

DRAFT

PRESENT: Larry M. Smith, Chairman; Richard P. McDermott, Vice Chairman; James E. Ziolkowski, Selectman; Lori A. Ruest, Town Administrator; Susan H. Ayer, Secretary

PUBLIC HEARING – ORDINANCE FOR THE REGULATION OF THE DEPOT (AMENDMENT): The Chairman opened the Public Hearing at 6:30 and invited comments and questions from the public. There were no comments; the Board had no discussion to add. L. Smith then closed the Public Hearing.

MOTION: To approve and re-adopt the Ordinance for the Regulation of the Depot as amended.

MOTION: R. McDermott

SECOND: J. Ziolkowski

UNANIMOUS

BUILDING INSPECTOR, CODE COMPLIANCE, HEALTH OFFICER – MONTHLY REPORT: The Board acknowledged receipt of the monthly report of the Building Inspector for the dates June 20 through July 19, 2017.

ROAD AGENT – MONTHLY REPORT: The Board acknowledged receipt of the Road Agent's report and invoice for June, 2017.

J. Ziolkowski asked if the Road Agent's billing is from the Road Agent or from Robinson Stables Enterprises. It was clarified that D. Robinson is an appointed Municipal official, as Road Agent, and an independent contractor. The Board of Selectmen reviews invoices monthly.

UNITIL - HAZARD TREES ON SCENIC ROADS (RSA 231:172): The Board acknowledged receipt of a request and listing of hazard trees on Depot Road, Brimmer Lane, Drinkwater Road, Nason Road, Sanborn Road, and Exeter Road. Unitil has submitted this list of dead, dying or leaning trees for approval to trim or remove. Unitil will contact property owners before removing trees that are on private property. The Board reviewed the list and found no issues.

MOTION: To deem the trees, as listed, a hazard and approve trimming or removal by Unitil.

MOTION: R. McDermott

SECOND: J. Ziolkowski

UNANIMOUS

Quotes have been received for paving improvements to Municipal parking lots from Bell & Flynn, LLC. The quote (for work on parking lots at the Public Safety Complex, Town Hall, Library, and Historical Society building) is for a considerably higher amount than expected. This work is not included on the original spreadsheet of work to be completed in 2017, but will be revisited if State supplemental funds are awarded, as discussed at an earlier work session.

DRAFT

No start dates have been announced to date for planned road work to be done by Bell and Flynn this year.

SPRING HOUSEHOLD WASTE COLLECTION RESULTS: The Selectmen reviewed results of the Spring Household Waste Collection Day. The total net cost to the Town was \$3,018. The Chairman cited a chart of receipts and expenses for the last 5 years, which showed fluctuation but an average total cost of \$3,362 per collection day.

FIRE CHIEF, AMBULANCE, EMERGENCY MANAGEMENT – MONTHLY REPORT: Fire Chief Jay Lord was present to distribute his June report and discuss a class he attended regarding a review of plans in place for an emergency at Seabrook Station nuclear plant, which must meet federal nuclear regulatory criteria. He said that towns, including Hampton Falls, need to develop specific evacuation and return plans.

J. Ziolkowski asked if there were any problems over the 4th of July holiday with the new Fireworks Ordinance in place. J. Lord reported that no fireworks permits were applied for, and there were no incidents to report.

INSURANCE SERVICES OFFICE, INC. (ISO) SURVEY: J. Lord reported that this survey is for setting standard rates for insurance companies to look at and build a rating for the Town, based partly on fire suppression personnel and equipment. Jon True is assisting with the survey and a meeting with Insurance Services is set for August 7.

POLICE CHIEF, ANIMAL CONTROL – MONTHLY REPORT: The Board acknowledged receipt of the June report of the Police Chief. Chief Dirsa also reported that there was a minor accident involving a police cruiser, the 2014 SUV.

J. Ziolkowski asked about the mileage on the older cruiser, Unit 1, which is the car to be replaced by a new cruiser expected to be delivered in September. There was a discussion of the pros and cons of putting mileage on the older cars, as it will save wear and tear on the newer SUVs but also may add to maintenance expenses.

