

**BOARD OF SELECTMEN
TOWN OF HAMPTON FALLS**

**MAY 18, 2022 – 6:00 PM
TOWN HALL**

FINAL

PRESENT: M. R. Lane, Chairman; E. B. Beattie, Vice Chairman; L. Gargiulo, Selectman
K. Anderson, Town Administrator; R. D. Webb, Town Secretary

GUESTS: R. Veno, Police Chief; R. Hilliard, Road Agent; M. Sikorski, Building Inspector

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

PUBLIC HEARING

M. Lane opened the Public Hearing and stated that the purpose of the Public Hearing was to take comments from the public regarding the acceptance of unanticipated funds in accordance with RSA 31:95b; from the following two (2) sources of funding, namely:

1) to accept two very generous donations from the Estate of Maurine Stard, that is one for the Fire Department in the amount of \$62,500 and one for the Police Department, also in the amount of \$62,500; and also,

2) to accept a grant from the Locality Equipment Grant from the State of NH in the amount of \$50,000 used toward the purchase of the 2021 Police Cruiser.

K. Anderson said that the Town is required to hold the Public Hearing to accept the funds. The donations will be maintained in the General Fund as restricted for special purposes, and the donations will not lapse until spent for the specific purposes.

M. Lane asked if there were any public comments, and there were none.

MOTION: To accept the donation from the Estate of Maurine Stard, to the Fire Department, in the amount of \$62,500.

MOTION: L. GARGIULO

SECOND: E. BEATTIE

UNANIMOUS

MOTION: To accept the donation from the Estate of Maurine Stard to the Police Department, in the amount of \$62,500.

MOTION: E. BEATTIE

SECOND: L. GARGIULO

UNANIMOUS

MOTION: To accept the Locality Equipment Grant from the State of NH, in the amount of \$50,000 used toward the purchase of the 2021 Police Cruiser.

MOTION: L. GARGIULO

SECOND: E. BEATTIE

UNANIMOUS

L. Gargiulo asked where the money is going to be deposited regarding the \$50,000 from the grant, is it going to replace the money that came out of the Police Cruiser Reserve Account? K. Anderson explained that only deposits from Police Detail fees can be deposited into that account, so the \$50,000 grant funds received will go to offset the tax rate.

M. Lane closed the Public Hearing.

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

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POLICE CHIEF, ANIMAL CONTROL – MONTHLY REPORT:

R. Veno, Police Chief asked a follow-up question regarding the deposit of the \$50,000 grant funds and whether the funds could be deposited into the Warrant article fund, and K. Anderson responded that in order to deposit into a Capital Reserve Fund, that there needs to be a Warrant article to enable that action.

R. Veno presented the Police Department's Monthly Report and asked if there were any questions from the Board of Selectmen and reported that the numbers were fairly similar to the prior month.

E. Beattie inquired about the Crown Vic being used for Police Detail work, and R. Veno responded that there are five (5) SUVs currently, with the oldest one being the 2013. M. Lane asked about the new Police Cruiser, and R. Veno said that it was back from being repaired following damage in Winter; additionally, the laptop for the new cruiser is now in place, with assistance from the Rockingham County Sheriff's IT department, as there were some installation delays due to accommodating changes in the software. Everything is up and running currently.

M. Lane asked R. Veno how everything is going, being two weeks on the job, and he said that it is going fine and that there have been no surprises.

Police Dept. Appointment Renewal: F/T Police Officer Grant Fotheringham

Appointment Renewal: Grant Fotheringham, as a full-time Police Officer (Renewal), until another person shall be chosen and qualified in his stead.

MOTION: To reappoint Grant Fotheringham as a full-time Police Officer, until another person shall be chosen and qualified in his stead.

MOTION: L. GARGIULO

SECOND: E. BEATTIE

UNANIMOUS

Police Dept. Appointment: F/T Police Lieutenant Justin Ranauro

Appointment: Justin Ranauro, as a full-time Police Lieutenant, effective June 1st, 2022, for a 6-month probationary period, to December 1, 2022.

MOTION: To appoint Justin Ranauro as a full-time Police Lieutenant, effective June 1st, 2022, for a 6-month probationary period, to December 1, 2022.

