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**PRESENT:** R. McDermott, Chairman; L. Smith, Vice Chairman; M. Kasprzak, Selectwoman; L. Ruest, Town Administrator; S. Ayer, Secretary

**Call to Order:** 6:30 pm

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

The Board acknowledged the report for June 17<sup>th</sup> through July 13<sup>th</sup> submitted by the Building Inspector, Mark Sikorski.

**ROAD AGENT—MONTHLY REPORT**

Road Agent Dick Robinson was present to report on the past month's activity. A listing of road repairs was sent via email to the Road Agent. Work should begin next week in these areas.

**REPORT ON STATUS OF WINTER ROAD MAINTENANCE DAMAGES AND REPAIRS (2014/2015)**

The Road Agent and the Board reviewed the listing of repairs to be done by Jim Ziolkowski and reviewed by D. Robinson.

Asked about damaged stone walls, the Road Agent reported that all had been repaired satisfactorily and no further comment from residents had been received. The Board reserves the right to follow up with the WRM Contractor should any further damage be identified.

D. Robinson is still awaiting pricing on drainage pipes and guard rail. He was asked to double check the condition of the wooden guard rail at Batchelder Lane.

M. Kasprzak noted that there is a kink in the guard rail at King and Drinkwater Roads that the Road Agent should check on, as it may be vulnerable if hit again.

Cisterns on Linden and Sanborn roads are being checked. The one on Sanborn may be cracked under ground level.

Police Chief Robbie Dirsra reported that all repairs to the Public Safety Building are completed.

L. Smith said that all repairs need to be verified by the Road Agent before the Board can release funds to the Winter Road Maintenance Contractor and that a meeting specifically for this matter should be planned for 2 weeks from now. He noted that deadlines for repairs have passed. A meeting was set for July 28<sup>th</sup> at 9:30 AM. At this time, if all repairs are not verified as complete by the Road Agent, the Town will do the work and bill the WRM contractor.

**WINTER ROAD MAINTENANCE- CONTRACT MODIFICATIONS**

L. Ruest brought the Board's attention to their copies of the 2014-2019 Winter Road Maintenance Service Agreement, with highlighted notes resulting from a meeting between L. Smith, J. Ziolkowski and L. Ruest.

The document with input from J. Ziolkowski has been sent to Counsel with some questions.

**FIRE CHIEF, AMBULANCE, EMERGENCY MANAGEMENT – MONTHLY REPORT**

The Board acknowledged the monthly report of the Fire Department in the absence of Chief Jay Lord.

**REQUEST TO DEPARTMENT OF TRANSPORTATION TO RETAIN TURN-AROUND LANE**

The Board reviewed a draft of a letter requesting that one or more turn –around lanes that will be created during construction on I-95 be retained after work is done. These lanes would shorten the time for emergency personnel to reach accident scenes on the southbound lanes of the highway. Hampton Falls has the support of the Town of Hampton with this request.

After a short discussion, the Board agreed to sign and send the letter to the DOT.

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**POLICE CHIEF, ANIMAL CONTROL – MONTHLY REPORT**

The Board acknowledged receipt of the monthly report of Police Activity.

Chief R. Dirsa asked the Board for permission to add 12% interest to bills not paid within 30 days, to help cover billing costs. All were in agreement to allow this, on new bills going forward, providing sufficient warning about the policy of charging interest.

**POLICE PERSONNEL CANDIDATES**

R. Dirsa informed the Board that he has completed the first phase of his interview process for the position of Police Supervisor. He said he had 11 inquiries, took in 9 applications, and interviewed 5 candidates that he found suitable for the job of Supervisor or Lieutenant.

**APPOINTMENT OF PART TIME POLICE OFFICERS**

The Police Chief informed the Board of the results of his advertisement earlier in the year for part-time officers. He recommended two candidates, Neal Casale and Andrew Feole. He gave a short biography of each and noted they are both certified, though one will need to redo classes due to being away from police work for a short time.

**MOTION:** That Neal S. Casale and Andrew Feole be appointed part-time police officers with the Hampton Falls Police Department for a 6-month probationary period, on the recommendation of Chief Dirsa

**MOTION:** L. Smith

**SECOND:** M. Kaspzak

**UNANIMOUS**

R. Dirsa then asked the Board to consider making William Paulino a permanent part-time officer, as he has satisfied his probationary period.

