

**BOARD OF SELECTMEN  
TOWN OF HAMPTON FALLS**

**FEBRUARY 16, 2022 – 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; R. Bailey, Bailey's Landscaping; R. Dirs, Police Chief;  
M. Sikorski, Building Inspector; Karen Ayers, Conservation Commission

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

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

R. Hilliard presented a proposal for discussion to replace the 22-year-old Sign at the Brush Dump, including draft wording for the new sign on the topics of: Collection dates, Dump Sticker required, and no longer collecting grass clippings. L. Gargiulo asked if there was a price to replace the sign, to which R. Hilliard responded that he would inquire with New England Barricade for a price, as that was the company that has been providing signage in town previously. L. Gargiulo reminded R. Hilliard of the Town's Purchasing Policy so if the quote exceeds \$1,500, then he needs to obtain several pricing estimates for the new sign. R. Hilliard agreed to bring pricing estimates to the next Selectmen's meeting.

The second item was discussion of Fencing and Gates at the Brush Dump, for which K. Anderson drafted an RFP, and for which R. Hilliard provided a diagram representative of the lengths of fencing and gate sections necessary, with proposed fence and gate material types and heights, dependent on topography. In summary, there are four (4) sections of gates, and two fence heights proposed. Along Drinkwater Road, from left to right, there is a 130-foot run at a height of 4-5-feet, then a concrete wall. To the right of the concrete wall starts a second height of fence at 6-8-feet for 35-feet wide before turning the corner. Along Parsonage Road, from left to right, continues the proposed fence height of 6-8-feet tall with a 12-foot section, then two-35-foot-wide sections of gates, followed by a width to accommodate an existing (human scale) doorway immediately adjacent to the Town Shed building. To the right of the Town Shed continues the proposed fence height of 6-8-feet in a 6-foot section, followed by two-25-foot-wide gates. To the right of the gates continues the proposed fence height of 6-8-feet tall with a 17-foot section, and then a 107-foot section to the end of the property. There was some discussion about the proposed fence type to replace the existing chain link fencing and metal gates, with wooden stockade fence with gated openings. R. Hilliard suggested to put a lightweight, solid material over the gates to prevent visibility. E. Beattie suggested to upgrade the wheels on the gates. K. Anderson said that there was additional discussion about locating a Porta Potty on-site year-round, to which L. Gargiulo inquired if there was money budgeted for that cost, and she responded that funds would be available. M. Lane inquired which Line Item of the budget would the Porta-Potty cost be paid from, and K. Anderson responded the Other Miscellaneous budgeted at \$1,000 line item. E. Beattie requested that another walk-through gate be located/added to the right of the Town Shed building to facilitate access, without needing to open large gates, and R. Hilliard further clarified that would be located to the right of the 25-foot gate sections, with-in the 17-foot section on Parsonage Road. Contractors interested in responding to the RFP must complete a site visit with the Road Agent prior to March 28th, and as a result may propose alternate fencing heights. Particular attention must be made to maintaining sight lines at the corner of Parsonage and Drinkwater Roads for traffic. Bids to be received by April 5<sup>th</sup> with installation no later than June 3. Questions to R. Hilliard. L. Gargiulo asked if the Selectmen were all in agreement, and there was consensus with the statement for R. Hilliard to move forward with the proposals.

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R. Hilliard presented the monthly core services report for January 2022 in the amount of \$2090.00.

**Core Services:**

Core Services	\$ 795.83
Trees Dispatched	\$ 196.00
Road Hazard Ice removed	\$ 181.50
Dead Animal removal	\$ 85.00
Winter Salt and Sand	\$ 212.50
Hazard Trees	<u>\$ 620.00</u>
Total Invoice	\$2,090.00