MOTION: L. GARGIULO

SECOND: E. BEATTIE

UNANIMOUS

ROAD AGENT – CORE SERVICES / INVOICE APRIL 2022 / MONTHLY REPORT:

Russ Hilliard presented an update of current projects to the Board of Selectmen. White Goods Day last Saturday was a success. R. Hilliard has recently been working with Urban Tree removing dead or diseased trees and branches that were hazardous to the roadways. He is meeting with Indus next week regarding potential Crack-Sealing projects, and asked what the budget is for that topic this year? K. Anderson reported that there is over \$500,000 in the Road Improvement Capital Reserve Account that is comprised of \$250,000 from tax current revenues, together with \$250,000 left over from last year. M. Lane asked how much of the road improvement budget is projected to remain after the previously planned and

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committed projects (Evergreen, Glenwood, Blake's Lane, and the 70 Drinkwater Culvert) are paid this year? L. Gargiulo recommended allocating the same amount or similar as spent last year (\$22-25,000) for crack-sealing, as, long-term, the crack-sealing prevents the roads from deteriorating (as quickly as they would without the crack-sealing) and results in cost savings to the Town in not needing to pave the roads as frequently. He recommended that R. Hilliard identify the worst roads in town, in need of crack-sealing, and that he focus on those. M. Lane and E. Beattie agreed with this approach.

MOTION: To authorize the expenditure of up to \$25,000 from the Road Improvement Capital Reserve Account, for the purposes of Crack-Sealing on Town roads as determined to be critical by the Road Agent.

MOTION: L. GARGIULO

SECOND: E. BEATTIE

UNANIMOUS

R. Hilliard continued his update reporting that one-third (1/3rd) of the Stop Bars are scheduled for painting next week. On the Glenwood Drive RFP Jones & Beach extended the bid deadline from May 15th to May 24th as it was determined that replacement of catch basins with headwalls was necessary. There were resultant changes to the bid specs, so they needed to send the project back out to bid with the new specs.

R. Hilliard presented a request from the property owner located at 21 Evergreen, inquiring if the Town would be willing to replace a portion of the end of his driveway, as part of the planned drainage project; he continued that it is the property owner's belief that the condition of his driveway was caused by the drainage problem. K. Anderson explained further that typically the town would pave up to the edge of the Town right-of-way, which does extend into residents' properties a bit, but that this resident was asking the town to pave an additional seventy-feet (70') beyond the edge of the right-of-way, based on his opinion that the condition of his driveway is caused by the water problem. R. Hilliard added that it is his understanding that the Town Engineer's opinion is that the assertion of the property owner is not true because the road is higher than the driveway. Jones and Beach Engineers recommended that the Town keep their work within the fifty-foot (50') right-of-way. L. Gargiulo said that that was the historic precedent, and that the Board should stick to that practice. E. Beattie said that the project should move forward as planned, with the Town repairing the Town portion only; to do otherwise would set a dangerous precedent if the Town were to start making public improvements on private property. M. Lane and L. Gargiulo agreed with E. Beattie.

M. Lane asked for a reconciliation of the White Goods Bulky Waste Day (May 14, 2022):

K. Anderson reported the statistics collected from the successful Household Waste Collection Day last Saturday, May 14, 2022, from 8AM to 12:00 noon as follows:

Number of vehicles: 72

Revenue Received: \$2,197

Estimated Disposal Costs at \$165 per ton: 5 tons of material for total cost of \$968

Contractor Costs: \$952

Total Costs to date were \$1,920

Net Revenue was \$277

Remaining outstanding cost to reconcile is:

Freon Removal at \$8 per unit.

The Road Agent's costs were covered in the Core Services.

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In terms of the Metal Removal, the town did not have to pay for the container, nor did the Town receive revenue for the metal, so there was no net cost to the Town for Metal Removal.

