

**BOARD OF SELECTMEN
TOWN OF HAMPTON FALLS**

**OCTOBER 19, 2022 – 8:00 AM
TOWN HALL**

FINAL

Vice-Chairman Beattie called the meeting of the Board of Selectmen to order at 8:00 AM. He explained that Chairman Lane is feeling under the weather, and will be participating by phone.

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

PARTICIPATED BY PHONE: M. R. Lane, Chairman.

ABSENT: Fire Chief Lord.

GUESTS: R. Hilliard, Road Agent; Police Chief Veno; M. Sikorski, Building Inspector; Tracy Healy-Beattie, President, Historical Society; Shelley Brown Parish, Historical Society; Todd Santora, Chairman, Planning Board and Capital Improvement Committee

ROAD AGENT MONTHLY REPORT – Russ Hilliard: The Road Agent, R. Hilliard, presented an update of ongoing and completed projects around town, as follows:

As a result of some recent rain and wind storms, R. Hilliard has had the following issues to address:

- branches down,
- small roadside washouts,
- new potholes

The Brush Dump

- leaves have been pushed back,
- brush has been pushed back,
- approximately 100-tons of salt has been ordered, should be delivered this week
 - currently have enough salt for a storm, before delivery

Winter Road Maintenance

- entered the Town Shed, and is setting up shop, delivering some equipment

Scenic Road Signs (green lettering with white background)

- signs have been picked up and will be installed this week.

MOTION: To approve the Road Agent’s monthly Core Services bill in the amount of \$4,908.33

MOTION: L. GARGIULO

SECOND: E. BEATTIE

UNANIMOUS

POLICE DEPARTMENT / ANIMAL CONTROL MONTHLY REPORT – Police Chief Ryan

Veno: Chief Veno updated the Selectmen saying that it was a good month in terms of statistics, there were no issues. The Police Department began October with a rotation of officers’ schedule of “three months on” and “three months off”, weekends versus weekdays. E. Beattie said that now the Town has a sandwich shop, and might get a coffee shop, that perhaps Chief Veno could consider doing a community “Talk to a Cop” type of event at some point. Chief Veno said that there are two different places to go in town now.

M. Lane asked Chief Veno for an update on the hiring of a new officer/patrolman. Chief Veno said that the ad went out and they received several applications from non-certified officers. He has talked with another Chief, who had someone in mind, but from whom he has not yet received an application. Chief Veno recently attended a DARE meeting where he met someone who may be interested, and with whom he will follow-up this week.

FINAL

FIRE / AMBULANCE / EMERGENCY MANAGEMENT MONTHLY REPORT – Fire Chief Jay

Lord: Fire Chief Lord was not present; however, the Selectmen acknowledged receipt of his monthly report for September/October 2022 and said that if they had any questions, they would follow-up with Chief Lord at a later date.

BUILDING INSPECTOR, CODE COMPLIANCE, HEALTH OFFICER MONTHLY REPORT –

Mark Sikorski: The Building Inspector, M. Sikorski, presented his monthly report for September 14th through October 11, 2022, and asked if there were any questions. E. Beattie asked if there were any updates since submittal of his report, and M. Sikorski responded that the code enforcement issue listed second in his report has been cleared, and the issue went away. L. Gargiulo asked if there were any more permit applications for large developments, and the answer was no.

OLD BUSINESS

FINANCIAL REPORTS: General Fund Balance: \$1,588,271.88

E. Beattie reported the General Fund balance of \$1,588,271.88. K. Anderson said that once the Accounts Payable is paid from this warrant that balance will drop down by \$870,000. The DRA has started issuing tax rates, as the Tax Collector notified K. Anderson that ten towns were notified of their tax rates, so Hampton Falls should be receiving their notification of an appointment soon.

EXECUTIVE: Payroll Warrant: K. Anderson presented Payroll Warrant #585 dated October 12, 2022, in the amount of \$25,233.74.

Executive: Accounts Payable: K. Anderson presented Accounts Payable Warrant #824 dated October 12, 2022, in the amount of \$870,804.61. This includes the two, end of the month school payments.