FINANCIAL REPORTS – GENERAL FUND BALANCE \$3,553,266.42

**ACCOUNT PAYABLE / PAYROLL / TREASURER / TRUSTEES OF TRUST FUND
WARRANTS**

MOTION: To approve the following warrants as presented by the Bookkeeper and Treasurer:

Accounts Payable Warrant #585	\$42,081.00
Accounts Payable Warrant #586	\$817,597.89
Payroll Warrant #389	\$28,342.57
Payroll Warrant #390	\$17,186.78
Treasurer's Check Warrant #2017-19	\$3,884.50
Treasurer's Check Warrant #2017-20	\$5,500.00

DRAFT

MOTION: R. McDermott
SECOND: J. Ziolkowski
UNANIMOUS

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

APPOINTMENT OF MUNICIPAL ONLINE INITIATIVE TECHNOLOGY COMM.: A copy of the CitySourced, Inc. Mobile Application Customer Agreement has been received for review. George Koch of Drinkwater Road, who has been working on this initiative on a volunteer basis, was asked to give a brief rundown for those present of what the online initiative will entail.

It was noted that the topic was discussed at prior meetings, and G. Koch gave a detailed presentation at the June 7 Selectmen’s meeting. Town Counsel will be asked to review the draft agreement. G. Koch has been tasked with setting up a 5-member committee to the online initiative, and report to the Selectmen.

MOTION: To send the draft contract with CitySourced, Inc. to Town Counsel for review and comment, and if Counsel has no concerns, to authorize the Chairman to sign the contract.*

MOTION: R. McDermott
SECOND: J. Ziolkowski
UNANIMOUS

*This motion was amended later in the meeting.

G. Koch asked that a notice be prepared seeking interested committee members. The Board approved.

T. Santora, Planning Board Chairman, asked about the cost of the contract with CitySourced (\$10,000 initially, and \$6,000 per year going forward) and whether it should come through the Capital Improvement Plan Committee as it is over \$5,000. L. Smith answered that the Board has been given the authority, through Warrant Article 18/2017 and no further input from the CIP is necessary.

CITIZEN REQUEST FOR AMENDMENT TO CODE OF ETHICS POLICY: GayLee Robinson, Brown Road, submitted this request to the Board, to add a paragraph to the Town’s Ethics Policy reading:

“No elected or appointed official may seek, accept or be sworn to a position where they would be required to recuse themselves from voting on a matter, or one which “presents the appearance of a conflict of interest.”

DRAFT

G. Robinson was present to discuss the request. L. Smith said that preliminary research with an attorney at the New Hampshire Municipal Association informed him that it is difficult to implement a policy like this, as it would be difficult for the Board of Selectmen to enforce; there is no way to know when in the future an individual on a committee or board may come into a conflict of interest. The suggested way to handle this is for an individual with a conflict of interest to recuse him/herself from any discussion on that issue. Also, such a policy may be contrary to law. The Chairman said the matter would be taken under advisement.

MOTION: To send this proposed Ethics Policy language to Town Counsel for review and comment.

MOTION: R. McDermott

SECOND: L. Smith

IN FAVOR: 2; ABSTENTION: 1; PASSES

91% OF TAX WARRANT COLLECTED THROUGH DUE DATE OF 7/6/17: L. Ruest informed the Board that this portion of the tax warrant was collected through the due date, and that as of yesterday the total collected was 95%.

TOWN TREASURER – INTEREST RATES: In response to the auditor’s request to consolidate accounts, the Treasurer recommended the majority of money to be deposited in Citizen’s Bank, eliminating three other banks.

MOTION: To accept the Treasurer’s recommendation as presented.

MOTION: J. Ziolkowski

SECOND: R. McDermott

UNANIMOUS

OTHER:

L. Smith reported that the Town Improvement Committee met with the Town Engineer and NH DES representative Eben Lewis Tuesday morning at the Depot, regarding the possible addition of a floating dock. Discussion is ongoing.