The final project update R. Hilliard introduced was the 70 Drinkwater Road Culvert. K. Anderson reported that in April she submitted a Letter of Intent for a Hazard Mitigation Grant application to the Office of Emergency Management (OEM), based on the Selectmen's decision to repair by slip-lining the culvert with a total project cost estimate of \$91,500, based upon 75% FEMA funding (Town portion would be \$22,875). She continued that yesterday she had a meeting with OEM explaining the project concept, after fact-finding with the Town Engineer and Road Agent. Brad Jones, Town Engineer, described to K. Anderson that *"the culvert is currently a six-foot (6') culvert and when slip-lined will be rated for 769 cfs where 750 is required for a 100-year storm event. If the project were to be upgraded to a simulated stream channel bottom culvert the hydraulic factor would be increased to 1,220 cfs or a 1-1/2% safety factor. A larger culvert will be less likely to clog or be blocked. The culvert will have a new inlet and outlet headwall allowing for a durable crossing and a safer guardrail system."* B. Jones estimated that cost to be \$140,000. During the meeting with OEM, they expressed concern with the Town repairing in kind rather than making improvements, so K. Anderson presented B. Jones' alternate proposal, which was met with likely approval, because the project would be improving the safety of the public, and the grant would then qualify for 90% FEMA funding (Town portion would be \$14,000). L. Gargiulo pointed out that the difference between the Town portion of the two project costs is a savings of \$8,875 to do the larger culvert. He reiterated that the larger culvert would result in a higher safety factor, improved flow of water, and will improve the culvert for 100-year storm events, and both E. Beattie and M. Lane agreed that the larger culvert proposal was preferable.

MOTION: To move forward with the grant application for the larger simulated stream channel bottom culvert, for the 70 Drinkwater Road location, in the amount of \$140,000 total project cost (Town portion \$14,000), contingent on receiving the OEM/FEMA Hazard Mitigation Grant.

MOTION: L. GARGIULO

SECOND: E. BEATTIE

UNANIMOUS

L. Gargiulo asked K. Anderson if there were any other eligible projects to which the Town could apply for this funding, and she responded that she does have a Letter of Intent submitted regarding the Woodland/Glenwood project.

Non-Emergency Highway Project Work Sheet

The following non-emergency project was requested by the Road Agent for consideration by the Selectmen for Blakes Lane. R. Hilliard explained that he was trying to get paving companies to bid on paving Blakes Lane, but that no one was interested in doing the associated preparatory drainage work that would be necessary prior to paving. So, R. Hilliard is proposing to clean-out the roadside drainage swale, and to place excess fill on the opposite side of the road where the shoulders are low, and to seed the area, for a project cost of \$2,475. R. Hilliard stated that this proposed work is necessary to prepare that area for paving to stabilize the road.

MOTION: To approve the Non-Emergency project at Blakes Lane, as described by the Road Agent, in the amount of \$2,475 to be funded from budget account # 573.

MOTION: E. BEATTIE

SECOND: L. GARGIULO

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R. Hilliard presented the monthly core services report for April 2022 in the amount of \$8,443.33. Core Services Invoice for April 2022 includes repairing/clearing several areas from wash-outs due to heavy rainstorms and a previously approved work order for roadside brush removal of \$4,500.

MOTION: To approve the Road Agent's April 2022 invoice in the amount of \$8,443.33

MOTION: E. BEATTIE

SECOND: L. GARGIULO

UNANIMOUS

BUILDING INSPECTOR – MONTHLY REPORT:

M. Sikorski presented his monthly report for the month of April 2022. M. Lane asked M. Sikorski about the two bids received in response to the RFP for the HVAC Upgrade/Mini-Split System project for the Town Hall Meeting Room. Specifically, he asked how one bid can have come in at twice the cost of the other bid. M. Sikorski responded that one bid is for 6-ton and the other is for 4-ton, and one includes electrical work, and one does not. He added that one bid was received this afternoon, and that he had not had the opportunity to look at both bids thoroughly, nor called to ask clarifying questions of each of the two bids. E. Beattie asked if the lower bid was the same contractor who worked at the Historical Society Museum, and M. Sikorski responded yes. L. Gargiulo asked if the town should ask the low bidder if he could amend his specification to 6-ton, and M. Sikorski responded that it may be worth asking the question to each bidder of how they got to recommending 4-ton and 6-ton. L. Gargiulo said that he is interested in moving forward with the \$14,000 low bid, contingent upon M. Sikorski exploring (within the next 48 hours) whether the 4-ton or the 6-ton is preferable. He also wanted to remind everyone that the funds for this project are coming from ARPA grant monies, so it is not funded with local tax revenue, and is at no cost to residents.

MOTION: To accept the bid for \$14,000 for the Town Hall Meeting Room HVAC Upgrade Mini-Split System project, contingent upon the review by M. Sikorski (within 48-hours) of getting an adequate response that 4-ton is sufficient.

MOTION: E. BEATTIE

SECOND: L. GARGIULO

UNANIMOUS

FIRE /AMBULANCE / EMERGENCY MANAGEMENT – MONTHLY REPORT:

The Fire Chief's monthly report for April 2022 was accepted, in his absence, and there were no questions nor comments.

