

**BOARD OF SELECTMEN
TOWN OF HAMPTON FALLS**

MARCH 12, 2018 – 9:30 AM
Rescheduled from MARCH 7, 2018 - 6:30 PM
TOWN HALL

DRAFT

PRESENT: L. M. Smith, Chairman, R. P. McDermott, Vice Chairman (via phone), J. E. Ziolkowski, Selectman, L. A. Ruest, Town Administrator, H. Fazzino, Secretary

The meeting was called to order at 9:30 a.m.

A Proclamation was read by L. M. Smith for Charlyn Brown, in recognition of 39 years of municipal service for the Town. An American flag will be flown in her honor on Election Day. She received a standing ovation.

A Proclamation was read by L.M. Smith for Richard P. McDermott, in recognition of 19 years of municipal service for the Town. An American flag will be flown in his honor on Election Day. He received a standing ovation.

OLD BUSINESS

Financial Reports – General Fund Balance \$ 2,777,195.83

Account Payable / Payroll / Treasurer / Trustees of Trust Fund Warrants

Payroll Warrant	#421	\$15,713.53
A/P Warrant	#613	\$31,725.20

MOTION: To approve warrants # 421 and #613 as presented.

MOTION: L. M. SMITH

SECOND: J. E. ZIOLKOWSKI

UNANIMOUS

REVIEW OF TOWN POLICIES (2013)

MOTION: To approve the Fund Balance Policy as written.

MOTION: L. M. SMITH

SECOND: J. E. ZIOLKOWSKI

UNANIMOUS

MOTION: To approve the Fraud Policy as written.

MOTION: L. M. SMITH

SECOND: J. E. ZIOLKOWSKI

UNANIMOUS

The Selectmen discussed the Select Board Rules and Procedures. The Rules and Procedures were last updated on June 21, 2017. The item was tabled.

MOTION: To approve the Board of Selectmen Expectations of Department Heads and Officials as written.

**BOARD OF SELECTMEN
TOWN OF HAMPTON FALLS**

MARCH 12, 2018 – 9:30 AM
Rescheduled from MARCH 7, 2018 - 6:30 PM
TOWN HALL

DRAFT

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

MOTION: To approve the Ethics Policy as written.

**MOTION: L. M. SMITH
SECOND: R. P. McDERMOTT
TWO IN FAVOR, ONE ABSTAINED**

L. M. Smith asked if J. E. Ziolkowski wished to discuss the portion of the Ethics Policy he is not in favor of. J. E. Ziolkowski declined.

IRRIGATION SERVICE CONTRACTS (TOWN HALL, GOV. WEARE PARK, TOWN COMMON)

MOTION: To authorize the Chairman to sign the irrigation service contracts.

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

NEW BUSINESS

PERMANENT APPOINTMENT OF PART-TIME SECRETARY

L. M. Ruest reported that she recommends Holly Fazzino for a permanent position as part time secretary.

MOTION: To appoint Holly Fazzino as permanent part time secretary.

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

MOWING AGREEMENTS

L. A. Ruest requested direction in bidding out the mowing agreements. L. M. Smith inquired whether raking was needed at the Town common. J. E. Ziolkowski recused himself because he is a contract holder.

J. E. Ziolkowski left the Selectmen's Table and stated that with a properly maintained mulching blade, raking will not be necessary. J. E. Ziolkowski recommended that mulching blades be added to the agreement.

Due to the lack of a quorum for voting, the matter was tabled. J. E. Ziolkowski returned to the Selectman's Table as a voting member.

BOARD OF SELECTMEN
TOWN OF HAMPTON FALLS

MARCH 12, 2018 – 9:30 AM
Rescheduled from MARCH 7, 2018 - 6:30 PM
TOWN HALL

DRAFT

TOWN MEETING, TUESDAY, MARCH 13, 2018, 8 A.M. TO 8 P.M.