**MOTION:** To approve the Road Agent's Monthly Invoice, for January 2022 in the amount of \$2,090.00

**MOTION:** E. BEATTIE

**SECOND:** M. LANE

**UNANIMOUS**

**WINTER ROAD MAINTENANCE UPDATE – BAILEY LANDSCAPING:**

L. Gargiulo asked R. Bailey for an update on winter road maintenance, specifically in terms of his staffing and equipment needs. R. Bailey stated that he has the same numbers as last year at eight (8) people and 5-6 trucks. R. Bailey said that D. Robinson will not be continuing, but that he has another person, Brian Bibeau of Hampton Falls, to replace him. M. Lane asked if he will be losing a piece of equipment not having D. Robinson, and R. Bailey responded that he would have to pay to use it, so he will try not to use it if not necessary. He further described that he also uses three (3) 6-wheel sanders, so the total number of available vehicles is eight (8). L. Gargiulo asked R. Bailey what his greatest need is, and he responded that it is hard to find people to work as Shovelers, who show up, or who answer their phone. For example, during the last storm, out of 8 people only 6 showed up. He said that it is not just his business but is a problem due to the pandemic.

L. Gargiulo pointed out the Life-Safety issue to be able to get a Fire apparatus or an Ambulance down the road is of most importance. R. Bailey asked if that had ever been a problem, and L. Gargiulo responded that it had not, to his knowledge. E. Beattie asked R. Bailey what the Selectmen could do for him to make his job easier, and he responded that if his employees would always show up when they were scheduled to work, that would make a difference. Thirty-hour storms for 3-1/2 inches of snow is ridiculous.

L. Gargiulo said that a concern he has heard is regarding ice build-up with not enough sand/salt, in areas where there may be hills, entering onto high-speed main roads like Route 88 or Rt 1, that there needs to be more use of salt. R. Bailey asked if that was during the last ice storm when the water had no where to go because the drainage was blocked up the snow and ice. He said that Hillcrest had some issues with most driveways looking like ice-skating rinks, but that he was putting down sand and salt.

E. Beattie asked if there was enough Sand, and R. Bailey responded that R. Hilliard just received two truckloads of sand at the Town Shed. E. Beattie continued that the hill near his house was a location where some people were having some trouble, and that may need additional sand/salt in the future. E. Beattie also said that part of the problem with the water drainage issue was that the snow was not pushed back far enough to enable the drains to function, and so the water drained onto the streets and driveways or into

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the swales, and he received a couple of phone calls on that topic. E. Beattie's suggestion was that prior to another storm, and before everything freezes again, that R. Bailey go around and push back any snow piles that may be blocking drains to get snow piles off of the roadways, to make room for the next storm. Additionally, E. Beattie raised the point of the current Winter Road Maintenance Contract not being favorable regarding ice storms because it is structured with payment by the inch of snow, (not by the inch of ice) so there is a disincentive, and it is a problem.

R. Bailey recommended that the Town Road Agent be on the Rockingham County Division 6 call list, as a contact to be alerted if conditions warrant treatment. K. Anderson inquired if R. Bailey had a radio in his truck, and he responded that he does not. He said that Rockingham County Division 6 called him once, and that they also called R. Hilliard. Additionally, R. Bailey said he may be able to get notified on his phone of the radio notifications.

David Allen of Hillcrest Drive requested to speak, and Chairman Gargiulo welcomed his comments. He congratulated the Selectmen in bringing civility back to Town, and he welcomed K. Anderson whom he had not yet had the chance to meet. The first topic was directed to Police Chief Dirsra regarding speeding on Nason Rd between Exeter to Drinkwater and speeding also on Drinkwater from Hillcrest to Town Hall. Additionally, he said that he has witnessed numerous times drivers not stopping at the four-way stop intersections and he requested that the Police increase patrols to address these concerns. The second topic was regarding the recent ice storm and road conditions at Hillcrest Drive, which made the road unpassable. D. Allen recognized the Winter Road Maintenance Contract does not incentivize the contractor in an ice storm, and that those conditions were the first time that has happened in the 6-1/2 years he has lived there. He asked that the contractor pay special attention to "hot spots" where icing may require additional treatment in the future.

**FIRE CHIEF – MONTHLY REPORT:**

Deputy Fire Chief Bobby Hudson was expected to present the monthly report but was not in attendance.