Fire Dept. Appointment Renewal: Fire Lieutenant Alexis Garrant

Appointment Renewal: Alexis Garrant as a Fire Lieutenant for a two-year period, to March 31, 2024.

MOTION: To reappoint Alexis Garrant as a Fire Lieutenant for a two-year period, to March 31, 2024.

MOTION: E. BEATTIE

SECOND: L. GARGIULO

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OLD BUSINESS

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FINANCIAL REPORTS: General Fund Balance: \$760,788.90

EXECUTIVE: PAYROLL WARRANTS:

K. Anderson presented Payroll Warrant # 574 dated May 11, 2022, in the amount of \$33,433.55 for consideration by the Selectmen.

MOTION: To approve Payroll Warrant # 574 dated May 11, 2022, in the amount of \$33,433.55

MOTION: E. BEATTIE

SECOND: L. GARGIULO

UNANIMOUS

EXECUTIVE: ACCOUNTS PAYABLE:

K. Anderson presented Accounts Payable Warrant #811 dated May 11, 2022, in the amount of \$775,731.59 for consideration by the Selectmen. This warrant includes \$650,000 payments to the schools – those checks are being processed but will not be released until sufficient tax revenue has been received and authorized by the Treasurer for release.

MOTION: To approve Accounts Payable Warrant #811 dated May 11, 2022, in the amount of \$775,731.59.

MOTION: E. BEATTIE

SECOND: L. GARGIULO

UNANIMOUS

EXECUTIVE: ESCROW ACCOUNT WARRANT:

K. Anderson presented Escrow Account Warrant #6 dated May 11, 2022, in the amount of \$590.00 for consideration by the Selectmen.

MOTION: To approve Escrow Account Warrant #6 dated May 11, 2022, in the amount of \$590.00.

MOTION: E. BEATTIE

SECOND: L. GARGIULO

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M. Lane asked K. Anderson if revenues are being received by the Town from property taxes, and she responded, yes, but not the large loan processing companies that typically pay closer to the due date; but there have been a steady stream of residents coming in to Town Hall to pay their taxes since the bills recently were mailed. E. Beattie congratulated K. Anderson for getting the audit done, and on getting the tax bills out early so that the town could receive the revenues earlier. K. Anderson said that the Assessor and the Tax Collector worked together to get the tax bills out early to get some cash flow.

FINANCIAL ADMINISTRATION: ABATEMENTS:

K. Anderson presented several Property Tax Abatements for units at Wakeda which were legally registered prior to the April 1st date and were incorrectly billed. She explained that this problem occurs when people's registrations renew during the time when Wakeda is closed, so owners may not have affixed their new registration stickers before the Assessor's inspection prior to April 1st. The Assessor and the Tax Collector are working with Wakeda to determine a notification process so that this does not keep happening annually.

1) Tax Abatement # 758 in the amount of \$244 for Map 6-39-B-11;

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- 2) Tax Abatement # 759 in the amount of \$34 for Map 6/Lot 39-A-3;
- 3) Tax Abatement # 760 in the amount of \$173 for Map 6/Lot 39-X-37;
- 4) Tax Abatement # 761 in the amount of \$190 for Map 6/Lot 39-D-42;
- 5) Tax Abatement # 762 in the amount of \$82 for Map 6/Lot 39-C-6-A

MOTION: To approve Tax Abatement # 758 in the amount of \$244 for Map 6-39-B-11; #759 in the amount of \$34 for Map 6/Lot 39-A-3; Tax Abatement # 760 in the amount of \$173 for Map 6/Lot 39-X-37; Tax Abatement # 761 in the amount of \$190 for Map 6/Lot 39-D-42; and Tax Abatement # 762 in the amount of \$82 for Map 6/Lot 39-C-6-A.

MOTION: L. GARGIULO

SECOND: E. BEATTIE

UNANIMOUS

FINANCIAL ADMINISTRATION: EXPENDITURE REPORT: E. Beattie asked K. Anderson about the Expenditure Report ending April 30, 2022, and asked if expenditures were at the level she would expect at this point in the year. K. Anderson responded that she prepared an analysis of expenditures that shows operating expenditures were at 29% which is 4% below the 33% target. Of note, as compared with expenditures a year ago, gasoline costs and heating costs were up approximately \$1,000 each over the prior year.

OTHER SELECTMEN'S OLD BUSINESS: There was no Other Selectmen's Old Business.