Executive: Escrow Warrant: K. Anderson presented Escrow Account Warrant #18 dated October 12, 2022, in the amount of \$20,314.50.

MOTION: To approve payroll warrant #585 dated October 12, 2022, in the amount of \$25,233.74.; to approve Accounts Payable Warrant #824 dated October 12, 2022, in the amount of \$870,804.61; and, to approve Escrow Account Warrant #18 dated October 12, 2022, in the amount of \$20,314.50.

MOTION: L. GARGIULO

SECOND: E. BEATTIE

UNANIMOUS

HISTORICAL SOCIETY, Tracy Healey-Beattie, Presentations to Police Chief and Fire Chief:

The Historical Society has presentations for Chief Venio and Chief Lord. Chief Lord was not present, so the presentation to him will be scheduled at a later date. Tracy Healey-Beattie and Shelley Brown Parish presented, on behalf of the Trustees of the Historical Society, to Chief Venio, they were most grateful for his efforts and energies during the Tricentennial Celebration helping particularly with the Clydesdales, but also with all three events of the Historical Society. On behalf of the Historical Society, they presented Chief Venio with an enlarged framed photograph of Chief Venio and the Clydesdale horses, which Ward Dilmore photographed and put together in a frame. Tracy Healey-Beattie said that they are most grateful for Chief Venio's efforts.

FINAL

HISTORICAL SOCIETY, Tracy Healey-Beattie, Request for Allocation from Frying Pan Lane

fund: T. Healy-Beattie said that the Historical Society is requesting an allocation from the 2022 Frying Pan Lane Fund in the amount of \$5,000 for procurement of two museum-quality, vertical presentation cases for the Museum. Each case costs approximately \$2,000 to \$2,500 and will be used for many years to come. K. Anderson reported that the balance in the Frying Pan Lane fund is currently just over \$8,000. L. Gargiulo asked if there were any other requests for the use of the money, and the response was no.

MOTION: To allocate \$5,000 from the Frying Pan Lane Fund for presentation cases for the Museum.

MOTION: L. GARGIULO

SECOND: E. BEATTIE

UNANIMOUS

T. Healy-Beattie said thank you, on behalf of the Historical Society, for the allocation of funds to the Museum.

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: Nov-Dec 2022 Draft Town/Library/School Newsletter, for approval

K. Anderson reported that the Town Newsletter now includes the Library and the School Board, in addition to Town news. The Assistant Administrator is seeking approval of the draft Nov-Dec 2022 Newsletter for posting and distribution. The Selectmen stated that the draft looked good.

MOTION: To approve the November – December 2022 Newsletter, as written, for posting and distribution.

MOTION: E. BEATTIE

SECOND: L. GARGIULO

UNANIMOUS

PLANNING: Capital Improvement Plan (CIP) 2023-2028:

The Capital Improvement Plan committee has completed its work on the 2023-2028 Capital Improvement Plan. Todd Santora presented the CIP to the Board of Selectmen. This year the CIP report format was borrowed from the Town of Kingston, NH via Glenn Coppelman, that is a great overview and explains the CIP process and how projects are funded. T. Santora presented the definitions and criteria used to consider projects. He described that although the project submittals cover a six-year planning period, the CIP Committee only votes and makes recommendations on projects proposed for the coming year, 2023, that is the first year of the six-year plan.

FINAL

Definitions and Criteria:

A capital improvement is defined as outside the normal operations and maintenance costs of departmental budgets, with the following characteristics:

- a cost of at least \$5,000;
- a useful life of at least three years;
- is non-recurring (not an annual budget item);
- any project requiring bond financing.

T. Santora said that the CIP provides a roadmap for moving forward, and is a fiscal document for fiscal responsibility. E. Beattie commented that he thought the new report was easier to follow, and made the process clearer, and L. Gargiulo agreed that it was better. L. Gargiulo asked how we are getting this information to the taxpayer. There was discussion about making the CIP document readily available to the public, by way of including a Link in the Newsletter, on the Town website (under the CIP Committee heading), in addition to running a few hardcopies to make available at Town Hall for the public to pick-up, if interested.

