

DRAFT

PRESENT: L. M. Smith, Chairman; E. B. Beattie, Vice Chairman; L. Gargiulo, Selectman;
L. A. Ruest, Town Administrator

ROAD AGENT – CORE SERVICES/INVOICE MONTHLY REPORT: The Board reviewed and approved the May Highway Department reports.

MOTION: To approve the Road Agent’s core services invoice in the amount of \$795.83 and the May Road Agent services invoices in the amount of \$1,420 as presented.

MOTION: E. BEATTIE
SECOND: L. GARGIULO
UNANIMOUS

NH DOT UNCONTROLLED CROSSWALK AGREEMENT: The Town Administrator provided the Board with new information received from Senator Sherman in this regard. She explained that the maintenance of crosswalks on state highways is the responsibility of municipalities and the Agreement being sought by the NH DOT is to gain this understanding. A tentative site visit to the location of the crosswalk on Route 88 at the elementary school and playing fields has been set. More information will follow. The Board has not yet signed an Agreement.

REQUEST TO NH DOT RE: KENSINGTON ROAD (ROUTE 84) DRAINAGE/CROSS PIPE: The Board signed a letter of request to the NH DOT to assist with improvements to this cross pipe.

STATUS OF 2019 HIGHWAY PROJECTS:

CATCH BASIN CLEANING: An updated proposal from Bellemore brings about a change in pricing and a need for additional funds for this purpose. R. Hilliard confirmed that there are four catch basins in great need of service and 20 others that should be done. The Board asked that R. Hilliard provide Bellemore with a prioritized list so that those in most need are serviced first.

MOTION: To approve the amount of \$1,200 to hire Bellemore for a full day of catch basin cleaning service.

MOTION: E. BEATTIE
SECOND: L. SMITH
UNANIMOUS

SPECIFICATIONS AND COSTS TO INSTALL BEAVER LEVELERS: The Board acknowledged a Non-Emergency Highway Department Project Worksheet from the Road Agent in the amount of \$2,499.99. Given that this amount meets the criteria of Warrant Article 22/2019, the Board asked that the Road Agent obtain two additional quotes for its consideration at a future meeting. Discussion of Warrant Article 22/2019 took place. Concern was expressed with having to delay work to obtain additional pricing as well as the price difference of one cent circumventing the intent of the warrant article.

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PLACEMENT OF WEIGHT LIMIT SIGNS AT KING AND CURTIS: The Road Agent reported that this work has been done. The Board requested that the signs be relocated to allow for advance notification to motorists. It was noted that the sign could be placed on the same post as an existing “Not a Thru Way” sign.

FIXED PRICING FOR REMOVAL OF BRUSH FROM ROADSIDES (STORM DEBRIS): The Board reviewed five Non-Emergency Highway Department Project Worksheets outlining the road locations and costs associated with storm debris removal totaling \$6,050. This amount does not include Coach Lane which is to be included. The Board requested that the Road Agent obtain two additional quotes for this work for its consideration at a future meeting.

HAZARD TREES/LIMBS WORK (URBAN TREE): The Road Agent reported that Urban Tree was in town today performing this work and will return tomorrow to finish.

HIGHWAY DEPARTMENT WORKSHEETS RE: PATCHING ASPHALT SHOULDERS, LOW SHOULDER NASON ROAD, BLOCKED CULVERT AND EROSION 70 DRINKWATER): The Road Agent reported that these previously approved projects have been completed.

ROAD PLATES FOR CURTIS ROAD CULVERT: The Board considered an Emergency Highway Department Project Worksheet from the Road Agent to install road plates at the Curtis Road culvert to include paving them in place. It was suggested that the paving work could be done at the same time that Bell & Flynn is in Town to pave the area of the Drinkwater Road culvert potentially saving money (guardrails were installed today). As this work was deemed an emergency however, the Board decided not to wait for Bell & Flynn and to have the Road Agent complete the project.

MOTION: To approve the Emergency Highway Department Project Worksheet from the Road Agent to install road plates at the Curtis Road culvert to include paving them in place at a cost of \$1,550.