OLD BUSINESS PUBLIC COMMENT: Tracy Healy-Beattie, commented that it would be timely to have the Town Hall Meeting Room HVAC Upgrade project completed in time for the Tricentennial events planned the first week of August.

NEW BUSINESS:

EXECUTIVE: SELECTMEN'S 2022 SUMMER SCHEDULE:

K. Anderson stated that historically, the Board of Selectmen has adopted a Summer schedule for meetings, with one meeting each in July and August, understanding that additional meetings and work sessions can be held. In order to limit the time between meetings to three (3) weeks, the following 2022 schedule is proposed: June 1st, June 22nd, July 13th, August 10th, resuming the regular schedule on September 7th.

The Board discussed the proposed schedule change and reached a consensus to adopt the proposal, with the following change, that the Meeting on June 22nd be held at 8:00 am.

FINANCIAL ADMINISTRATION: RE-AFFIRM TOWN INVESTMENT POLICY:

The Board of Selectmen is required to annually review and adopt the Town's Investment Policy. The policy provides the guidelines for the Town Treasurer to use while managing the Town's funds. This policy does not apply to the Trustees of the Trust Funds, which by statute have more flexibility and must annually adopt their own policy. As a way of review – this policy provides for the safety of the principal by investing only in instruments authorized by State Law. In 2021, the Town had to stop banking with The Provident Bank as a result of a change in RSA 41:29. The policy allows for the delegation of authority, which the Treasurer has done for depository functions by authorizing the Town Clerk/Tax Collector to make deposits on behalf of the Town. Internal controls are outlined in the policy.

MOTION: To re-affirm the Town's Investment Policy in accordance with RSA 41:9 VII.

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**MOTION: E. BEATTIE
SECOND: L. GARGIULO
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GOVERNMENT BUILDINGS: REQUEST TO USE TOWN HALL: LAS SCHOOL DANCE:

The LAS PTO has submitted a Selectmen's Permit application to request to use the Meeting Room in Town Hall for the 8th Grade School Dance on June 9th from 3PM – 10PM. There are only 13 students in the class and the total expected attendance is 20 with chaperones. The request to use the meeting room is due to the small number of students in the class.

MOTION: To approve the use of the Town Hall Meeting Room for the 8th Grade LAS School Dance on June 9, 2022 from 3PM -10PM.

**MOTION: L. GARGIULO
SECOND: E. BEATTIE
UNANIMOUS**

PARKS AND RECREATION: MOVIE NIGHTS ON THE TOWN COMMON:

The LAS PTO has submitted a Selectmen's Permit application to request to use the Town Common for movie nights during Summer 2022, on dates to be coordinated through the Recreation Commission. All required signatures have been obtained. The events will be open to the public at no charge and donations will be accepted on site to offset the costs for the licensing agreements for the movies and the equipment costs. Expected attendance is 100 people. Becky Nolan said that the PTO is considering scheduling a total of five (5) movie nights (one in June, two in July, and two in August) on Tuesdays throughout the summer. M. Lane asked if it would be possible to spray for mosquitos prior to the Movie Nights, and K. Anderson said that she would investigate that possibility.

MOTION: To approve the use of the Town Common for Movie Nights, on dates (summer 2022) to be coordinated through the Recreation Commission.

**MOTION: L. GARGIULO
SECOND: E. BEATTIE
UNANIMOUS**

PATRIOTIC: MEMORIAL DAY SERVICES- TOWN COMMON:

Hampton American Legion Post 35 will be conducting Memorial Day services at the Town Common at 9:00 AM on May 30th. (Date confirmed.)

MOTION: To authorize the Hampton American Legion Post 35 to conduct Memorial Day Services at the Town Common at 9:00 am on May 30th, 2022, for patriotic purposes.

**MOTION: E. BEATTIE
SECOND: L. GARGIULO
UNANIMOUS**

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CONSERVATION COMMISSION: APPOINTMENT OF TWO (2) SUMMER 2022 INTERNS:

The Conservation Commission is requesting authorization to hire two (2) Summer 2022 Interns at \$15.00 per hour, at approximately 12-hours per week, for a period of 11-weeks. The total cost is \$3,960.00 and \$4,600.00 has been budgeted.

MOTION: To hire Hampton Falls' residents Colin Brown and Owen Barry as Summer 2022 Interns for the Conservation Commission.