T. Santora listed the ranking system categorizing proposed capital improvement projects, used for making the CIP recommendations as: 1=Urgent, 2=Priority, 3=Necessary, 4=Deferrable, 5=Premature, 6=Inconsistent, C=Committed (bonded). T. Santora also reviewed the composition of the CIP Committee members and their backgrounds and affiliations.

CIP Committee Members:

Todd Santora, Representing the Planning Board
Lisa-Brown Kucharski, Representing the Planning Board
Jon Ringel, Representing the Planning Board, with a background in law enforcement
Andrew Brubaker, Representing the Planning Board
Tony Franciosa, former Planning Board member, with background in construction
Steve Carlson, background in technology
Mark Lane, Representing the Board of Selectmen
Mark Sikorski, Building Inspector
Karen Anderson, Town Administrator
Rachel Webb, Assistant Administrator

T. Santora presented the recommendations of the CIP Committee, to the Selectmen, contingent on acceptance by the Planning Board, as follows:

- **REVALUATION OF PROPERTIES CAPITAL RESERVE FUND:** This project is happening in 2023 so the amount needed is being put into the Operating Budget.
- **MASTER PLAN UPDATE CAPITAL RESERVE FUND:** T. Santora stated that the Planning Board has decided to approach this project on a chapter-by-chapter basis, and to utilize staff resources in-house. There is \$15,000 in that account to utilize for the project. Rated 4 (Deferrable).
- **RESTORE WINDOWS AT MUSEUM:** The project cost of \$25,000 has been voted by the Selectmen to be paid utilizing Frying Pan Land funds, which can be used for historical purposes. This will not be a separate warrant article. Rated 3 (Necessary).

FINAL

- **HIGHWAY MAINTENANCE CRF, ROAD PAVING/CULVERTS:** This project was tough to vote on because there are many moving pieces, namely: the Selectmen have had preliminary conversations regarding potentially reducing the amount for this annual (\$250,000) warrant article request for 2023, there also is a project outstanding, and there is a balance outstanding. The CIP Committee trusted the Selectmen that the amount to be raised and appropriated would be the right amount. Rated 3 (Necessary).
- **POLICE CRUISER CAPITAL RESERVE FUND:** The consensus was to grant the recommendation for this cruiser replacement one more year, and next year consider a potential three-(3)-year cycle instead of two-(2)-year. A topic for future discussion is product reliability. Rated 3 (Necessary).
- **POLICE REPLACEMENT OF SERVER FOR CAMERAS:** Consensus was that it was a priority to address heavy data usage between the cameras and the server by replacement. Discussion around the potential need for a Technology Purchasing Committee to assist and review Departments' decisions for technology purchases. Rated 2 (Priority).
 - L. Gargiulo said that there used to be a Technology Committee, and E. Beattie said that it would need to be re-established to help staff identify their best options in purchasing technology.
 - L. Gargiulo said that many people are using the Cloud, instead of using servers, and that should be examined.
 - T. Santora said that the hesitation in going to the Cloud was compliance for law enforcement, and L. Gargiulo said that could be addressed through matching state and federal standards
 - E. Beattie encouraged seeking long-term solutions.
 - T. Santora said that Steve Carlson on the CIP has a background in this area, as well as others in town that have donated their time before, and he thinks it can be pulled together.
 - M. Lane agrees with L. Gargiulo about looking at the compliance issues in using the Cloud, based on assumptions that it is a secure way to go.
- **LINCOLN ACKERMAN ELEMENTARY SCHOOL (LAS), MECHANICAL PLANT CONTROL UPGRADE:** T. Santora said that this project has been on the LAS list of projects for years. Rated 3 (Necessary).
- **WINNACUNNET COOPERATIVE DISTRICT, HVAC, AUDITORIUM LIGHTING, STADIUM LIGHTS FOR FOOTBALL FIELD, AND BOND PAYMENT:** T. Santora said that the Town's portion of Winnacunnet expenses is approximately 6%. The bond is committed, and all three projects were Rated 3 (Necessary).

