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PRESENT: Larry. M. Smith, Chairman; Jim E. Ziolkowski, Vice Chairman; Richard P. McDermott, Selectman; Susan H. Ayer, Secretary

ASSESSOR TODD HAYWOOD – 2016 EQUALIZATION RATIO STUDY: The Assessor was present to discuss the results of the Equalization Ratio Study for 2016 prepared by the NH Department of Revenue Administration. T. Haywood explained that the state does this study annually to establish the level of assessment.

The Selectmen and Assessor discussed details of the report and how the statistics are measured. The study period was from October 1, 2015 through September 30, 2016. In conclusion, T. Haywood said that the town is “statistically perfect”, or neutral. The Selectmen were encouraged to look at a manual written for taxpayers and Town officials explaining the process, which the Assessor has made available to them.

NH DOT – BRIDGE REPLACEMENT, ROUTE 84 OVER HAMPTON FALLS RIVER – 2017: L. Smith recognized Timothy Boody, P.E. and Douglas Gosling, P.E. of the New Hampshire DOT out of agenda order due to weather/travel considerations. Present also was Josh Grenier, a crew foreman.

D. Gosling and T. Boody used visual aids to show the area of NH Route 84 that will be affected by a bridge replacement to be done this year. The work is to be done on a metal culvert bridge over the Hampton Falls River, which was installed in 1961 and “Red Listed” in 2008 due to corrosion and deterioration along the walls and floor of the pipe. It is now considered a category 3, in “serious” condition. The pipe will be replaced with a concrete box culvert with a 12 foot span and 8 foot rise. T. Boody said that the goal is for the culvert to be able to handle a 100 year flood event without water going over the road.

Two options for the work were presented. The first would allow for the bridge to remain open to one lane of traffic throughout construction; this would involve the use of steel sheets to cover the 15 foot hole needed for the culvert replacement, and temporary traffic signals. This option would take three and a half to four months to complete. The second option would be to close the road to traffic for a period of approximately 6 weeks. A detour would be assigned and signage supplied. The second option would be less expensive.

Timing of the work was discussed. The soonest the DOT can start the work will be mid to late May. L. Smith said that he favors the 6-week option, and the soonest start date possible. There was a discussion of the impact to school and emergency traffic. The Fire Chief and Police Chief were present to discuss these considerations, and having reviewed alternate routes and detours, thought the impact to be minimal.

MOTION: To authorize a 6 –week road closure with detours for work on the described bridge on NH Route 84, with work to begin as soon as possible.

MOTION: R. McDermott

SECOND: J. Ziolkowski

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Once the DOT has a more specific start date, details will be coordinated with the Town Administrator.

NH DOT BRIDGE INSPECTION REPORTS: The Selectmen acknowledged receipt of NH DOT bridge inspection reports, including interim inspection of bridges jointly owned with the Town of Hampton, and a report of Red List bridges updated for 2016.

BUILDING INSPECTOR, CODE COMPLIANCE, HEALTH OFFICER – MONTHLY REPORT REPORT: The Selectmen acknowledged the report of the Building Inspector covering the dates of January 18 through February 14, 2017.

ROAD AGENT – MONTHLY REPORT: The Selectmen acknowledged receipt of the Road Agent's report for January.

SPRING HOUSEHOLD WASTE COLLECTION DAY (MAY 14 LAST YEAR) SET TENTATIVE DATE: The Selectmen set the date of the 2017 Spring Household Waste Collection Day as May 13.

FROST BAN NOTICE (ROAD AGENT TO IDENTIFY START/REMOVAL DATES)

MOTION: To authorize the Road Agent to determine when frost begins to thaw in the town roadways and to post notices of these conditions and the weight limit on all town roads, at his discretion.

MOTION: R. McDermott

SECOND: J. Ziolkowski

M. Sikorski said that during a weekly construction meeting for Avesta Housing, the contractor asked to be notified when frost ban dates are determined.

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WINTER ROAD MAINTENANCE CONTRACTOR – MONTHLY REPORT; RESIDENTS REPORTS OF COMPLAINTS AND/OR DAMAGES 2016-2017: J. Ziolkowski stepped down for this portion of the meeting to represent E.L.M.

The Chairman said he would like to hear from residents present to discuss Winter Road Maintenance problems first, and then go through the written report of complaints or damages.