MOTION: L. GARGIULO

SECOND: E. BEATTIE

UNANIMOUS

FINANCIAL ADMINISTRATION: REVIEW OF 2021 AUDIT:

K. Anderson reported that Plodzik & Sanderson has completed the financial audit for 2021 and have submitted draft reports and management letters. K. Anderson has prepared the Management Discussion and Analysis to be included in the audit document which shows the Town's net position of \$9,071,897 which includes capital assets and is an increase of \$63,780 over 2020. Noted in this analysis is that budgetary adjustments were made to account for the Covid-19 vaccination events in which the Fire Department participated; the revenue from those events exceeded the town's expenses.

Audit Findings or Issues brought to the Town's attention are:

Disaster Recovery Plan, Information Security and IT Penetration Testing, Adjusting Journal Entries, Purchasing Policy, Cash Reconciliation, Salary Support, and Fundraising Policy.

One Significant Deficiency was reported regarding special revenue / revolving revenue funds. The Treasurer maintains the funds and makes the deposits; however, the disbursements did not follow the Town's Internal Controls process. The recommendation was to have all of the special funds be recorded in the general ledger as their own unique fund, and all activity should be recorded and processed through the same process as the General Fund. The Bookkeeper now records and maintains the special funds through the Town's system and reconciles with the bank and Treasurer monthly. The Board now approves those expenditures through the Escrow warrants.

M. Lane said that this gets back to prior conversations about the need to review the special revenue accounts that are under the purview of various Boards and Committees, and review those for consistency in procedures of handling incoming funds, fee schedules, and policies to make sure how the money flows is understood by all of the committees. He posed the question asking what is the best way to handle this analysis and the communication with the committees, by Work Session, by Selectmen's meeting invite one committee per meeting, or have one large meeting with all? K. Anderson recommended holding one meeting with the Boards and Committees who have escrow funds to review the policies and procedures.

K. Anderson said that she had already worked with Lyn Stan of the Recreation Commission to resolve and reconcile funds that had been donated/received for maintenance of the Ice-Skating Rink. She continued that she has a meeting scheduled with Lyn Stan and the Director of the Summer Camp to determine the procedures for handling the monies deposited for Summer Camp. M. Lane said that in terms of billing for use of the athletic fields the issue is how to invoice those users, and K. Anderson said that the Town can start invoicing the users. L. Gargiulo said that establishing a Fee Schedule for use

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of the athletic fields and the Town Common would be helpful for consistency, and M. Lane said that there may be a Fee Schedule in the Recreation Commission's handbook or manual.

E. Beattie suggested some fact finding to determine how things are presently done, identify where the money came from, where the money went, and how the money was used. Essentially this information will help with the development of new policies.

M. Lane requested that K. Anderson add the Recreation Commission to a future Selectmen's agenda to go over some of these subjects, such as Fee Schedules, and if, for example, are there various rates charged dependent on residency of user?

L. Gargiulo asked if there was a Fee Schedule for use of Public Buildings? He said that there should be a Fee Schedule for use of all types of Town-owned properties. Consideration for the purpose of the event, such as personal use, or charitable purpose, or business should be factored into the Fee Schedule. Everyone should have the expectation that there may be a Fee charged, but then the Selectmen could choose to waive that fee, dependent on certain criteria set forth in the policy.

L. Gargiulo continued with a question of: Who delegated control of the facilities at the Town Common to the Recreation Commission? He said that there is an issue of delegation that may need clarification, for example, hypothetically, if it is decided that a boat ramp be installed at the Depot, would then the Recreation Commission have control of the boat ramp, or would the boat ramp be under the control of the Town's governing body? Has somebody delegated authority to the Recreation Commission to take responsibility for the Town Common?

E. Beattie reminded everyone of the procedure to Request Use of Town Facilities through the application of a Selectmen's Permit, so that the Selectmen can grant approval of the use and manage the facilities.

K. Anderson clarified the fact the Hampton Falls Recreation Commission is a Recreation Commission, and not a Recreation Department, in terms of how it was created by Warrant article in the 1970s. Establishment of the Recreation Commission was to provide recreation programs. M. Lane asked if Castleberry Fair or the Farmer's Market fits within that definition. K. Anderson said that the RSA state statute enables the Town to delegate to the Recreation Commission managing of particular properties, establishing fees, etc, but it is still part of the Town with oversight by the Board of Selectmen. M. Lane said that he is fine with the Recreation Commission managing those events, as they do a good job, he just wants to make sure that the money is flowing properly, and as long as the Selectmen has authority to grant or deny the permit for the event. K. Anderson summarized that there are areas that need to be tweaked or improved for clarity, transparency and standardization.