E. Beattie asked T. Santora what recommendations he would make for next year moving forward, and the response was establishing a Technology Committee for next year would be helpful, and collecting data on the police vehicles will be useful, to better understand what is needed.

M. Lane said that it was the easiest CIP process of which he has been a part, and T. Santora agreed. L. Gargiulo asked to what does T. Santora attribute that ease. T. Santora responded that the CIP process is better understood by everyone involved, the CIP members are more experienced, the communication between department heads in Town Hall and the CIP members has flat-lined and is easier to navigate. K. Anderson stated that generally, the CIP is first presented to the Planning Board for their acceptance and then to the Board of Selectmen. Based on meeting schedules, it is being presented to the BOS first.

FINAL

MOTION: To accept the proposed 2023-2028 Capital Improvement Plan contingent on the acceptance by the Planning Board.

MOTION: L. GARGIULO

SECOND: E. BEATTIE

UNANIMOUS:

T. Santora said that it had been a while since he had been before the Selectmen, so he asked if there were any questions the Selectmen might have regarding Planning Board business. L. Gargiulo asked about surveying work he observed on Brown Road, and M. Sikorski responded that an owner was surveying their property lines in consideration of potentially replacing their septic system, and was using the monumentation from the approved subdivision as starting points.

L. Gargiulo asked T. Santora what he saw happening in terms of development in town in the next two years, and T. Santora said the 12 Lafayette site of the former Faro Garden could be very beneficial for the town to kickstart Route 1 for Hampton Falls and for the Town to realize some significant tax revenue. He continued saying that the town needs to be sure that the development is done right.

L. Gargiulo asked about the old Poker Room site at 1 Lafayette Rd. T. Santora described that an applicant wanted to continue to use the property as a poker room, but the time had lapsed so it can not be a continued use. Now it must be a change of use because it used to be a billiard room and it has been vacant more than a year, so the applicant is going to the ZBA to try to get the poker room approved as a use. And then they would have to go to Planning Board for site plan approval, if they get approved by ZBA. L. Gargiulo asked T. Santora if he thought that could be what happens there, and T. Santora said that he would say so, that it is a reasonable argument. L. Gargiulo questioned whether that is the highest and best use of the property. T. Santora said that the former use was good for the Town because they did many charity events and funded a lot of programs. L. Gargiulo said that he learned about “historic racing” in NH that is projected to increase the revenue stream by 40-50 million to the State Budget, but the catch is that the location had to be in operation when the law passed, so that would not be a benefit to new establishments like 1 Lafayette Rd, but would be for Seabrook’s The Brook.

ELECTIONS: State Election Warrant: Stephanie Grant, Town Clerk supplied the warrant for the Board of Selectmen to sign and post for the November 8, 2022, State Election.

MOTION: To sign the election warrant for the November 8, 2022, State election.

MOTION: L. GARGIULO

SECOND: E. BEATTIE

UNANIMOUS

ELECTIONS: Donation of Use of Trailer from REP Enterprises: K. Anderson brought the Selectmen up to date on the storage of election materials. The Fire Association has decided to re-allocate the use of the trailer, the Town had just started using for voting materials, to a new youth group in Stratham, at the request of the Moderator. REP Enterprises of Greenland, NH operated by Hampton Falls resident Brad Peterson, has offered to let the Town use a trailer owned by them at no cost, for the election materials and he will bring it to the Town Office prior to the election date. When the materials are emptied from the current trailer for the election on November 8th, the election materials will be

**BOARD OF SELECTMEN
TOWN OF HAMPTON FALLS**

**OCTOBER 19, 2022 – 8:00 AM
TOWN HALL**

FINAL

loaded into the new trailer that evening, following the election. B. Peterson will look for a used trailer for the Town to purchase while the Town uses the trailer loaned by REP Enterprises.

