

**BOARD OF SELECTMEN
TOWN OF HAMPTON FALLS**

**SEPTEMBER 6, 2017 6:30 P.M.
TOWN HALL**

DRAFT

PRESENT: L.M. Smith, Chair, R.P. McDermott, Vice Chairman, J.E. Ziolkowski, Selectman, Lori Ruest, Town Administrator, Holly B. Fazzino, Secretary

The meeting was called to order by L. Smith at 6:30 p.m.

OLD BUSINESS:

FINANCIAL REPORTS –General Fund Balance \$2,833,521.00

OPENING OF BIDS FOR TOWN & SCHOOL REPORTS BOOK (2017): One bid from Select Prints was received in the amount of \$1,357.20 for 140 printed books, or \$9.69 per book. R. McDermott said he would investigate the price for reproduction at Staples. The matter was taken under advisement to review last year’s quote.

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

Payroll	395	\$16,067.70
Payroll	396	\$13,727.84
Accounts Payable	589	\$24,722.15
Accounts Payable	590	\$ 9,926.38

MOTION: TO APPROVE FOUR WARRANTS AS OUTLINED ABOVE.

MOTION: L. Smith

SECOND: R. McDermott

UNANIMOUS

MS-1 SUMMARY INVENTORY OF VALUATION: The draft 2017 MS-1 prepared by the Department of Revenue Administration was presented by Todd Haywood.

MOTION: to approve the Summary Inventory of Valuation as presented.

MOTION: L. Smith

SECOND: R. McDermott

UNANIMOUS

PAINTING OF TOWN CLOCK FACE AND LETTERING: The clock face on the Hampton Falls Baptist Church is under consideration for painting, while a painter for the steeple is on site. One quote was received. The matter was taken under advisement.

PROPANE: The Selectmen accepted a bid from Dead River for propane, for a fixed-price three year contract. The Selectmen discussed whether to purchase a propane tank. One bid was received for the purchase of a tank. The Town Administrator will continue to research additional pricing to purchase a tank.

DRAFT

WOODLAWN ROAD DRAINAGE IMPROVEMENTS: The matter was continued for one month to the October 4, 2017 meeting.

VOLUNTEER APPLICATION FOR ONLINE INITIATIVE COMMITTEE: from Lauren Belliveau was received for the Technology Committee.

MOTION: TO APPOINT LAUREN BELLIVEAU AS A MEMBER OF THE ONLINE INITIATIVE COMMITTEE.

MOTION: L. Smith

SECOND: R. McDermott

UNANIMOUS

NEW BUSINESS:

SENATE BILL 185 – TAX RELIEF (COASTAL PROPERTIES) was reviewed.

ASSESSING AGREEMENT RENEWAL AND REVALUATION PROPOSAL(S):

The Board reviewed the general assessing proposal from Mr. Todd Haywood, CNHA. Mr. Haywood discussed the requirement of updating the Town Assessment every five years. The Board reviewed a proposal for a valuation update. The contract included 40 hours of meetings with individuals. Last year's ratio was 89%. The agreement will be reviewed by counsel.

MOTION: TO RENEW THE CURRENT ASSESSING AGREEMENT WITH GRANITE HILL SERVICES FOR THREE YEARS (2018-2020).

SEABROOK STATION: Currently Seabrook Station is paying taxes based on a five year agreement. L. Smith asked whether we should be using valuations from DRA Utilities. The Board sets \$25,000 overlay annually. When the agreement expires, the Town plans to use DRA values.

MOTION: L. Smith

SECOND: R. McDermott

UNANIMOUS

SECURITY CAMERAS PROPOSAL – TOWN HALL: The matter was taken under advisement and referred to the Online Initiative Committee.

THE NH DEPARTMENT OF TRANSPORTATION forwarded a letter and schedule of meetings to review the transportation projects from 2019-2028. No projects in this 10-year plan were located in Hampton Falls.