Nancy Wilson of 4 Avery Ridge addressed the Board regarding damage to her mailbox and post. She said that in the last 6 weeks, her mailbox has been knocked down three times and her granite post was taken down twice. She said that after the second time she started sending emails to Town officials and has been discouraged that she has not gotten a satisfactory response. She said she called a contractor to repair the damage, and has a bill dated January 26 detailing the cost of two repairs done to the post and mailbox and a replacement post and bracket to be placed in the Spring, as her contractor told her it can't be repaired.

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N. Wilson said she had notified J. Ziolkowski/Environmental Landscape Management (E.L.M.), who gave her a temporary mailbox and offered to look for a more suitable bracket. She had the temporary mailbox with her to return to E.L.M., and said most importantly, she would like to not worry about losing her mailbox in every storm.

J. Ziolkowski responded to N. Wilson's account by pointing out what he said were some inaccuracies. He said the post and the box were not physically struck by the plow. He also said that while the perception may be that the trucks are traveling an unsafe rate of speed, when spot checked using the GPS system it can be seen they are traveling well below the speed limit. With regard to the mailbox itself, J. Ziolkowski said that he had discussed with N. Wilson the issue that she has the wrong bracket for such a heavy mailbox, and that is why it keeps falling off. He said the first time the damage was reported the plows were not even on the road, and that the damage was due to high winds.

Asked if he had found the bracket yet, J. Ziolkowski answered that he had not and that the newspaper receptacle underneath the box complicates the matter. He said he will keep looking and resolve this issue. For the post, L. Smith said that repair with epoxy can be attempted in the Spring. N. Wilson said that the post is currently held up with stakes.

There was a discussion of postal requirements for post and mailbox placement, and R. McDermott noted that the town utilizes a right of way where snow may be pushed, and that is why the mailboxes need to be a certain distance from the pavement.

Charlyn Brown of 203 Exeter Road said that while she lives on a state road, there has been a repeated problem of the Town's plow coming directly across from Sanborn Road and pushing snow into her mailbox area. She said the problem is compounded as even more snow is pushed in that was left by the State plow. C. Brown asked why the plow driver is not making the turn rather than pushing the snow into her property.

J. Ziolkowski said this is an easy fix, and will communicate with the plow drivers.

Police Chief Robbie Dirsra commented that in general, any snow pushed across a road must be cleaned up, that to leave it in the road is a violation of town ordinance.

The Chairman then went through a list of concerns reported to the Town regarding winter road maintenance for the winter to date.

Shawn Hanson of Crystal Drive questioned the use of sand and salt on Town roads as well as the timing of plowing runs, saying that local roadways do not always seem as clear and safe as roads in neighboring towns. There was a discussion of the use of salt, the Chairman noting that the policy is to keep the roads safe and passable while using the minimum amount possible in order to avoid the salt infiltrating the ground water.

J. Ziolkowski noted that there are different types of storms that call for different approaches in clearing and treating the roads. For instance, his company will generally pre-treat roads before a storm if it is known the precipitation will be in the form of snow first, not rain. He also noted that the heavier, wetter

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snow falling this winter must be treated differently than the lighter snow that falls when the temperatures are lower.

FIRE CHIEF, AMBULANCE, EMERGENCY MANAGEMENT – MONTHLY REPORT: The Selectmen acknowledged the January report of the Fire Chief. J. Lord then brought the Board’s attention to the New Hampshire Department of Transportation Fuel Distribution System User Agreement, which requires the signature of the Chairman.

MOTION: To authorize the Chairman to sign the State of NH DOT Fuel Distribution Agreement.

MOTION: R. McDermott

SECOND: J. Ziolkowski

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AMBULANCE BILLING: J. Lord reviewed the Commitments Report for the Town Fire Department, prepared by Comstar, the company who does billing for the Fire Department. He explained the various channels of payment and explained that if a bill is not paid after being sent out three times, it is returned to the Fire Department for review to be considered a possible hardship. The Request for Disposition report comes to the Fire Chief when all payment options have been exhausted.

After a discussion of the various reports and totals, the Fire Chief noted that the Cumulative Request for Disposition Report shows a multi-year cumulative total of \$19,172.95, which is the amount he is asking Board permission to write off. R. McDermott asked why he would not go to court to try to get the money, and J. Lord said it would not be cost-effective, although if he is able to develop better access to the information it may be possible to recoup more funds in the future. He said that the Department still took in \$46,710.89 for the year, and that on average, about 22% of ambulance run revenues are not received. L. Smith said that the amounts written off should be monitored, and to aim for keeping the amount under 20% of the total.