L. Gargiulo asked where the trailer is going to be stored, and K. Anderson said probably in the Town parking lot at Town Hall, although the logistics have not yet been completely worked out. K. Anderson stated that the Town is appreciative of Mr. Peterson coming forward with a trailer that the Town can temporarily use at no cost, and the Selectmen agreed with her.

HIGHWAY: Parking Ban: This is the annual notice of the overnight street parking restriction that will go into effect on December 15th, 2022 and continue until April 1st, 2023, between 6 pm and 6 am daily.

MOTION: To authorize the Winter ban on overnight street parking from December 15, 2022, to April 1, 2023, between the hours of 6:00 p.m. and 6:00 a.m.

MOTION: L. GARGIULO

SECOND: E. BEATTIE

UNANIMOUS

HIGHWAY: Request for Bicycle Lane on Exeter Road: K. Anderson reported that the town has received a request from a resident to have the bicycle lane on Hampton Road in Exeter continued through Hampton Falls (Exeter Road/ Rt 88). The time period to apply for the CMAQ program for the State is now and would begin with a Letter of Intent written to the Rockingham Planning Commission to get the project on the State CMAQ project list. After communicating with RPC about this potential project, it would be bigger than expected. It was determined that the project cost would be more than \$1-million-dollar, with a 20% local match of \$200,000. Additionally, the project may not rate highly due to lack of connecting employment centers or other transportation options. L. Gargiulo said that he has seen bike lanes in other locations and it was his opinion that Route 88 is too tight and that bicyclists should be discouraged from traveling on that road, not encouraged. E. Beattie anticipated potential conflicts during apple-picking season on Route 88 with potential bicyclists, and that in general he believes that bike lanes provide a false sense of security. K. Anderson said that the project would be much bigger than just painting bicycle symbols on the road. L. Gargiulo referenced Middle Road in Portsmouth where a bike lane was in the center of the road with parking on the curbs, and he declared it a convoluted fiasco in road planning. E. Beattie said that Route 88 is a tough road to accommodate a bike lane.

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

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

REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES: October 05th, 2022, Budget Work Session (8:00 am), and October 05th, 2022, Regular meeting (6:00 pm):

MOTION: To approve the minutes of October 05, 2022, at 8:00 am and the minutes of October 05, 2022, at 6:00 pm as written.

MOTION: L. GARGIULO

SECOND: E. BEATTIE

UNANIMOUS

PUBLIC COMMENT: There was no Public Comment.

**BOARD OF SELECTMEN
TOWN OF HAMPTON FALLS**

**OCTOBER 19, 2022 – 8:00 AM
TOWN HALL**

FINAL

Next Selectmen's Meeting is Wednesday, November 2, 2022, 6:00 PM

L. Gargiulo made the request to enter into Non-Public Session with the Board of Selectmen to discuss Litigation and Reputation, specifically with Police Chief Veno, as per RSA 91-A:3, II (c) Litigation and RSA 91-A:3, II (e) Reputation.

MOTION: To enter into Non-Public Session, for reasons of RSA 91-A:3, II (c) Litigation and RSA 91-A:3, II (e) Reputation, at 8:45 AM.

MOTION: E. BEATTIE

SECOND: L. GARGIULO

Roll Call

Mark Lane -----YES

Ed Beattie -----YES

Lou Gargiulo -----YES

UNANIMOUS

MOTION: To close the Non-Public Session, and to return to the Public Session at 9:00 AM.

MOTION: L. GARGIULO

SECOND: E. BEATTIE

UNANIMOUS

MOTION: To extend non-exclusive Comcast franchise agreement for five (5) years.

MOTION: L. GARGIULO

SECOND: E. BEATTIE

UNANIMOUS

ADJOURNMENT:

MOTION: To adjourn at 9:07 AM.

MOTION: L. GARGIULO

SECOND: E. BEATTIE

UNANIMOUS

Board of Selectmen's Meeting Minutes prepared by Rachel D. Webb, Assistant Administrator.