SELECTMEN REPRESENTATIVE REPORTS:

DRAFT

SELECTMAN MCDERMOTT- LIBRARY AND PLANNING BOARD

R. McDermott summarized the results of the last Planning Board meeting on August 29, 2017. Krystal Ball Dance Studio plans were conditionally approved. A Library report was also provided.

SELECTMAN SMITH - RECREATION COMM., HERITAGE COMM., TOWN IMPROVEMENT COMM.

RECREATION COMMISSION: Brad Jones is working on a proposal for providing engineering services for the installation of a floating dock at Depot Landing. The Castleberry Fair will be held September 16-17, 2017. The baseball diamond at Governor Weare Park will be dedicated to Peter Robart, former Selectman, on September 23, 2017 at 11:00 a.m. The Parks and Recreation Commission seeks new members. The Town Improvement Committee has received some quotes for replacing some floor boards in the bandstand. Quotes are being gathered for replacing the entire floor with a manufactured product.

HERITAGE COMMISSION: R. McDermott volunteered for membership on this Commission.

SELECTMAN ZIOLKOWSKI - SCHOOL BOARD, CONSERVATION COMMISSION

SCHOOL BOARD: J. Ziolkowski reported that the School Board is working on a windows update, and a mobile classroom will be installed next month, in addition to parking lot rehabilitation. A digital sign board is being discussed to replace the current letter board. The cost would be \$20,000 to \$30,000 for the same size as the current letter board. Mr. Ziolkowski proposed using some of the media funds to pay for part of the media board. The Building Inspector should be consulted. There was no update from the Conservation Commission.

HAMPTON'S POST 35 – REDEDICATION OF GLOBAL WAR ON TERRORISM MEMORIAL MONUMENT, will be held **MONDAY, SEPT. 11, 2017, 6 P.M., AMERICAN LEGION POST 35, 69 HIGH STREET, HAMPTON**

PUBLIC COMMENT: L. Smith opened the meeting to public comments. Hearing none, public comments were closed.

REVIEW of the August 16, 2017 MEETING MINUTES:

Revision was made to Page 1, paragraph two, as follows:

These are the roads previously identified, but not added to the 2017 list of road to be done due to lack of funds.

REVIEW OF THE AUGUST 16, 2017 WORK SESSION MEETING MINUTES: L. Smith recommended revisions.

Revision was made to Page 3, paragraph 2, to add a sentence as follows:

DRAFT

FIRE TRUCK COMMITTEE: L. Smith noted that this agenda topic was requested by Capital Improvement Plan (CIP) Committee Chairman T. Santora in that he has requested that a member of the CIP Committee be part of the Fire Truck Committee. L. Smith read the statute relating to Capital Improvement Plan Committees *which states that the “sole purpose and effect of the capital improvement program shall be to aid the Board of Selectmen in their consideration of the annual budget,”* and indicated that *this is a valuable service provided to the Board, but* it is not a best use of the CIP Committee to have members ~~oversee responsibilities of others~~ *review items directly under the purview of the Board of Selectmen. For example, the Board of Selectmen is directly responsible for road maintenance and determines the amount for the road warrant article in late fall by using the recommendations of our consultants (Axiomatic) and input from the Road Agent to determine which roads are anticipated to be repaired the following year. The Road Agent to determine which roads will be repaired the following year. The Road Agent then meets on site with the road contractor who measures the work to be done and provides an estimate for the cost of the work. It is this number that is used for the warrant.* J. Ziolkowski stated that last year questions arose where it was identified that the Committee needs education on the subject. This matter will be added to the September 20 agenda. T. Santora stated that the CIP Committee members do not have the background or knowledge in this regard nor do they know what questions to ask.

MOTION: TO AMEND THE MINUTES OF THE AUGUST 16, 2017 MEETING AND WORK SESSION OF SEPTEMBER 6, 2017 AS INDICATED ABOVE.

MOTION: L. Smith

SECOND: R. McDermott

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MOTION TO ADJOURN THE MEETING at 7:30 p.m.

MOTION: L. Smith

SECOND: R. McDermott

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Next Selectmen’s Meeting – Wednesday, September 20, 2017, 6:30 p.m., Town Hall