

FINAL

PRESENT: R. P. McDermott, Chairman; M. Kasprzak, Vice Chairwoman; C. P. Graham, Selectmen; E. N. Small, Town Administrator; L. A. Ruest, Administrative Assistant; R. Dirsa, Police Chief

SAFETY POLICY REVIEW: The Board scheduled this meeting to review the Safety Policy adopted on January 19, 2011. M. Kasprzak stated that she is concerned with the manner in which the policy was put together as a result of a Department of Labor action and wants to ensure the policy is proper for Hampton Falls.

R. Dirsa reported that the Policy was created using information and documentation from the Town's insurance carrier, Primex, in order to meet State policy and laws. He added that some of the information was brought forward from the Town's Safety Policy adopted in 1999.

Discussion took place with sections identified by R. P. McDermott that resulted in questions and answers from R. Dirsa both as member of the Joint Loss Management Committee (JLMC) and as Department Head. Items reviewed included funding, training, training opportunities through the Local Government Center, safety protocol, educating employees with regard to safety protocol, requirement of the JLMC to meet and required inspections of government facilities. The JLMC meets next in August.

E. N. Small stated that all employees should know to report incidents of any kind immediately to their Department Head.

The Board asked that this Safety Policy document be reformatted using the font "Times New Roman" and also that the outline be changed to be consistent throughout the document. At Page 19 the outline changes from a Roman Numeral/Capital Letter form to Bullets and Number form. It is preferred to have the Roman Numeral/Capital Letter outline form used throughout.

The Board requested that some sort of poster be obtained to be posted in buildings to remind people of the need to be safety conscientious. It was also requested that a listing of Department of Labor Standard sections be obtained for reference purposes as they are used throughout the Safety Policy document. R. Dirsa will bring these requests to the JLMC for discussion and action.

Referring to Page 32, "Joint Loss Management Committee Guidelines," the Board asked that this section of the Policy marked as Exhibit B be reworked into the Policy so that it is one of the first pages of the document. R. Dirsa stated he would bring this request to the JLMC.

OTHER:

Winter Road Maintenance Damages/Retainage: E. N. Small reported that J. Ziolkowski was provided with a listing of damages today. He will review the listing and report back to E. N. Small. R. P. McDermott asked why the contractor would not just make repairs. E. N. Small reported that some may have already been fixed and that J. Ziolkowski is not in agreement with the damage to the road edge on Depot Road. Discussion took place with regard to sharing the

FINAL

cost to repair this damage as it was acknowledged that other large vehicles use this road at times. E. N. Small reported that the Road Agent has obtained a price of \$2,726 for this repair and that J. Ziolkowski may be willing to put \$1,000 toward that repair. The Board meets with J. Ziolkowski at its next meeting of July 20. Concern was expressed with regard to the mailboxes that have yet to be repaired as well as the Contractor's position that if mailboxes have been fixed that he doesn't have anything more to do. It was noted that this is the manner in which shoveling at Town buildings was addressed.

The Board reviewed the retainage amount, using it to get repairs completed and the potential cost of work to be done. Discussion took place with regard to holding a dollar amount per mailbox. M. Kasprzak requested that a written letter of apology be sent to those who had mailboxes damaged and left unrepaired to include suggestions that may help avoid damage in the future.

E. N. Small stated that there is different language in the agreement for 2011-2012 with regard to mailboxes. The Board agreed that the contractor should not ignore the homeowner and that there is to be some sort of satisfaction provided timely. Suggestion was made that the contractor provides a letter to the homeowner acknowledging the need for repair of the mailbox and the date by which the work will be done.

R. Ruest, Coach Lane, suggested that the Board consider including a line in the contract that would require the contractor to address matters such as mailboxes by a certain date and that if the work is not done, that money from the retainage will be used. He added that some municipal contracts deduct funds if matters are not completed by a certain time. R. Dirsa noted that the Police Officer is usually the person first contacted for damages and that it would be helpful to have a document that could be provided to the homeowner with information as to who to call, etc. This would also allow the Town to track complaints, etc.

Farmers' Market: M. Kasprzak requested that the Board make arrangements to recognize the Farmers' Market on the Town Common by holding an event such as a ribbon cutting ceremony. The Board agreed to do so at a future date.

Roadside Mowing and Brush Cutting:

Mowing:

Steve Hurd	\$3,500
Ken Carpenter	\$3,750

Brush Cutting:

Ken Carpenter	\$9,700
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Bid Results Reported 6/15/11

E. N Small explained that a review of bids found that Ken Carpenter submitted one price as reported at the June 15 meeting and an alternative price (\$3,750 for mowing and \$5,500 for brush cutting; \$9,250 total). E. N. Small reported that Ken Carpenter has experience with Hampton Falls roads and also has a flail mower. It was noted that \$7,000 has been budgeted for these costs. Discussion took place with regard to other road projects planned for summer and the funds available (to include using both budget funds and warrant article funds).

FINAL

R. P. McDermott asked E. N. Small to meet with Road Agent D. Robinson to review the numbers acquired for projects planned to see if this figure of \$9, 250 is available to get roadside mowing and brush cutting done.

C. P. Graham and M. Kasprzak agreed with proceeding if it is found that there is enough money. E. N. Small stated he felt there is enough money and that he would check with D. Robinson to see when prices will be in as he was awaiting additional prices (in order to have three) last time this was discussed.

Road Salt 2011-2012: E. N. Small reported that D. Robinson has signed the letter to reserve road salt for Hampton Falls for submission to International Salt.

Volunteer Application – Heritage Commission: E. N. Small reported that a volunteer application and statement of interest has been received from Rachel Grogan, Kensington Road.

MOTION: To appoint Rachel Grogan as member of the Heritage Commission.

MOTION: C. P. GRAHAM
SECOND: M. KASPRZAK
UNANIMOUS

Tree Removal – Oak Drive: E. N. Small reported that Tom Haynes of Oak Drive has requested that the Town remove a tree from the Town's right of way that he feels is a hazard. The Board requested that D. Robinson look at the tree and report as to its status. If the tree is determined not to be a hazard, the Board asked that it be added to the list of trees for consideration to be removed when the Town requests that service in conjunction with other tree removal.

Stone Blocks at Brush Dump: D. French, Exeter Road, has asked if the Unitarian Church can have some of the stone blocks from the brush dump to its use in repairing the foundation of the Church. E. N. Small recommended that the Board wait on deciding in order to allow the Road Agent to talk with the Church's architect.

MOTION: To go into non-public session in accordance with RSA 91-a:3, II. (a) personnel at 7:39 p.m.

MOTION: M. KASPRZAK
SECOND: C. P. GRAHAM
UNANIMOUS

L. A. Ruest and E. N. Small were excused at this time.

MOTION: To go out of nonpublic session and adjourn at _____ p.m.

MOTION:
SECOND:
UNANIMOUS