MOTION: To allow the Fire Chief to write off the amount of \$19,172.95 in ambulance charges.

MOTION: L. Smith

SECOND: J. Ziolkowski

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POLICE CHIEF, ANIMAL CONTROL – MONTHLY REPORT: The Selectmen acknowledged receipt of the Police Department report for January.

CONSERVATION COMMISSION CHAIRMAN - ACCESS EASEMENT DEED, MAP 6, LOT 52 (PUBLIC HEARINGS NEEDED): Following up on information provided to the Board at the December 7, 2016 meeting, Conservation Chairman Shawn Hanson said he has worked with Town Counsel and is prepared to recommend that the Board accept the terms of the access easement deed prepared for the property at Map 6, Lot 52 (previously listed as Lot 55, corrected to Lot 52).

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S. Hanson said that there will be no cost to the Town, but that the Right of Way is needed to capture federal funds, and will allow for national resources monitoring and restoration of the property. South East Land Trust (SELT) will take ownership of the land.

MOTION: To accept the recommendation of the Conservation Chairman to accept the terms of the access easement deed for property at Map 6, Lot 52.

MOTION: R. McDermott

SECOND: J. Ziolkowski

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S. Hanson said that two Public Hearings need to be scheduled for this matter, as soon as possible.

FINANCIAL REPORTS – GENERAL FUND BALANCE \$3,458,821.19

ACCOUNT PAYABLE / PAYROLL / TREASURER WARRANTS:

Accounts Payable Warrant #559	\$5,257.65
Accounts Payable Warrant #560	\$664,389.29
Accounts Payable Warrant #561	\$2,441.50
Payroll Warrant #371	#14,751.98
Treasurer's Warrant #2017 -02	\$5,984.30
Treasurer's Warrant #2017 - 03	\$4062.50

MOTION: To approve the warrants listed above as presented by the Bookkeeper and Treasurer.

MOTION: R. McDermott

SECOND: J. Ziolkowski

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TAX COLLECTOR REPORT – MS61 TREASURER'S REPORT BOOKKEEPER REPORTS – EXPENDITURES & REVENUES: Reports for the month of January were acknowledged by the Board.

TOWN HALL CLOSED DUE TO PLANNED POWER OUTAGE TUESDAY, FEB. 28, 2017

INFORMATION: On Tuesday, February 28, Until customers including the Town Hall will experience a power outage in the morning. For this reason, the Town Hall will be closed to the public until 1:00 PM that day.

APPLICATION FOR VETERANS TAX CREDIT (MAP 4, LOT 46-08)

MOTION: To accept the application for a Veteran's Tax Credit for property located at Map 4, Lot 46-8, as submitted.

MOTION: R. McDermott

SECOND: J. Ziolkowski

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MICROPHONES AND SPEAKERS FOR MEETING HALL: J. Ziolkowski has been working with the technician for the elementary school and researching pricing for sound equipment for the Town Hall. He said that Phase One is just sound, while cameras may be added later as Phase Two. The price for speakers and 8 wireless microphones is \$2,050. For \$300 more, the speaker system could be increased to 600 watts, strong enough to be used outdoors. There was a brief discussion of the number of microphones and if one could be used on a floor stand. Also discussed were possible outdoor uses, such as an outdoor event put on by the Fire Department.

MOTION: To purchase the sound system that J. Ziolkowski has recommended, at a cost of up to \$2,500, to include 8 lapel microphones and one stand microphone, if possible, otherwise 7 lapel microphones and one floor microphone.

MOTION: L. Smith

SECOND: J. Ziolkowski

There was further discussion with regard to the labor involved in setting up the system. J. Ziolkowski said the school technician will provide labor at a cost of about \$300.

L. Smith changed his motion to:

MOTION: To purchase the sound system that J. Ziolkowski has recommended, at a cost of up to \$3,000, to include 8 lapel microphones and one stand microphone, if possible, otherwise 7 lapel microphones and one floor microphone.

MOTION: L. Smith

SECOND: J. Ziolkowski

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Discussion continued on the subject of audio-visual equipment. J. Ziolkowski said that a simple camcorder can be purchased for about \$400, with a stand for an additional \$100. Software can be added that will facilitate transferring the recordings to the computer for posting to the website.