MOTION: L. GARGIULO
SECOND: E. BEATTIE
UNANIMOUS

Granite Blocks at Brush Dump: E. Beattie reported that he and a representative of the Lincoln Akerman School outdoor education area committee met to determine if blocks could be made available for this project. It was found that there are 82 large blocks as well as some half and quarter-size blocks. Fifteen are planned for the project. The blocks that are moved to allow access are to be returned to the stock location in which they were found.

MOTION: To allow the Lincoln Akerman School Board to use up to 15 granite blocks of its choosing from the supply at the Town Brush Dump for the outdoor education area project at the elementary school.

MOTION: E. BEATTIE

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**SECOND: L. GARGIULO
UNANIMOUS**

FIRE CHIEF, AMBULANCE, EMERGENCY MANAGEMENT – MONTHLY REPORT: The Board acknowledged the May report of the Fire Department. No comments or questions were heard.

AMBULANCE REVENUE WRITE-OFF APPROVAL AND POLICY AMENDMENT: A minor amendment of changing the word “or” to the word “and” in the last paragraph is recommended. This allows for both the write-off of uncollectable funds as well as the transferring of them to a collection agency.

MOTION: To approve the amendment to the Ambulance Revenue Write-Off Policy and authorize the write off of the uncollectable amounts for the months of January through April 2019.

**MOTION: E. BEATTIE
SECOND: L. GARGIULO
UNANIMOUS**

PERMISSIBLE FIREWORKS ORDINANCE AMENDMENT – SECOND READ AND ADOPTION: The Board, Fire Chief and Police Chief discussed the proposed amendments to this ordinance and Permit form to correct the reference to age requirements and amend the potential fines. The intent of the amendment to fines is for use in egregious situations such as a recent one where fireworks were ignited at 3 a.m. Items on the permit form were also renumbered (move #7 to #5 and renumber). Chairman Smith opened discussion to members of public. Hearing none, he closed public comment.

MOTION: To adopt the Permissible Fireworks Ordinance, and permit form, as amended.

**MOTION: L. GARGIULO
SECOND: E. BEATTIE
UNANIMOUS**

POLICE CHIEF, ANIMAL CONTROL – MONTHLY REPORT: The Board acknowledged the May report of the Police Department. No questions or comments were heard. Chairman Smith thanked and complimented the Department on its proper handling of a contentious matter.

POLICE DETAIL RATE INCREASE: Chief Dirsa distributed an updated copy of support for his recommendation to increase the Police Detail Rate from \$42 per hour to \$47 per hour for Hampton Falls. Following review and discussion of information supporting the request, the Board approved.

MOTION: To approve the Police Detail Rate increase as presented by the Police Chief effective July 1, 2019.

MOTION: E. BEATTIE

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**SECOND: L. GARGIULO
UNANIMOUS**

BUILDING INSPECTOR, CODE COMPLIANCE, HEALTH OFFICER – MONTHLY

REPORT: The Board acknowledged the May report of the Building Department. Questions were raised with regard to a code enforcement matter relating to Map 4, Lot 33; a detached accessory dwelling unit in a new structure that does not meet building code(s) and town regulations.

Board members expressed concerns regarding this; specifically, that the matter does not meet Building Code requirements and is contrary to the history of maintaining a rural character. The Building Inspector acknowledged this and other sections of Zoning regulations that will need to be addressed. The Town has received certified notice of this application as an abutter. An application for variances will be addressed at the Zoning Board of Adjustment meeting of June 27, 2019.

SECTION 2 – PUBLIC COMMENT: S. Hanson, Crystal Drive, inquired with regard to the police detail information provided by the Police Chief. The Chief answered his questions with regard to frequency and availability.

