

DRAFT

ROLL CALL: L. M. Smith, Chairman, R. P. McDermott, Vice Chairman, J. E. Ziolkowski, L. A. Ruest, Town Administrator, H. Fazzino, Secretary.

Selectman's Permit Application- Use of Governor Weare Park- Skating Rink:

Application was presented by Grant Winnes. Recreation Commission has approved the skating rink and up to \$4,000 from the Recreation Commission (rink and sign). Access to water- The Fire Chief agreed to fill the rink once, and otherwise will not maintain it. Chief Lord recommended that the water line be winterized in the future. The recommended size is 100 square feet per person. The finished size will be 104 feet x 52 feet. Chief Lord said there would be no cost for another fill up if needed. Plowing of the parking lot will be provided by volunteers. J. E. Ziolkowski will monitor splicing needs and fix the line if needed. The Town Administrator discussed the process for payment of invoices. Approved signage has been provided to the Recreation Commission.

MOTION: To approve the Selectman's Permit with the affirmation that the proposal presented is what was approved by the Recreation Commission on December 18, 2017, with the following conditions:

- Volunteers to plow the parking lot
- Volunteers to repair damage to irrigation
- Volunteer statements required
- Signs as approved by insurance company to be posted
- Parks & Recreation Commission approval (minutes) to be provided

MOTION: R. P. McDERMOTT

SECOND: J. E. ZIOLKOWSKI

UNANIMOUS

BUILDING INSPECTOR, CODE COMPLIANCE, HEALTH OFFICER – MONTHLY REPORT:

The November Report of the Building Inspector was received.

STATE OF NH - SPECIAL PERMIT APPLICATION – MOSQUITO CONTROL:

MOTION: To authorize the Chairman to sign the State Special Permit Application- Mosquito/ Black Fly.

MOTION: L. M. SMITH

SECOND: R. P. McDERMOTT

UNANIMOUS

J. E. Ziolkowski recused himself from the Board for purposes of the next discussion. J. E. Ziolkowski's comments are in the context of the contractor.

DRAFT

WINTER ROAD MAINTENANCE SERVICES AGREEMENT 2017-2018: L. M. Smith acknowledged the listing of reported service issues. Four reports of concerns were received from December 11, 2017 to December 14, 2017.

ANNUAL REVIEW OF AGREEMENT TERMS & ROAD SALT USAGE:

The Board reviewed specific sections of the Winter Road Maintenance Agreement 2014-2019 identifying the terms of services expected in accordance with the Agreement. Discussion took place with regard to the treatment of roads in snow or icing conditions, the timing in which services begin and the follow-up and checking of roads before, during and after a storm event.

J. E. Ziolkowski identified that 2.5 hours, per vehicle, is needed to complete service to all roads in Town. The Road Agent recommended addressing icing events earlier than that which is done now or as soon as when a storm turns to icing. Discussion took place with regard to the use of road salt. Using too much salt is a concern and the contractor needs to find a balance of use based on conditions. J. Ziolkowski stated he felt the use of road sand is not effective in icing conditions. Discussion took place with regard to a suggestion of treating intersections during icing events. The terms of the Agreement, in part, were reviewed and acknowledged as follows:

II. PERFORMANCE REQUIREMENTS

- 1) All Town roads are to be safe and passable. Snow removal and/or road treatment will begin no later than when conditions require or the Contractor is called out by the Road Agent or roads have been identified as being in need of salt or sand treatment whether by surveillance of roadways or by call out by Town official.

It was identified that it is important that treatment of walkways, stairs and accesses and entrances to municipal buildings be done timely. It was also identified that J. E. Ziolkowski is the contact person for needs relating to public safety calls and that the contractor's responsibility with regard to cisterns is to plow along the front of them and not plow in to them.

The following items are required from the Contractor:

Form B, Contractor Operational Plan and Map was reviewed. The routes will be updated due to upgrades in equipment. Five to six vehicles plow the snow.

Exhibit B, Contractors Organizational/ Officer Approval was reviewed. L. M. Smith requested an update of this corporate document from the Commonwealth of Massachusetts.

Exhibit F, East Road Declaration, is plowed but not by the Town's contractor.

J. E. Ziolkowski estimated that salt usage is approximately five tons per year.

J. E. Ziolkowski is the contact person for Environmental Landscape Management. J. E. Ziolkowski will call the Road Agent to confirm when his company has begun servicing the roads.

DRAFT

MUNICIPAL SIDEWALK AGREEMENT: J. E. Ziolkowski requested confirmation of how much of the sidewalk should be plowed. It was determined that the full area of the sidewalk is to be cleared of snow as soon as practical (CFR 35.133). A suggestion was made that J. E. Ziolkowski contact the business owner to see if arrangements could be made with the plow company for the business to assist with not placing large amounts of snow in this location.

J. E. Ziolkowski returned to his Selectmen's seat.

WINTER ROAD MAINTENANCE MEMO TO WEB SITE SUBSCRIBERS:

An updated copy of this memo is to be sent to subscribers as soon as practical.

ROAD AGENT – MONTHLY REPORT:

The Town Hall propane tank has been removed. Public Safety Building propane tank has not been removed to date. The Board acknowledged the November services of the Road Agent.

HIGHWAY BUDGET BALANCE – REMAINING PROJECTS / ORDERING OF MATERIALS:

The Board authorized the purchase of salt and cold patch.

AVESTA INDEMNIFICATION AGREEMENT – BROWN ROAD:

MOTION: To accept the recommendation of Town Counsel to retain the funds for Brown Road repairs until such time as the entire Avesta project is complete.