L. Gargiulo said the example of the Depot is that the location was never delegated to anyone to do anything with, other than a Warrant article to do a study, and suddenly it has become a recreation property without the direction or delegation of the Selectmen. Those extensions without authorization are problematic and the Town needs to clarify issues of delegation and responsibility.

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E. Beattie discussed how the athletic fields are used and managed and said that there needs to be consistency in terms of liability for all Town properties, such as requiring Insurance Certificates and a contract.

K. Anderson said that she could inquire with the Recreation Commission as to their availability to attend a Selectmen's meeting in June, either June 1 at 6:00 PM or June 22 at 8:00 AM.

M. Lane said that he would like to understand if all of the revolving funds are active, and if not, then how are those funds accessed. The Recreation Commission's revolving fund account has a balance of approximately \$40,000, and yet there have not been any expenditures from that account. It needs to be determined how those monies can be spent, if there are any criteria for expenditures. The Castleberry Fair proceeds have been deposited into the Recreation Commission's Revolving Fund, so that account has become a revolving fund that does not revolve, but only grows. The Recreation Commission should use those monies to replace the sign at Governor Weare Park. K. Anderson responded that the monies can only be spent on recreation and facilities, that it has to fall within that purview. The way the account is supposed to work is that the fees come in for the Summer Camp, and then the fees go out to fund the Summer Camp expenses, or the fees come in for soccer, and then the fees go out to maintain the soccer field programs. The account is supposed to revolve, and not act as a Capital Reserve account nor as a savings account. K. Anderson said that typical scenarios where there is a large balance in a Recreation Commission account is often due to the Town/Commission saving for a large capital improvement project, such as installation of Tennis/Basketball Courts, or a Community Pool, Youth, Senior or Community Center, etc.

L. Gargiulo wanted to be clear that he is not "going after" the Recreation Commission per se, it is just one of these things that needs greater clarity and definition for future Boards of Selectmen. Another question he had was what is going to happen to the Ice-Skating Rink this year, does the Town have someone who is going to run it? It is a significant investment, and the person who was running it is no longer available, so does the Recreation Commission take some of their monies to pay someone to run it this year, because it is a viable program that many families in town use. M. Lane agreed that the Recreation Commission does a lot of great things in Hampton Falls, there just needs to be a level of understanding for how the money flows.

L. Gargiulo said that the Recreation Commission should be looking at additional programs for Senior Citizens, especially with the significant population of seniors located at Avesta. He listed some potential ideas for programs such as: tickets to Red Sox games, bus in to Boston for a Christmas show, a bus trip to Foxwoods, all ways to engage people. The Recreation Commission has the funds to do some programs for Seniors, that are organizational things that would impact a number of people, which the Town is not currently doing.

OTHER SELECTMEN'S NEW BUSINESS: There was no Selectmen's New Business.

NEW BUSINESS PUBLIC COMMENT:

Tracy Healy-Beattie, Drinkwater Road, commented regarding the licensing cost to the PTO for Movie Nights, that perhaps the Recreation Commission would consider splitting the cost of the licensing to strengthen the spirit of the community, and L. Gargiulo and M. Lane agreed with that idea. Her second comment was that the Tricentennial Tree is being installed in the ground tomorrow, with much

**BOARD OF SELECTMEN
TOWN OF HAMPTON FALLS**

**MAY 18, 2022 – 6:00 PM
TOWN HALL**

FINAL

appreciation to the Town Road Agent in terms of site preparation. Additional credit was given to Ward Dilmore, Historical Society Trustee, as he has been the one behind the whole project and who made it happen. The monument for the tree will be arriving during the summer, and E. Beattie added that there will be an official ceremony to dedicate the tree during the Tricentennial week in early August 2022.

REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES: May 04th, 2022.

MOTION: To approve the minutes of May 04th, 2022, as written.

MOTION: L. GARGIULO

SECOND: E. BEATTIE

UNANIMOUS

ADJOURNMENT:

MOTION: To adjourn the meeting at 7:50 p.m.

MOTION: L. GARGIULO

SECOND: E. BEATTIE

UNANIMOUS

Next Selectmen's Meeting is scheduled for Wednesday, June 01st, 2022, at 6:00 PM, Town Hall.

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