with the only savings being the labor costs.

There are new changes coming, in November 2022, with what can be disposed at Covanta Incinerator in Haverhill, MA. that may make it more difficult to dispose of items, in the future. K. Anderson summarized a conversation she recently had with Jim Ziolkowski, ELM who said that his business picks up approximately one to two tons per year of additional items at the curbside, such as car seats and strollers, that should be disposed of during a seasonal disposal day and not in the weekly trash, but that he does so as a courtesy service. After November 2022 he will no longer be able to collect those additional items, and will need to be stricter about what is collected curbside; therefore, it was his recommendation to keep the Fall Disposal Day to be able to handle those items in the future.

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: November 3, 2021

MOTION: To approve the minutes of November 3, 2021 as written.

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

**BOARD OF SELECTMEN
TOWN OF HAMPTON FALLS**

**NOVEMBER 17, 2021 – 6:00 PM
TOWN HALL**

FINAL

**MOTION: E. BEATTIE
SECOND: L. GARGIULO
M. LANE ABSTAINED
2 in favor, 1 abstained, MOTION PASSED**

ADJOURNMENT

**MOTION: To adjourn the meeting at 7:55 PM.
MOTION: E. BEATTIE
SECOND: M. LANE
UNANIMOUS**

Next Selectmen's Meeting – Wednesday December 1st , 2021, 6:00 PM, Town Hall