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

HAZARD TREE:

A proposed letter to owners at 201 Drinkwater Road with a dying tree, posing a safety hazard to the Town's road and traveling public. The proposed letter was approved and signed for mailing.

FIRE CHIEF, AMBULANCE, EMERGENCY MANAGEMENT – MONTHLY REPORT:

The Board acknowledged the November Fire Department Report.

AGREEMENT FOR PROFESSIONAL PLANNING ASSISTANCE (ROCKINGHAM PLANNING COMM.) HAZARD MITIGATION PLAN UPDATE: Chief Lord reported that a committee with representatives from Planning, Zoning, Road Agent, others will be asked to participate in the plan update. Grant funds may be available for projects identified in the future.

MOTION: To enter into an agreement with the Rockingham Planning Commission to complete a Town of Hampton Falls Hazard Mitigation Plan.

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

DRAFT

AMBULANCE:

MOTION: To allow the Fire Chief to write off \$17,093.67 representing uncollectible ambulance receipts.

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

Two Hampton Falls volunteer firefighters leave soon for the Thomas fires in California.

POLICE CHIEF, ANIMAL CONTROL – MONTHLY REPORT:

The Selectmen acknowledged the Police Department Monthly Report for November.

Chief Dirsa announced the addition of Judy Lam, police officer from Farmington. Chief Dirsa requested a 6 month probationary hire period to begin January 2, 2018.

MOTION: To appoint Judy Lam for a six month probationary period as full-time Police Patrolman.

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

Chief Dirsa reviewed the Police Department budget and requested authorization to spend funds in excess of \$1,000.

MOTION: To authorize the purchase of three Tasers with accessories and cartridges in an amount not to exceed \$6,000.

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

OLD BUSINESS

GENERAL FUND BALANCE: The balance was not available from the Treasurer.

**ACCOUNTS PAYABLE/PAYROLL/TREASURER/TRUSTEES OF TRUST FUNDS
WARRANT(S):**

Payroll Warrant	#411	\$31,166.60
Accounts Payable Warrant	#605	\$726,766.77

MOTION: To approve the Payroll Warrant and Accounts Payable Warrant as indicated above.

MOTION: R. P. McDERMOTT

DRAFT

**SECOND: J. E. ZIOLKOWSKI
UNANIMOUS**

2018 TOWN WARRANT:

Article 6 Operating Budget of \$2,630,515.	3 yes
Article 7 Heritage Fund	3 yes \$2,000
Article 8 Police Cruiser CRF	2 yes, 1 no J. E. Ziolkowski is in favor of utilizing the Police Department Vehicle Fund but opposed to adding to the Capital Reserve Fund.
Article 9 Police Body and Cruiser Cameras	3 yes
Article 10 Public Safety Building CRF	3 yes
Article 11 Telephone System PSB	3 yes
Article 12 Town Hall CFR (generator)	3 yes
Article 13 Highway CFR	\$125,000, 3 yes
Article 14 Conservation Fund	3 yes
Article 15 Mosquito Control	3 yes
Article 16 New Health Agency One Sky Community Services	3 yes
Article 17 New Health Agency Chase Home	3 yes
Article 18 Transact Other Business	3 yes

OTHER

NEW BUSINESS

The 2018 BUDGET HEARING IS WEDNESDAY, JANUARY 3, 2018, 7 P.M.

JANUARY/FEBRUARY 2018 TOWN NEWSLETTER draft was approved.

INTEREST RATES – TOWN TREASURER

MOTION: To accept the recommendation of the Town Treasurer per the Interest Rates Sheet for December 1, 2017 as presented.

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

PERCENTAGE OF PROPERTY TAX WARRANT COLLECTED:

The Town Administrator reported that the percentage of property tax warrant collected to date is 92%.

DRAFT

PROPERTY TAX REFUNDS: (#651 THROUGH #658) were approved by the Selectmen and signed.

MOTION: To approve property tax refunds #651 to #658.

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

APPOINTMENT OF ROCKINGHAM PLANNING COMMISSIONER

MOTION: To appoint Andrew Brubaker as a Commissioner of the Rockingham County Planning Commission for a four year term.

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

**NH DEPARTMENT OF TRANSPORTATION BRIDGE INSPECTION BIENNIAL
REPORT of November 27, 2017** was received by the Selectmen.

VETERANS EXEMPTIONS:

MOTION: To approve and sign exemption applications for the following properties: Map 2, Lot 23-1, Map 7, Lot 68-9, Map 1, Lot 92-2.

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

OTHER:

The NH Lottery proposed a warrant to allow Keno 603 in Hampton Falls.

MOTION: To include a warrant article on the 2018 ballot re: Keno.

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

PUBLIC COMMENT:

L. Smith opened the meeting for public comment. There were no members of the public were present. The public comment period was closed.

REVIEW AND APPROVAL OF PREVIOUS MINUTES: DECEMBER 6, 2017:

MOTION: To approve the December 6, 2017, meeting minutes as written.

**BOARD OF SELECTMEN
TOWN OF HAMPTON FALLS**

**DECEMBER 20, 2017 – 6:30 PM
TOWN HALL**

DRAFT

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

ADJOURN:

MOTION: To adjourn the meeting at 8:35 p.m.

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

***NEXT SELECTMEN'S MEETING – WEDNESDAY, JANUARY 3, 2018, 6:30 P.M., TOWN
HALL***