• **NEW BUSINESS**

NH MUNICIPAL BOND BANK: The Board acknowledged receipt of a letter from the NH Municipal Bond Bank, which puts the Town on notice that they need to determine each year that any assets financed with tax-exempt bonds have not seen a change in use.

PLODZIK AND SANDERSON PROF. ASSOC. 3 YEAR AUDIT AGREEMENT

(2017/'18/'19): This constitutes a renewal of the agreement with Plodzic and Sanderson to perform Town audits.

DRAFT

MOTION: To enter into a three-year agreement for auditing services with Plodzick and Sanderson for the years 2017, 2018 and 2019, and authorize the Chairman and Town Administrator to sign.

MOTION: R. McDermott

SECOND: J. Ziolkowski

UNANIMOUS

PROPOSED CAPITAL IMPROVEMENTS PLAN PROJECTS WORKSHEETS: The Selectmen reviewed worksheet submission forms in anticipation of Capital Improvements Plan (CIP) Committee sessions in September. Tentatively proposed were \$10,000 for a furnace for the Historical Society Museum, \$10,000 for a generator for the Town Hall, and \$50,000 for Highway projects. As in past years, the amount proposed for Highway projects is the amount of the previous year's warrant, as a place holder, until an actual amount is determined in the fall by assessing the road work to be done next year with cost estimates from the road contractor.

The Selectmen also decided to retain the matter of land adjacent to the Town Hall on the CIP worksheet, as the Town hopes to one day purchase a portion of the lot for Town use. The property owner is aware of the interest.

COMCAST CHANNEL LINE UP INFO AND S&H PRICE CHANGE: The Chairman read from a letter sent by Comcast listing changes to programming and an increase in certain costs.

RESTORATION OF TOWN RECORDS – MARRIAGES 1984-1985: L. Ruest explained that this restored book of Town records is the latest in an ongoing program to restore vital records books.

LETTER OF RESIGNATION – DEPUTY TOWN TREASURER: The Board acknowledged and accepted the resignation of Sharada Allen as Deputy Treasurer. New Treasurer Richard Pettengill will be asked to recommend appointment of a new deputy.

NH DEPT. OF REVENUE ADMINISTRATION – PA 28 FORM (2018): The Board signed this letter in which the tax assessor has stated the Town will not be using form PA 28 in 2018.

CLOSING OF TAX COLLECTOR'S OFFICE FOR VACATION AND CERTIFICATION: The Selectmen have received a letter from the Tax Collector to notify them of vacation days and of certification classes that will take her out of the office. In addition, the Deputy Tax Collector will be attending classes as well, and have limited time available to fill in. It was decided that it is important to have someone in the tax office whenever possible, and the Deputy Tax Collector will be asked to work mornings only during the Tax Collector's absence.

PAINTING OF TOWN CLOCK FACE AND LETTERS (LAST DONE 2002): The First Baptist Church plans to paint the steeple of the church in the next year and has approached the

DRAFT

Town to see if there is interest in painting the clock face and letters (the clock is owned by the Town) at the same time. It was verified that there is currently \$2,312 in the Town Clock Fund. The Board is interested in having this done, and L. Ruest will research the cost and the time frame.

LIBRARY PARKING LOT AND GRANITE CURBING – LIBRARY TRUSTEES: A letter from the Chair of the Library Board of Trustees, sharing information about chipped or damaged areas of granite curbing edging the sidewalk at the library, was acknowledged by the Board. The Library Trustees will be informed that this work is on the list of items for consideration when funds allow.

OTHER:

Cliff Sinnott is retiring as Executive Director of the Rockingham Planning Commission. The Selectmen signed a letter of congratulations and best wishes.

TAX REFUND:

MOTION: To approve the refund of \$75.16 to the owner of property at Map 8, Lot 36 due to overpayment with the sale of the property.

MOTION: R. McDermott

SECOND: J. Ziolkowski

UNANIMOUS

PUBLIC COMMENT:

Lauren Belliveau, Drinkwater Road, and Brian O’Hara, River Road, had comments and questions regarding the mobile application. They both said they would like to have the opportunity to look at the proposal and costs and do some of their own research.

