

DRAFT

PRESENT: L. M. Smith, Chair, R. P. McDermott, Vice Chair, J. E. Ziolkowski, L. A. Ruest, Town Administrator, H. B. Fazzino, Secretary.

Chairman L. Smith called the meeting to order.

2018-2023 CAPITAL IMPROVEMENTS PLAN PRESENTATION

Todd Santora, Chair of the Capital Improvements Plan (CIP) Committee presented the definition of the CIP for Hampton Falls. He reviewed the CIP requests and recommendations from the Committee's report, including the minutes of the CIP meeting on October 16, 2017. Members of the CIP were present.

A discussion of the Board took place with questions and answers. The Board determined the following:

Police Cruiser- **MOTION:** Maintain the police cruiser line at \$23,000. for each of six years.

MOTION: L. SMITH

SECOND: R. McDERMOTT

VOTED: 2 IN FAVOR/ 1 OPPOSES, PASSES

Police- Body Cameras- The Board reached a consensus of \$10,000 each year for three years.

Fire Truck- The Board concurred on funding the Fire Truck fund at \$15,000 for year 2018.

Public Safety Building- Building Maintenance- The Board concurred on funding building maintenance at \$10,000 each year for 6 years.

Public Safety Building Phone System- The Board agreed to the project, with \$7,500 funding in 2018 and 2019. Project to be completed in 2019.

Highway- The Board agreed to a \$50,000 place holder, but will need to identify an amount for a warrant article, at approximately \$125,000. The Board disagreed with discontinuing the road survey report by Axiomatic. The annual cost of highway maintenance is anticipated to be \$200,000 over the next 10 years.

Old Library- No funding planned for 2018.

Town Hall Generator- The Board concurred to fund \$10,000 for a generator in 2018.

T. Santora requested written guidelines on the role of the CIP.

Larry opened the discussion to public comment. There were no public comments so the discussion was closed.

OLD BUSINESS:

FINANCIAL REPORTS – GENERAL FUND BALANCE WAS NOT AVAILABLE.

ACCOUNT PAYABLE / PAYROLL / TREASURER WARRANTS

Bookkeeper	Payroll Warrant #406	\$15,065.71
Bookkeeper	Warrant #600	\$43,749.86
Treasurer's Warrant	Warrant Report 2017-25	\$12,500.00

MOTION: To accept the Payroll Warrant, Payable Warrant, and Treasurer's Warrant.

MOTION: R. McDERMOTT

SECOND: J. ZIOLKOWSKI

UNANIMOUS

PERSONNEL POLICY AMENDMENTS (FIRST READ)

L. Smith highlighted the updates in the Personnel Policies & Procedures Manual for the Town of Hampton Falls. Revisions made will be incorporated in the policy document for approval at the November 15, 2017, meeting.

BROWN ROAD CULVERT – 10' CULVERT PIPE, FILL AND LABOR

A 10" culvert has been installed by the road agent.

PAVEMENT AREA AT SALT SHED – PRICE FOR PAVING

D. Robinson will obtain a price for the work. A question was raised as to whether this damage is the responsibility of the contractor. J. Ziolkowski stepped down from the Board to report, as the Contractor, that there needs to be excavation and 4" asphalt to repair.

PAINTING OF STOP BARS (5) – PRICE FROM CONTRACTOR

MOTION: To hire Kaz Fine Lines to paint the five stop bars, at Sanborn, King and Frying Pan Lane, Evergreen and Crystal Drive at a cost of \$495.

MOTION: L. SMITH

SECOND: J. ZIOLKOWSKI

UNANIMOUS

OTHER: No other old business was discussed at this time.

NEW BUSINESS:

REQUEST FOR DISBURSEMENT FROM THE TRUSTEES OF THE TRUST FUND

MOTION: To authorize the Chairman to sign the request for disbursements from the Trustees of the Trust Fund for Warrants # 2017-19 through 2017-27, totaling \$87,549.08.

MOTION: L. SMITH

SECOND: J. ZIOLKOWSKI

UNANIMOUS

2017 PROPERTY TAX RATE: TAX RATE OATH (RSA 75:7)

The Board reviewed the unofficial preliminary 2017 tax rate information from the Department of Revenue Administration with regard to applying an amount of the Fund Balance, as well as applying an overlay amount, to set the tax rate. A tax rate of \$21.10 was recommended, a reduction of forty cents from the previous tax rate.