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- **OLD BUSINESS**

CONSENT AGENDA

1. **Monthly Financial Reports Of Bookkeeper, Treasurer, Tax Collector**
2. **Invitation To Kids, Books & The Arts Event At The Library, Thurs., July 11, 3:30 P.M.**
3. **Zba Abutter Notice – Case 19-01 – 4 Sanborn Road**
4. **Zba Abutter Notice – Case 19-02 – 4 Evergreen Drive**
5. **Hampton Falls School District 2019-2020 Unadjusted Assessment**

The Board acknowledged the items listed in the consent agenda.

FINANCIAL REPORTS - GENERAL FUND BALANCE \$793,202

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

Bookkeeper	Payroll Warrant #464	\$22,302.53
Bookkeeper	Accounts Payable Warrant #667	\$151,644.55
Treasurer	Check Warrant 2019-7	\$8,909.51

MOTION: To approve the warrants as presented above.

**MOTION: E. BEATTIE
SECOND: L. GARGIULO
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CORNER OF SANBORN ROAD AND KING STREET – TREE PLANTINGS: The Board reviewed a request from the property owner of the parcel on the corner of Sanborn and King where three trees had been purchased and planted by the Town due to a past dispute (11/1/2017). The property owner reports that the trees are in decline and requests consideration of a proposal to correct in the amount of \$2,221. Members of the Board viewed the location of these plantings and found that the removal of surrounding plants and pruning would be beneficial for these trees to become better established. Chairman Smith offered to seek volunteers from the Town Improvement Committee to prune. No further action of the Board of Selectmen is to be taken at this time.

Chairman Smith suggested that the Town seek a volunteer to appoint as Tree Warden to assist with matters such as this and other concerning trees.

PURCHASING POLICY – SECOND READ: The Board reviewed the input received from Town Counsel and conducted a page by page review of the draft policy making additional changes. The Town Administrator will update the document with these changes and bring the matter to the next agenda for adoption. The Board agreed with town counsel’s recommendation to separate out purchasing and other terms relating to the Road Agent. The Town Administrator will ask Town Counsel to draft a document for consideration of the Board.

PURCHASE OF CONSERVATION EASEMENT (TOPPAN): Conservation Commission Chairman S. Hanson, J. Kibler, Toppan Lane and Jess Charpentier of the Society for the Protection of NH Forests (easement holder) were present. The Board acknowledged the input received from town counsel with regard to donations as well as the terms of this potential easement.

J. Charpentier provided information with regard to funding and grants that may be available separate from local fundraising. The Board acknowledged a commitment by the Town for up to \$375,000, but emphasized it is interested in completing this transaction for less than the \$375,000 commitment if the possibility arises, as there are other opportunities that may become available where these funds would be considered; efforts to fund raise to reduce the Town’s contribution are preferable. J. Charpentier noted that the Society needs a 50 percent match before application for grants can be initiated and the Kiblers are not to complete a purchase until there is a commitment of the \$375,000 from the Town. It was noted that the Conservation Commission could apply for grants as well.

S. Hanson distributed spreadsheets with financial information for the Board’s consideration. L. Smith emphasized that this process should not limit fundraising for this purpose. S. Hanson noted that this purchase will reduce funds available for the future purpose of easements and that there is another fund held by the Trustees of the Trust Funds for the purpose of purchasing lands; both fund balances are limited.

S. Hanson added that if no grants become available, there is an issue of \$94,000 where the Kiblers would then like to retain a portion of the acreage (one building lot).

The Board authorized the Town Administrator to share town counsel’s input as well as the Board’s proposed amendments with J. Kibler. This matter is scheduled for a public hearing on Wednesday, July

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17, 2019, 4 p.m., Town Hall. The Board of Selectmen will hold a work session one week in advance to review documents, etc. on Wednesday, July 10, 9 a.m., Town Hall.

OTHER SELECTMEN’S OLD BUSINESS

(DEFAULT BUDGET): Chairman Smith restated that the Board received a demonstration of how budget numbers are updated within the software indicating that it is satisfied. He also restated that procedures regarding the default budget are to be separated from the budget preparation process going forward. S. Volpone, Batchelder Lane, distributed a document for the Board’s information. It was confirmed that the difference in the amount of default or \$25,000 has been addressed with unspent winter road maintenance services funds (\$25,000 Highway Budget).