L. Smith said that there has been discussion of posting school matters to the website, and that this applies to *LAS* school board meetings only. He added that there will be a workshop with Town Counsel to set policy on this matter. L. Smith pointed out that the Town website is a limited municipal forum.

The possibility of using community television, where anyone might post announcements, was briefly discussed. It was noted that to bring community access television to the Town would cost roughly \$50,000.

PLODZIK AND SANDERSON – 2016 AUDIT (FINANCIAL STATEMENTS): Results of the 2016 financial audit were shared. Three minor deficiencies were found. First, the Bookkeeper and Treasurer do not always balance, for reasons to do with credit card billing and timing. A solution to this was discussed with the auditors. Second, the ambulance billing report had not been shared with the Selectmen on a regular basis, and will now be reviewed on a quarterly basis. The third deficiency noted was that a detail sheet was not signed.

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TOWN CLERK'S OFFICE CLOSED FEBRUARY 17 THROUGH FEBRUARY 21, 2017

INFORMATION: The Town Clerk's office will be closed on these dates as the New Hampshire Department of Motor Vehicles will be installing a new system, interrupting motor vehicle registrations state-wide. For this reason, many Town Clerks are closing until the system is operational.

EPPING WELL & PUMP ANNUAL IRRIGATION CONTRACTS: The Selectmen reviewed the four irrigation contracts between the Town and Epping Well and Pump.

MOTION: To authorize the Chairman to sign all four irrigation contracts (Governor Weare Park, Town Common, Westview Cemetery, and Town Hall) with Epping Well and Pump.

MOTION: R. McDermott

SECOND: J. Ziolkowski

Further discussion took place. J. Ziolkowski said that on occasion E.L.M. has repaired broken irrigation heads pro bono; he said that he felt Epping Well and Pump should be doing the work of checking and repairing the heads. It was agreed that this matter should be put on the agenda of a future meeting, to discuss possibly increasing the contract for Governor Weare Park to address the repair of irrigation heads.

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L. Smith said he would make a note to ask the Town Administrator to add this to the agenda of the next meeting.

SELECTMEN'S PERMIT APPLICATION - USE OF TOWN HALL MEETING ROOM BY THE ROCKINGHAM PLANNING COMMISSION (WORKSHOP):

MOTION: To authorize the Chairman to sign the Selectmen's Permit allowing the Rockingham Planning Commission to use the Town Hall Meeting room for a workshop on April 13, 2017 from 5:00 PM until 8:15 PM, and to waive the fee.

MOTION: R. McDermott

SECOND: J. Ziolkowski

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PUBLIC COMMENT RELATING TO THIS MEETING'S AGENDA ITEMS: S. Hanson said in reference to the Fire Chief's report from Comstar, that he would suggest talking to nearby towns that are similar in size and scope to Hampton Falls, to see how they are faring with collections.

S. Hanson asked about the cost of having a local cable channel for Town postings, cited in discussion to be \$50,000. J. Ziolkowski said that the station is free, but it would cost \$50,000 to run the cable from Exeter.

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There was a discussion of this cost and how it could be mitigated, and also that the franchise fees are meant for this use. S. Hanson said that he felt if the town is not going to make use of local television access, it should not be collecting the fees.

L. Smith said that as the contract renewal is approaching, now is the time to discuss this.

REVIEW AND APPROVAL OF PREVIOUS MINUTES: 2/1/2017 AND 2/4/2017

MOTION: To approve both the minutes of February 1 and February 4, 2017, as written.

MOTION: R. McDermott

SECOND: J. Ziolkowski

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Motion to enter Nonpublic Session made by R. McDermott, seconded by J. Ziolkowski.

Specific Statutory Reason cited as foundation for the nonpublic session:

XX RSA 91-A:3, II(c) *Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*

Roll Call vote to enter nonpublic session:	Richard P. McDermott, Selectman	Y
	Larry M. Smith, Chairman	Y
	James E. Ziolkowski, Vice Chairman	Y

Entered nonpublic session at 9:00 PM.

Motion to leave nonpublic session and return to public session by R. McDermott, seconded by J. Ziolkowski.

Motion: PASSED

Public session reconvened 9:04 PM.

The Selectmen signed a letter regarding a tax payment agreement.

MOTION: To adjourn at 9:05 PM.

MOTION: R. McDermott

SECOND: J. Ziolkowski

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