MOTION: To apply the amount of \$305,000 to lower the tax rate, using \$50,000 as overlay, leaving a Total Retained Fund Balance of \$668,405 or 6.68% of General Operating Expenditures Retained in Fund Balance.

**MOTION: R. McDERMOTT
SECOND: J. ZIOLKOWSKI
UNANIMOUS**

This information will be forwarded to the Department of Revenue Administration for review and approval. The Board signed the Tax Rate Oath with a rate of \$21.10.

HOLIDAYS TO BE OBSERVED – 2018

MOTION: To approve 2018 Holidays to be Observed by the Town of Hampton Falls

**MOTION: R. McDERMOTT
SECOND: J. ZIOLKOWSKI
UNANIMOUS**

2017 TOWN REPORT AND AUDIT DUE DATES

The Board reviewed the notice for their signature.

HEALTHTRUST RENEWAL RATES

The Medical coverage premiums decreased (-6.2%).

MOTION: To sign the annual contract with HealthTrust for employee benefits.

**MOTION: R. McDERMOTT
SECOND: L. SMITH
UNANIMOUS**

GRANGE FAIR There will be no Grange Fair held at the Town Hall in 2017.

WINTER BAN ON OVERNIGHT STREET PARKING

L. Smith read the Winter Ban on Overnight Street Parking and presented it to the Board for signature. The ban will go into effect December 15, 2017.

SELECT REPORTS

SELECTMAN MCDERMOTT – LIBRARY, PLANNING BOARD, HERITAGE COMM.

Committed Collision- financing precluded buyer from purchasing the property.

SELECTMAN SMITH – RECREATION COMM., TOWN IMPROVEMENT COMM.

L. Smith reported on floating docks, fundraising and irrigation needs.

SELECTMAN ZIOLKOWSKI – SCHOOL BOARD, CONSERVATION COMMISSION

J. Ziolkowski reports that the school board put forth a 3.999Million Dollar Bond. A portable classroom will be occupied shortly. J. Ziolkowski did not attend the Conservation Commission meeting.

OTHER

A letter from Scott Bogle, Sr. Transportation Planner for RCCD. Scenic Byway from the American Independence Museum is only available online. Mr. Bogle seeks volunteers to participate in the revitalization of the Committee.

A letter was reviewed regarding restitution to Lanahan Lozuaway on their property at Sanborn Road and King Street. The Board signed a letter for mailing and signatures of the property owners.

Chief Dirsa presented a request to increase private detail rates, up from \$57 to \$60 per hour and additional costs as described in his letter of November 1, 2017.

MOTION: To approve the request from Chief Dirsa as presented.

**MOTION: J. ZIOLKOWSKI
SECOND: R. McDERMOTT
UNANIMOUS**

Chief Dirsa reports that one taser has failed and requested authorization to replace it at a cost of \$1,300. The money for this purchase is available in his budget.

MOTION: To approve the expenditure of \$1,300 for the Police Department to purchase one taser within his budget.

**MOTION: R. McDERMOTT
SECOND: J. ZIOLKOWSKI
UNANIMOUS**

PUBLIC COMMENT

T. Franciosa	Wadleigh Lane	CIP Process and better understanding of responsibilities of CIP
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REVIEW AND APPROVAL OF PREVIOUS MINUTES:

**BOARD OF SELECTMEN
TOWN OF HAMPTON FALLS**

**NOVEMBER 1, 2017 - 6:30 PM
TOWN HALL**

An amendment was made to the October 18, 2017 minutes. The Peter G. Robart Memorial update, to replace the second paragraph as follows: “The Board of Selectmen would like to thank the Committee- Tim Samway, Lyn Stan, Judy Wilson and Lori Ruest, for raising the funds and bringing this memorial to fruition.”

MOTION: To approve the 10/18/17 minutes as amended.

**MOTION: J. ZIOLKOWSKI
SECOND: L. SMITH
UNANIMOUS**

No action was taken on the 10/24/17 minutes at this time.

MOTION: To adjourn the meeting at 9:00 p.m.

**MOTION: R. McDERMOTT
SECOND: L. SMITH
UNANIMOUS**