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PRESENT: L. M. Smith, Chairman; R. P. McDermott, Vice Chairman; J. E. Ziolkowski, Selectman; L. A. Ruest, Town Administrator; R. Robinson, Road Agent

SENATE BILL 38 – LOCAL HIGHWAY AID - \$58,096.79: In anticipation of receiving an additional amount of local highway aid, the Board of Selectmen reviewed and identified road work to be assigned to these funds as follows:

- Cutting and Patching of Sections of Depot Road
- Cutting and Patching of Sections of Stard Road
- Engineering and Improvements to the Kennedy Culvert (Drinkwater & King)

The next road work need for consideration would be Old Stage Road. Road Agent R. Robinson will contact paving companies to request a proposal for the work needed on Depot and Stard Roads. Contact will need to be made with the Town's engineer, Jones and Beach Engineers, with regard to the needs relating to the Kennedy Culvert (to include, but not limited to, engineering, State of NH permit application(s), cost estimate for construction, other). Depending upon availability of paving contractors, the work relating to Depot and Stard Roads may take place in the spring. The work relating to the Kennedy Culvert will be dependent upon engineering and permitting.

The public hearing for the acceptance of these funds is scheduled for this evening at 6:30 p.m.

PAVING OF AREA OF PARKING LOT AT PUBLIC SAFETY BUILDING: The Board requested that Road Agent R. Robinson prepare and present a Highway Department Project Worksheet with a proposal outlining the costs associated with installing a binder course in the area of the Police Department garage at the rear of the 3 Drinkwater Road for consideration at its September 6 meeting. It was also requested that pricing be submitted for consideration with regard to installing railings along the retaining wall in this area.

**GROUNDWATER RECLASSIFICATION OF WELLHEAD PROTECTION AREAS
PUBLIC HEARING – THURSDAY, SEPTEMBER 14, 2017, 6 P.M., SEABROOK TOWN
LIBRARY, 25 LIBERTY LANE, SEABROOK, NH** was acknowledged by the Board.

SUCCESSION PLANNING: The Board held discussion and made determinations with regard to transitioning of certain municipal officials.

Road Agent: The Board acknowledged that there is a possibility that the Road Agent could retire within the next two years. Discussion took place with regard to seeking a Deputy Road Agent to work with the Road Agent in order to train and learn the best practices relating to road work in Hampton Falls with the intent that the Deputy Road Agent might then fulfill the responsibilities of Road Agent. It was recommended and determined that the Board of Selectmen should anticipate such action at least one to two years in advance of an anticipated retirement date of any Road Agent.

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In conjunction with this discussion, it was determined that a “subscribe to” news and announcements posting will be drafted as an outreach to persons who might be interested in the position of part-time Deputy Road Agent. Should the Town receive a number of interested parties, determination will be made as to specifications to be drafted to solicit Requests for Proposals. The matters of budgeting, job description/qualifications, state statute(s), resident v. non-resident and availability will be taken into consideration when drafting specifications.

R. Robinson left the meeting at this time.

Town Administrator: Discussion took place with regard to succession planning for this position with indications that it is important to hire persons for the support role of Secretary or Administrative Assistant who would be in a position to learn the aspects of municipal government and ultimately be available to transition to the role of Town Administrator. It was determined that this effort should be done five years in advance of known retirement of the Town Administrator.

Police Chief and Fire Chief: With regard to the succession of a retiring Police Chief, the Board acknowledged that the hiring of a Police Lieutenant should include the potential of that employee transitioning to the role of Police Chief at the time of the Chief’s retirement. It was determined that this effort should be done five years in advance of known retirement of the Police Chief.

The above also relates to the position of Fire Chief. Although the Fire Chief is the only full-time Fire Department position at the present time, effort should be made by the Board of Selectmen to identify the future need for filling the position of a retiring Fire Chief five years in advance of a known retirement date.

The meeting adjourned at 10:30 a.m.