

DRAFT

**PRESENT:** J. E. Ziolkowski, Chairman; L. M. Smith, Vice Chairman; E. B. Beattie, Selectman;  
L. A. Ruest, Town Administrator

**This meeting was not video-taped in accordance with the Selectmen’s Policy  
due to technical matters.**

**SECTION 1 – PUBLIC COMMENT:**

T. Santora Avery Ridge Lane and T. Beattie Drinkwater Road	Suggests the Board of Selectmen require bids for the Town’s annual paving work.
--	---

**BUILDING INSPECTOR, CODE COMPLIANCE, HEALTH OFFICER – MONTHLY REPORT:** The Board acknowledged the monthly report of the Building Inspector.

**ROAD AGENT – MONTHLY REPORT:** The Board acknowledged the monthly report of the Road Agent.

**STATUS OF 2018 ROAD PAVING WORK:** Paving work relating to those projects previously identified by the Board will begin Thursday, June 21. A notice will be posted as well as a News and Announcements subscriber email. The Board requested that the aprons at Nason Road and Drinkwater Road where they intersect with Route 88 be added if it is identified that costs will allow for this work.

**BELLEMORE CATCH BASIN CLEANING PROPOSAL:** The Board reviewed the Proposal for catch basin cleaning. The Road Agent explained that not all catch basins are in need, however, this will allow for the work to be scheduled once some are identified.

**MOTION:** To authorize the Chairman to sign the proposal from Bellemore.

**MOTION: L. M. SMITH**

**SECOND: E. B. BEATTIE**

**UNANIMOUS**

**STORM TREE/LIMB DEBRIS – REMOVAL FROM RIGHT OF WAY ALONG TOWN**

**ROADSIDES:** J. E. Ziolkowski reported that he drove all the roads and identified a minimal amount of storm debris remaining along town roads and stated that no formal bid process is in order. L. M. Smith reminded the Board of the opportunity to utilize the assistance of county workers. Following discussion, the Road Agent was assigned the work.

**MOTION:** To approve an amount up to \$1,000 to remove the remaining storm tree/limb debris along shoulders of Town roads.

**MOTION: J. E. ZIOLKOWSKI**

DRAFT

**SECOND: L. M. SMITH  
UNANIMOUS**

**ROADSIDE MOWING AND BRUSH CUTTING:** J. E. Ziolkowski suggested mowing and brush cutting of areas at intersections only at this time given that it is still the growing season. Road Agent D. Robinson reported that there is a great amount of brush growing into the areas of roadways that is a liability. E. B. Beattie noted that some intersections have issues with overgrowth of brush on State roads.

The Board decided to cut brush and mow at intersections only, where needed, and postpone other mowing and brush cutting along Town roadsides. Authorization was granted to the Road Agent to also address those areas where concerns were identified by the Police Department or called in. The Board agreed to hold off on mowing until the end of August, possibly first of September. The Road Agent was asked to be aware of Town right of way areas versus private property; if there is a question, to discuss before mowing or cutting.

**DRAINAGE IMPROVEMENTS – 3 AND 9 WOODLAWN:** The Board reviewed the proposed improvements and costs as presented by the Road Agent (\$5,975 and \$4,575) as well as an email and photo information from the property owners of 9 Woodlawn. It was determined that although the proposed work is in order, there is a need to correct a drainage issue on a neighboring parcel where permission would need to be obtained from that property owner. A pipe needs to be placed to assist the water to flow to the detention pond area across from the old fire station on Kensington Road. The Board decided not to do this work at this time as this work was not anticipated within the 2018 budget.

**FIRE CHIEF, AMBULANCE, EMERGENCY MANAGEMENT – MONTHLY REPORT:** The Board acknowledged the monthly report of the Fire Chief.

J. M. Lord presented the Board with a letter relating to the Town's System for Award Management (SAM) registration. The letter designates the Town Administrator as the entity administrator relating to future Federal grant awards.

**MOTION:** To authorize the Chairman to sign on behalf of the Town of Hampton Falls.

**MOTION: L. M. SMITH  
SECOND: E. B. BEATTIE  
UNANIMOUS**

**RECOGNITION - EMERGENCY MANAGER OF THE YEAR FOR THE STATE OF NH:** The Board recognized the recent honor bestowed upon Fire Chief J. M. Lord at the June 5, 2018 NH Emergency Preparedness Conference where he was named as Emergency Manager of the Year for the State of New Hampshire.

In addition, the Board recognized J. M. Lord and T. Beattie for their representation at the Winnacunnet High School Scholarship event as well as R. Dirsra, J. M. Lord and Lt. Veno for their safety presentation at the Avesta senior housing facility.

DRAFT

**HOMELAND SECURITY STORM DECLARATIONS (DR4370 MARCH 2-8 & DR4371**

**MARCH 13):** J. M. Lord presented the preliminary information relating to these storm declarations. J. M. Lord will be submitting information on behalf of the Town. A kick-off meeting is scheduled at the Public Safety Building on June 22.