Emergency Management Director Jay Lord reported that there will be at least 6” snow, and up to 23” from the snow storm on Election Day, beginning Tuesday at 8:00 a.m. until 8:00 a.m. Wednesday. It was recommended that a generator be set up.

MOTION: L. M. SMITH

SECOND: R. P. McDERMOTT

UNANIMOUS

Discussion took place with SAU Chairman Greg Parish whether the Town could consider to change in elections until the second Tuesday in May. It was noted that doing so would require other towns to do the same. Moderator J. P. Pontbriand reported that there is nothing in the law to allow for cancellation of an election.

J. E. Ziolkowski asked about the authenticity of absentee ballots. J. P. Pontbriand confirmed that anyone can bring a perjury claim to the Secretary of State.

J. E. Ziolkowski left the Selectmen’s table to speak about the storm road maintenance as his company is the contractor. J. E. Ziolkowski stated he felt that the Town needs to plan to shovel the entrance for the duration of the polls being open, and manage the parking lot. Employees should park elsewhere to leave the lot available for voters. He does not plan to add any equipment or services to maintain the roads during the blizzard.

VOTING BOOTHS SETUP (WEEKEND OF MARCH 10)

The voting room was set up prior to March 11.

MONTHLY REPORTS

Selectmen Representative Reports – *brief highlights*

Selectman McDermott – Library, Heritage Comm., Planning Board

R. P. McDermott was not available to provide an update on these committees.

Selectman Smith - Recreation Comm., Town Improvement Comm.

The Recreation Committee and Town Improvement Committee did not meet.

Selectman Ziolkowski- School Board, Conservation Commission

J. E. Ziolkowski reported that there was no update from the School, because of its focus on the bond.

There was no new activity with the Conservation Commission, the easement project continues.

OTHER

Map 6 Lot 20, Kady Lane, Russell Hodge, owner, filed an Intent to Cut Wood or Timber of 30 acres of a 46 acre total lot size. A total of 35 acres is located in Hampton Falls, on the border with Kensington. The application was signed by the Board.

PUBLIC COMMENT

**BOARD OF SELECTMEN
TOWN OF HAMPTON FALLS**

MARCH 12, 2018 – 9:30 AM
Rescheduled from MARCH 7, 2018 - 6:30 PM
TOWN HALL

DRAFT

L. M. Smith opened the meeting for public comment. Having heard no comments, the meeting was closed for public comment.

NEXTERA AGREEMENT, TODD HAYWOOD, ASSESSOR – WORK SESSION

L. M. Smith informed the public that a work session had been scheduled and posted for this date with the Assessor to review matters relating to utility valuations. It was noted that the five-year agreement with Nextera is expiring March 31, 2018. It was suggested that the Town reach out to Nextera and also add the term “subject to State determination” in the new agreement. The expiring agreement includes a valuation of the utility structures located in Hampton Falls plus a Payment in Lieu of Tax (PILOT) amount of \$15,000. T. Haywood provided information relating to a study committee of the Assessing Standards Board that is scheduled to report in November as well as HB1381 that relates to the method of valuing utilities using an average of 50% of net book value and 50% of original cost, not reproduction cost new less depreciation. This matter has yet to be heard. The Board discussed the merits of establishing a new 5-year contract or a contract for a shorter period of time and agreed to keep the 5-year term in line with the 5-year revaluation of all properties. The Board requested T. Haywood’s recommendations in writing for consideration at its next Board of Selectmen meeting.

REVIEW AND APPROVAL OF PREVIOUS MINUTES 2/21/2018

MOTION: To accept the minutes of February 21, 2018 as written.

MOTION: L. M. SMITH

SECOND: J. E. ZIOLKOWSKI

TWO IN FAVOR, PASSES (R. P. McDERMOTT LOST CELL CONTACT)

MOTION: To Adjourn the meeting at 11:00 a.m.

MOTION: L. M. SMITH

SECOND: J. E. ZIOLKOWSKI

TWO IN FAVOR, PASSES (R. P. McDERMOTT LOST CELL CONTACT)