**POLICE CHIEF – MONTHLY REPORT:**

R. Dirsra presented the monthly report for the month of January 2022. There were no questions regarding the monthly report of the Police Chief.

**Parking Around the Common Update:** L. Gargiulo inquired about the memo regarding parking around the Town Common, saying that it was his recollection that the Board of Selectmen did not act nor request a change in the parking there. R. Dirsra responded that the Board of Selectmen had directed him to the Parks and Recreation Commission to get their input, which he did, and he is presenting the revised proposal for the Selectmen's consideration tonight to move forward or not. M. Lane said that if the Parks and Recreation Commission supports the plan, then he is in favor of it; however, he does have an issue with parking restrictions closer to Governor Weare Park, potentially impacting availability of parking for sporting events. R. Dirsra said that his request was for the Selectmen to consider signing a letter to NH DOT to conduct a No Parking Sign Study, regarding numbers and locations of no parking signs.

E. Beattie said he is concerned with the "look" of the Town Common, and maintaining that beauty and aesthetic is significant to the Town's sense of place. He said that he does not want to replace traffic cones with signage. He said that he is satisfied with the way parking is handled around the Town Common, and

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that he has not heard of any issues. L. Gargiulo stated that he is concerned about the Parks and Recreation Commission's (P&RC) minutes of November 15, 2021, where the P&RC directed the Police Chief to submit a proposal to the State DOT for a parking study, as that was not in the P&RC's purview, and E. Beattie agreed. Chief Dirsa said that he did not think that P&RC has the authorization to act, which is why he was bringing it to the Selectmen for their instruction. Chief Dirsa was requesting authorization from the Board of Selectmen to request NH Department of Transportation to review the addition of no parking signs for the Town Common. E. Beattie said that he does not want information from the state. K. Anderson cautioned the Board pointing out the possibility of the state requiring no parking along both sides as it is a state road. L. Gargiulo said to leave it the way it is, and the Selectmen reached a consensus on that point.

**Request to Increase Detail Rate:** Chief Dirsa has requested to increase the Detail rate paid to Officers from \$53 to \$55 per hour and adjusting the charge to contractors from \$88 to \$90 per hour with a cruiser. Also requesting a holiday rate of \$82 per hour for the officer with a charge of \$128 for the contractor for work on specified holidays. E. Beattie mentioned that the increase is minimal and asked if the request is to keep-up with neighboring towns. Chief Dirsa responded that surrounding towns charge a wide range of rates from \$47-\$120 hourly. He stated that the Selectmen authorized a four-percent (4%) COLA increase for all Town Employees, so this proposed increase for the police officers is a \$2 per hour increase, and it is an attempt to incentivize officers to work details on Holidays. M. Lane asked for clarification that the hourly increase would go to the police officers, and not the police cruiser fund, and Chief Dirsa confirmed that the \$2 hourly increase would go to the officers.

**MOTION: To approve the increase to the Police Detail rates effective March 15, 2022.**

**MOTION: M. LANE**

**SECOND: E. BEATTIE**

**UNANIMOUS**

**BUILDING INSPECTOR – MONTHLY REPORT:**

M. Sikorski presented his monthly report for the month of January 2022. There were no questions regarding the monthly report of the Building Inspector.

L. Gargiulo asked if there were any updates on any issues. M. Sikorski responded that a letter has been sent out regarding the complaint on Coach Lane Conservation Land. And on the issue of code enforcement on violation of junkyard and home occupation ordinances, progress has been made with clean-up moving forward with promise from homeowner. The Museum furnace has been removed in pieces and the Road Agent picked it up for disposal. Mark Thompson removed the duct work, and altogether approximately \$6,000 was saved by having a combination of Town employees and volunteers assist removing the old furnace. Bev Mutrie, Brown Road, mentioned the cold air return holes in the floor that need covering or patching with Birch. M. Sikorski said the new furnace was scheduled for installation Friday Feb 18.