**POLICE CHIEF, ANIMAL CONTROL – MONTHLY REPORT:** The Board acknowledged the monthly report of the Police Chief.

**UPDATE: PUBLIC SAFETY BUILDING ENTRY KEY PADS:** R. Dirsa provided the Board with information relating to an initial review and pricing relating to this project. The costs provided were broken out between two buildings; the Town Hall and Public Safety Building. Bids were found to be inconsistent and the project is more expensive than anticipated. Discussion took place with regard to available funding, potential grants, scaling down the number of doors and when this project might be accomplished. L. M. Smith expressed concern with the problem not supporting the expense. Question was raised as to whether the expense of this project is worthwhile to know who is in or out of government buildings.

The Board requested that R. Dirsa go back to the vendors and request new quotes for eight exterior doors at the Public Safety Building and one door at the Town Hall.

**Request for Fifth Full-Time Officer:** R. Dirsa presented supporting information with respect to adding a fifth full-time officer for consideration in the 2019 budget. Matters to consider include hiring issues, training, scheduling, deployment(s), funding and employee retention. The Board took this matter under advisement for consideration at budget work sessions.

**Retired Police Cruiser:** R. Dirsa presented the opportunity to sell the retired cruiser to a town in Maine as was done with the last cruiser. The consensus of the Board authorized R. Dirsa to dispose of this cruiser as presented.

**Police Body Camera Project:** R. Dirsa presented a request to expend \$6,100 to purchase a digital cruiser camera compatible with the anticipated digital body cameras. Following a review of the status of this project, the Board agreed with the proposal; discussion resulted in the fact that the problem camera was not worth repairing. J. E. Ziolkowski suggested obtaining one body camera now. It was noted that the Police Department Vehicle Fund is not intended for body cameras; a future warrant article will be requested.

**MOTION:** To authorize the Police Chief to expend up to \$6,100 from the Police Department Vehicle Fund as presented.

**MOTION: L. M. SMITH**

**SECOND: J. E. ZIOLKOWSKI**

**UNANIMOUS**

DRAFT

**Telephone System at the Public Safety Building:** R. Dirsa updated the Board on the status of his efforts in this regard. The initial intent was to request \$15,000 by two warrant articles; the first \$7,500 having been approved by the voters. He explained that there are options; a standard, wired phone system or a Voice Over Internet Phone (VOIP) system. Costs vary with each, however, with the VOIP system there are less costs up front but greater monthly costs. The Board discussed the options and costs and asked R. Dirsa to itemize the current costs for the Public Safety Building versus costs associated with a VOIP system for further consideration.

**SECTION 2 – PUBLIC COMMENT:**

T. Santora Avery Ridge Lane and T. Beattie Drinkwater Road	Inquired as to the status of the Interim Town Treasurer work, the costs associated and specifics relating to this personnel matter.
--	---

• **OLD BUSINESS**

**FINANCIAL REPORTS - GENERAL FUND BALANCE \$2,044,387**

The Board acknowledged the period ending previous month reports as follows: tax collector report – MS61; treasurer monthly report, bookkeeper reports – expenditures & revenues.

**ACCOUNTS PAYABLE/PAYROLL/TREASURER/TRUSTEES OF TRUST FUNDS  
WARRANT(S)**

Bookkeeper	Accounts Payable #625	\$263,105.87
Bookkeeper	Accounts Payable #626	\$5,131.42
Bookkeeper	Payroll #431	\$19,138.55

**MOTION:** To approve the warrants as outlined above.

**MOTION: L. M. SMITH**

**SECOND: E. B. BEATTIE**

**UNANIMOUS**

**UPDATE: MUNICIPAL ONLINE INITIATIVE TECHNOLOGY COMMITTEE: J. E.**

Ziolkowski reported that L. Beliveau was to attend this meeting to update the Board on the status of this Committee as well as the status and availability of appointed members. L. M. Smith reported that the Town Improvement Committee has discussed the potential of adding a camera to the area of The Depot to, in part, assist with discouraging dumping and asked that this Committee be asked to include a review of this matter.

**OTHER:** No other old business was discussed at this time.

DRAFT

**CONSENT AGENDA:** The following information was acknowledged by the Board.

- 1. Xfinity Package Equipment Changes**
- 2. Winnacunnet Coop. School District Unadjusted Assessment \$1,785,963**

**SECTION 3 – PUBLIC COMMENT:**

<p>T. Santora Avery Ridge Lane</p>	<p>T. Santora reported that the Capital Improvement Plan Committee met earlier this evening and determined the following is in order:</p> <ol style="list-style-type: none"> <li>1. Department Heads will be asked to provide one quote to support requests as well as a brief narrative of the project to include reason(s) why the request is needed (an RFP is to be provided, if available).</li> <li>2. Fund balances are to be provided by the Town Treasurer.</li> <li>3. The Chairman will work with the Town Administrator with regard to documentation and information needed for meeting packets. There is a plan to meet again in mid-August.</li> <li>4. Information is planned to be presented to the Board of Selectmen in September.</li> </ol> <p>The Board agreed with the above and looks forward to detailed information to assist with decisions in drafting the warrant. J. E. Ziolkowski stated if that if no quote is available, he would not be a position to vote without a firm number attached to the request.</p>
<p>T. Santora Avery Ridge Lane</p>	<p>T. Santora expressed concern with regard to the services of the Rockingham Planning Commission relating to the Master Plan update being conducted by the Planning Board. He asked the Board to review to determine if the services are worthwhile.</p>