SECTION 3 – PUBLIC COMMENT

• **NEW BUSINESS**

2020-2025 CAPITAL IMPROVEMENTS – BOARD OF SELECTMEN: The Board members were asked to give consideration to projects for submission to the Capital Improvements Program Committee. Two projects were identified: the potential purchase of a portion of Map 2, Lot 76 and Highway Maintenance Capital Reserve Funds in the amount of \$250,000 to address maintenance of roads and culvert improvement needs. Selectmen will contact the Town Administrator directly if there are additional projects for consideration of the Board. The Town Administrator will prepare the worksheets.

CIP Committee Chairman T. Santora stated that he is acceptable to adjusting the schedule of submission for this year’s CIP review to what works best rather than his request last year to begin early.

2019/2020 CIRCUIT RIDER PLANNING ASSISTANCE CONTRACT: The Board of Selectmen reviewed this revised agreement. The matter of 50 hours of mapping time has been removed from the Agreement due to the lack of need; any mapping needs time will be addressed as part of the hours assigned to the Circuit Rider Planner.

Planning Board Chairman T. Santora stated that he has not yet signed the Agreement on behalf of the Planning Board. He stated that he is seeking information from the Rockingham Planning Commission with regard to its conducting a build out analysis for the Town; looking at available lots for potential development. T. Santora acknowledged the change in the annual contract amount as a result of removing hours for mapping and stated that this will be addressed at the June 25 Planning Board meeting.

MOTION: To authorize the Chairman to sign the 2019/2020 Circuit Rider Planning Assistance Contract.

MOTION: L. GARGIULO

SECOND: E. BEATTIE

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CEMETERY TRUSTEES – 2019 BUDGET: This matter was withdrawn.

MEMORANDUM OF UNDERSTANDING AND COOPERATIVE AGREEMENT BETWEEN TOWN OF HAMPTON FALLS AND HAMPTON FALLS FREE LIBRARY: L. Pouliot, Alternate Library Trustee, presented information relating to this request. The document outlines various operational and management responsibilities, essentially best practices, and recommends having this in place for Hampton Falls.

MOTION: To enter into a Memorandum of Understanding and Cooperative Agreement with the Board of Library Trustees of Hampton Falls Free Library, to be forwarded to Town Counsel for review and to authorize the Chairman to sign on behalf of the Board of Selectmen, if approved by town counsel.

MOTION: E. BEATTIE
SECOND: L. GARGIULO
UNANIMOUS

OTHER SELECTMEN’S NEW BUSINESS

July/August Town Newsletter: The Board approved the distribution of the Newsletter.

Memorandum of Understanding – Data Entry Proofing (Assessing): The Town Administrator referred the Board to a document prepared by the Assessor with regard to the need to proof the Vision data with the Avitar data as a result of the change in software for assessing purposes. The Board acknowledged that the costs to do so are part of the annual Assessing contract.

MOTION: To approve the Memorandum of Understanding for Data Entry Proofing.

MOTION: L. SMITH
SECOND: E. BEATTIE
UNANIMOUS

Amendment to Selectmen’s Meeting Policy: Chairman Smith reported that he learned at the municipal officials training session that it would be appropriate to add a statement to this policy that reads “Selectmen’s agendas may be supplemented by additional subjects.” It was suggested to add this statement to the last paragraph. The Board concurred.

MOTION: To amend the Selectmen’s Meeting Policy as presented.

MOTION: L. SMITH
SECOND: E. BEATTIE
UNANIMOUS

REVIEW AND APPROVAL OF PREVIOUS MINUTES: 6/5/2019 and 6/12/2019

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MOTION: To approve the minutes of the June 5 and June 12 meetings as written.

MOTION: **E. BEATTIE**

SECOND: **L. GARGIULO**

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PUBLIC COMMENT: No public comment was heard at this time.

MOTION: To adjourn the meeting at 5:50 p.m.

MOTION: **E. BEATTIE**

SECOND: **L. GARGIULO**

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