**OLD BUSINESS:**

**General Fund Balance: \$2,958,419.68**

**Financial Reports:**

K. Anderson reported that the Town is finalizing the transfer of accounts from Citizens Bank.

*FINAL*

**Executive: Accounts Payable/Payroll/Treasurer Warrants:**

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

- 1) Payroll Warrant #566 dated February 2, 2022, in the amount of \$32,693.71;
- 2) Accounts Payable Warrant #800 dated February 2, 2022, in the amount of \$57,337.54;
- 3) Accounts Payable Warrant #801 dated February 9, 2022, in the amount of \$752,605.82 (this includes the two school payments);
- 4) AP-Escrow Warrant #01 in the amount of \$15,895.52.

The Escrow warrants will now replace the Treasurer's warrants; the Town is now processing escrow funds through the Town's accounting system, improving the segregation of duties as has been recommended by the audit firm.

**MOTION: To approve the Payroll Warrant #566 dated February 2, 2022, in the amount of \$32,693.71.**

**MOTION: E. BEATTIE**

**SECOND: M. LANE**

**UNANIMOUS**

**MOTION: To approve the Accounts Payable Warrant #800 dated February 2, 2022, in the amount of \$57,337.54.**

**MOTION: E. BEATTIE**

**SECOND: M. LANE**

**UNANIMOUS**

**MOTION: To approve the Accounts Payable Warrant #801 dated February 9, 2022, in the amount of \$752,605.82 (this includes the two school payments).**

**MOTION: E. BEATTIE**

**SECOND: M. LANE**

**UNANIMOUS**

**MOTION: To approve the AP-Escrow Warrant #01 in the amount of \$15,895.52.**

**MOTION: E. BEATTIE**

**SECOND: M. LANE**

**UNANIMOUS**

**Elections: Storage of Election Materials:**

The Moderator has suggested and received permission from the Fire Association for the Town to use the trailer that they own for storage of the election materials. The trailer can be brought back and forth to the election site. Fire Chief Lord currently stores the trailer at his property and has said that he would continue to do that if the Town desired. K. Anderson added that the materials would no longer need to be moved up and down stairs from the attic of Town Hall to the election site and back again for each election. The storage trailer could be brought right to the door to be unloaded, and then loaded back up after the election. L. Gargiulo said that the proposal sounds good, and E. Beattie echoed that comment in support of the proposal. K. Anderson said that the Town will not need to purchase a shed nor a storage container, with this ability to use the trailer.

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**Library: Authorization to Proceed to Contract with Dowling Corp. for Library HVAC:**

The Library solicited bids for the HVAC improvements to their building in August of 2021 and received two bids – Palmer & Sicard (\$124,500) and Dowling (\$114,000). No bids were received from CMS or Callahan HVAC. M. Sikorski has reviewed the bids and confirmed with the low bidder that the price is still valid and that it included the same electrical work that was included in the higher bid, and it did.

K. Anderson asked if the Board wanted to move forward to contract with Dowling, or to seek a third bid? L. Gargiulo requested that a third bid be obtained from the vendor utilized for the Museum to bid on the Library. M. Sikorski said that he would ask if the vendor at the Museum could do the type of work needed at the Library, and if they would submit a bid. If not, then K. Anderson would continue to look for another third bid. March 9<sup>th</sup> would be the target date for receipt of any new/additional bids, based on the Engineered plans specs established previously. Additionally, the Selectmen requested that reaffirmation of pricing submitted from August 2021, be confirmed for the March 9<sup>th</sup> meeting.

**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: Recognition of Hampton Falls' Oldest Resident, Teresa Hay, reaching 100-years-old.**

L. Gargiulo read a proclamation in honor of Teresa Hay, congratulating her achievement of reaching 100-years old, as Hampton Falls' oldest resident.

**Executive: Draft Emergency Notification Policy:**

K. Anderson drafted a notification policy for the Board's review in order to clarify when the Board is to be notified within 24 hours of situations that happen in town, such as working fires, employee injuries or death, accidents and damage to Town property and/or release of hazardous materials, untimely unattended deaths, unanticipated events with an adverse impact to the budget, and changes in the status of personnel. She further clarified that this procedure would apply to all Department Heads including the Road Agent. E. Beattie highlighted the significance of this procedure so that the Selectmen are not the last to be made aware of instances with impacts to Town government. K. Anderson clarified that this would not be an ordinance, but rather a procedure to be followed under specific circumstances.