• **NEW BUSINESS**

**JULY – AUGUST NEWSLETTER:** The Board approved the Town Newsletter as prepared by the Secretary.

**PROPERTY TAX REFUND #662 \$93.22: and #663 \$36.96**

**MOTION:** To approve property tax refund #662 and #663 as presented by the Tax Collector.

**MOTION: E. B. BEATTIE**

**SECOND: L. M. SMITH**

**UNANIMOUS**

DRAFT

**ANONYMOUS DONATION – ESTABLISH FRYING PAN LANE FUND:** The Board acknowledged the designated beneficiary notification from the NH Charitable Foundation. Terms of the donated fund were reviewed.

**MOTION:** To accept the anonymous donation for deposit to a new fund, Frying Pan Lane Fund, to be established and held by the Trustees of the Trust Funds for the purpose of historic preservation, literacy, conservation, patriotic activities, town beautification, and the arts and cultural activity; **and**, to appoint a committee (Frying Pan Lane Fund Committee) consisting of a current selectperson and two neutral residents.

**MOTION: L. M. SMITH**  
**SECOND: E. B. BEATTIE**  
**UNANIMOUS**

**CIRCUIT RIDER PLANNER ASSISTANCE AGREEMENT – ROCKINGHAM PLANNING COMM. (RPC):** The Board of Selectmen Chairman signed the renewal agreement. The Agreement will be passed to the Planning Board Chairman for signature and submission to the RPC.

**MOTION:** To authorize the Chairman to sign the Agreement on behalf of the Town.

**MOTION: L. M. SMITH**  
**SECOND: E. B. BEATTIE**  
**UNANIMOUS**

**ELECTRICITY ANALYSIS:** Two energy companies have submitted request seeking interest to participate in an electricity analysis. The Board discussed the information received from these brokers in conjunction with the previous decision made with the Rockingham Planning Commission. Question was raised as to how a brokered arrangement might affect the five-year agreement in place with Unitil. The Board requested that this matter be referred to the Energy Committee for review and recommendation to the Board of Selectmen.

**OTHER:**

**Selectmen's Permits – Use of Bandstand and Town Common:** Two permits relating to bandstand concerts, associated car shows and food service, were reviewed by the Board.

**MOTION:** To approve the two Selectmen's Permit Applications as presented and authorize the Chairman to sign on behalf of the Town.

**MOTION: L. M. SMITH**  
**SECOND: E. B. BEATTIE**  
**UNANIMOUS**

DRAFT

**PARKS AND RECREATION COMMISSION SECRETARY/TREASURER:** The Board considered the Commission's recommendation to hire and appoint a part-time secretary/treasurer on a six-month probationary period. Budget funds are available.

**MOTION:** To appoint Erin Sniderman of Hampton Falls as part-time Parks and Recreation Commission Secretary/Treasurer on a six-month probationary period.

**MOTION: L. M. SMITH**

**SECOND: E. B. BEATTIE**

**UNANIMOUS**

**Letters of Congratulations to Two Hampton Falls Top 10 WHS Graduates** were signed by the Board; one for Jessica Schleppey and another for Joseph Gyorda.

**REVIEW AND APPROVAL OF PREVIOUS MINUTES: JUNE 6, 2018:** These minutes will be reviewed at the next Selectmen's meeting.

**PUBLIC COMMENT:** There was no public comment heard at this time.

**MOTION:** To go into nonpublic session at 9:03 p.m.

**MOTION: J. E. ZIOLKOWSKI**

**SECOND: L. M. SMITH**

**UNANIMOUS**

**Motion to leave nonpublic session** and return to public session by L. M. Smith, seconded by J. E. Ziolkowski.

**Motion: PASSED**

**Public session reconvened** at 9:30 p.m.

**MOTION:** To seal the nonpublic session minutes of June 7, 2018.

**MOTION: L. M. SMITH**

**SECOND: E. B. BEATTIE**

**UNANIMOUS**

**OTHER:**

**GOVERNMENT BUILDINGS:** J. E. Ziolkowski suggest that the Board of Selectmen consider a policy with regard to residents coming in and access to the Town Hall.

**PARKS AND RECREATION COMMISSION – PARKING FOR CASTLEBERRY FAIR – SEPTEMBER:** L. M. Smith reported that attention is needed for the coordination of parking of RVs

DRAFT

for the Castleberry Fair event that takes place on the Town Common in September. Previously, the Lincoln Akerman School rear parking lot has been made available, however, with the construction, this is no longer an option.

**MOTION:** To adjourn the meeting at 9:35 p.m.

**MOTION:** L. M. SMITH

**SECOND:** J. E. ZIOLKOWSKI

**UNANIMOUS**

***NEXT SELECTMEN'S MEETING – WEDNESDAY, JULY 18, 2018, 6:30 P.M., TOWN HALL***