Todd Santora, Avery Ridge Lane, commended G. Koch for the work he has done on the online initiative, but wondered how many residents would sign up to use it. As Planning Board Chairman, T. Santora also repeated his concern that the expenditure should be brought to the CIP Committee.

L. Smith said that this is why a committee is being formed, for advice and input. J. Ziolkowski said that there has been a presentation to the Board and two work sessions on the topic; he suggested that the presentation materials provided by G. Koch be made available to the public.

C. Brown, Exeter Road, said that as Warrant Article #18/2017 specifying that cable franchise fees would be spent for Town communications was approved in March, the matter is out of the scope of the CIP Committee.

After continued discussion on the mobile application, J. Ziolkowski said that he is hearing a lot of “push-back” coming from residents in the age group he would expect to be most interested,

DRAFT

and felt it may be premature to sign an agreement. L. Smith agreed that this can be given more time, but wants to see progress made.

The motion made earlier in the meeting, “To send the draft contract with CitySourced, Inc. to Town Counsel for review and comment, and if Counsel has no concerns, to authorize the Chairman to sign the contract” was withdrawn and replaced:

MOTION: To send the draft contract with CitySourced, Inc. to Town Counsel for review and comment, then bring it back for review and discussion at the next meeting of the Board.

MOTION: R. McDermott

SECOND: J. Ziolkowski

UNANIMOUS

Speaking again as Planning Board Chair, T. Santora said that he has been trying to find out more about a fire truck purchase committee proposed by the Fire Chief, as he feels that a member of the CIP committee should be involved. L. Smith suggested that T. Santora contact the Fire Chief directly. L. Smith stated that this suggestion would be put on next month’s agenda.

David Allen, Hillcrest Drive, commented that he felt G. Robinson’s suggested addition to the Ethics Policy was personally aimed at J. Ziolkowski. There was a discussion on the topic of conflicts of interest and recusals. L. Brown-Kucharski, Taylor River Road, said that she felt it is a problem when any Selectman must recuse himself, as that leaves only two Board members to vote. B. O’Hara said that one way to address this problem is to increase the size of the Board to five members. L. Smith said he will work with Counsel on the topic.

Tracy Beattie, Drinkwater Road, asked about the status of the purchase of microphones for the meeting room. L. Smith said that they have been researched and the Board was prepared to purchase, but held off to ensure they can be integrated with other suggested technology in the online initiative.

T. Beattie also suggested that it would be better to allow public comment at the time a topic is discussed, as the people who may have answers or input may leave before the Public Comment portion of the meeting. L. Smith said that the reason for waiting is that in order for the Board to conduct an efficient working meeting, it is better for lengthy discussions to wait until most of the business has been conducted. Beverly Mutrie, Brown Road, said she concurred with T. Beattie in that it would be helpful to be able to ask questions as the topics arise. She suggested that perhaps a public comment period could at least take place after New Business and again after Old Business. T. Santora agreed, saying he would have liked to ask a question while the Fire Chief was still in attendance. L. Smith said the Board will take the matter under advisement.

REVIEW AND APPROVAL OF PREVIOUS MINUTES: 6/21/2017, 6/28/2017:

MOTION: To approve the meeting minutes of June 21, 2017, as written.

DRAFT

MOTION: R. McDermott
SECOND: J. Ziolkowski
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MOTION: To approve the meeting minutes of June 28, 2017, as written.

MOTION: R. McDermott
SECOND: J. Ziolkowski
UNANIMOUS

Motion to enter Nonpublic Session made by L. Smith, seconded by R. McDermott.

Specific Statutory Reason cited as foundation for the nonpublic session:

XX RSA 91-A:3, II(b) *The hiring of any person as a public employee.*

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 8:32 p.m.

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

Motion: PASSED
Public session reconvened at 8:34 PM.

MOTION: To adjourn at 8:35 PM.

MOTION: R. McDermott
SECOND: L. Smith
UNANIMOUS