**MOTION: To move forward with the Emergency Notification Policy procedure as written.**

**MOTION: E. BEATTIE**

**SECOND: M. LANE**

**UNANIMOUS**

**Fire / Ambulance: Appointment of Deputy Fire Warden – J. Poder:**

K. Anderson stated that Fire Chief Lord has recommended that Jeremy Poder, of Hampton Falls, be appointed to the position of Deputy Fire Warden.

**MOTION: To appoint Jeremy Poder as Deputy Fire Warden.**

**MOTION: E. BEATTIE**

**SECOND: M. LANE**

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**Highways: Frost Ban Notice:** There was discussion about the timing of issuing the annual Frost Ban Notice and to authorize the Road Agent to post the roads when deemed appropriate. Road Agent R. Hilliard said that he would update the Board when he thought it was time to commence the Frost Ban. He added that he confirmed the location of the signs at the Town Shed, so when he needs to install the signs, they will be available.

**Conservation: Mowing of Raspberry Farm:**

Steve Hurd has volunteered to mow, fertilize, and lime the Raspberry Farm hay field, at no cost to the Town, if the Town could provide him with a Volunteer contract for longer than one-year. The Conservation Commission is in support of this proposal for a period of three-years.

**MOTION: To sign the volunteer appointment for Steve Hurd to mow the Raspberry Farm.**

**MOTION: E. BEATTIE**

**SECOND: M. LANE**

**UNANIMOUS**

**Conservation: Posting of Dog Waste Signs at Marsh Lane and Raspberry Farm:**

The Conservation Commission would like to place signage at the Raspberry Farm and the Marsh Lane conservation property about cleaning up pet waste. There have been issues with people not cleaning up after their pets, in addition to Dog-day-care companies walking multiple dogs off-leash. Karen Ayers spoke to the issue and described the locations of the proposed four (4) metal signs as follows: one at Marsh Lane, two at either end of the parking lot at Raspberry Farm, and a fourth sign at the entrance to the woods at Raspberry Farm. The Selectmen agreed for the Conservation Commission to add the signage as proposed.

There was additional discussion of dogs off leash by dog-day-care businesses and whether to consider a licensing requirement in Hampton Falls. E. Beattie suggested that the Town start with signage first, and add a reminder in the Town Newsletter, to be responsible and respectful of others by cleaning up after your pet, and to carry out all trash, and then to return in the future if the problems persist.

**Other Selectmen's New Business:**

**Newsletter: March-April 2022:** The draft March-April 2022 Newsletter was reviewed by the Selectmen. K. Anderson stated that she wrote an article in the newsletter about Volunteerism in Hampton Falls, and that two of the people mentioned in the article were present in the meeting room, namely, Karen Ayers and Tracy Healy-Beattie as long-standing community volunteers. L. Gargiulo asked the Selectmen if there were any issues with the Newsletter, and there was a consensus to move forward with publishing the March-April 2022 Town Newsletter as written.

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

**REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES: February 2, 2022.**

**MOTION: To approve the minutes of February 2, 2022, as written.**

**MOTION: E. BEATTIE**

**SECOND: M. LANE**

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**Motion to enter Nonpublic Session** made by E. Beattie and seconded by M. Lane.

\_\_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.*

<b>Roll Call vote</b> to enter nonpublic session:	Lou 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 by M. Lane, seconded by E. Beattie.

**Motion: PASSED**

**Public session reconvened** at 7:55 p.m.

**ADJOURNMENT:**

**MOTION:** To adjourn the meeting at 8:00 p.m.

**MOTION: M. LANE**

**SECOND: E. BEATTIE**

**UNANIMOUS**

Next Selectmen's Meeting is scheduled for Wednesday, March 09, 2022, at 6:00 PM, Town Hall.

These minutes prepared by Rachel D. Webb, Town Secretary; Town of Hampton Falls, NH.