**MOTION:** To appoint William Paulino as permanent part-time police officer with the Hampton Falls Police Department.

**MOTION:** M. Kaspzak

**SECOND:** L. Smith

**UNANIMOUS**

**POLICE DEPARTMENT MULTI-BAY GARAGE AGREEMENT/SITE WORK AGREEMENTS**

There was a discussion of details of the forthcoming multi-bay garage project at the Public Safety Building. Electrical wiring may be placed overhead rather than under concrete, and the generator placement is being worked out. Both possible locations for the generator will be protected from damage by snow removal equipment.

The Board reviewed the two separate agreements for the work, one for general contracting and one for site work.

**MOTION:** To enter into an agreement with Nick Gray Builders, LLC, of Rollinsford, NH, for construction of a multi-bay garage addition to the Hampton Falls Public Safety Building.

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**MOTION:** L. Smith

**SECOND:** M. Kasprzak

**UNANIMOUS**

**MOTION:** To enter into an agreement with Robinson Enterprises, LLC, for site work (foundation and concrete slab) for multi-bay garage addition to the Hampton Falls Public Safety Building.

**MOTION:** L. Smith

**SECOND:** M. Kasprzak

Two copies of each agreement were signed by the Board.

L. Ruest noted that a third step, installation of a heating unit, will be billed to the Police Association rather than the Town, as there were insufficient funds in the capital reserve fund to cover it. The Hampton Falls Police Association agreed to pay for the heating unit (to be installed by Nick Gray Builders) at a cost of \$3,550.

Discussion continued on details of the project, and it was agreed to use concrete blocks rather than poured concrete for the retaining wall.

• **OLD BUSINESS**

**FINANCIAL REPORTS**

**General Fund Balance \$ 3,702,067.00**

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

**MOTION:** To approve the following warrants as presented by the Bookkeeper and the Treasurer:

Payroll check warrant	#306	\$12,110.53
Payroll check warrant	#307	\$24,775.27
Payroll check warrant	#308	\$6,757.90
Accounts payable warrant	#474	\$67,815.98
Accounts payable warrant	#475	\$4,202.66
Accounts payable warrant	#476	\$822,637.36
Check warrant (Treasurer)	#25	\$6,350

**MOTION:** M. Kasprzak

**SECOND:** L. Smith

**UNANIMOUS**

**SOCIAL MEDIA POLICY**

L. Ruest has received an email from Wendy Harrington in response to being asked for her help in drafting the Town's Social Media Policy. She made one suggestion, and that was the addition of a paragraph about posting photos, especially of children.

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The Board agreed that this is an important addition. Copies of this policy will be distributed to boards and department heads.

**MOTION:** To approve the Hampton Falls Social Media Policy as reviewed on February 6, 2015 and amended July 15, 2015

**MOTION:** M. Kasprzak

**SECOND:** L. Smith

**UNANIMOUS**

#### **PUBLIC OFFICIALS BONDING**

The Board discussed the matter of the Conservation Commission Chairman's authority to spend money. This position is not currently covered or specifically listed by the Town's insurance policy for bonding. The Town's internal controls for spending money were reviewed, and it was noted that all requests come to the Town Administrator. If the Conservation Commission approves release of funds from Conservation accounts, they need to identify the reason and the source of the expenditure, and give it to the Town Administrator along with a copy of the meeting minutes. As the accounts are handled by the Treasurer and not the individual Chairman, it was decided to not add the Conservation Commission's Chairman to the insurance policy.

#### **GOVERNMENT BUILDINGS**

The New Hampshire Division of Historical Resources has notified the Town that the Town Hall and Historical Society Museum at 45 Exeter Road are eligible for listing on the New Hampshire State Register of Historic Places.

L. Smith asked if such designation will prevent the Town from doing work or putting additions on the buildings to be listed, and the answer was no.

**MOTION:** To authorize the Chairman to sign the paperwork approving the designation of the Town Hall and Historical Society building as historic places on the State's registry.

**MOTION:** M. Kasprzak

**SECOND:** L. Smith

**UNANIMOUS**

#### **SOLID WASTE**

The Town's Counsel has sent notice to Northside Carting , as well as its insurance company that there is a potential claim for damages for diverted tonnage.

Weight slips to corroborate the tonnage in question have still not been provided to the Town.

Containers belonging to Waste Management are full and still on Town Property. As it is now 15 days past the end of the Town's contract with Waste Management, the Town Administrator will notify them that the containers will be removed from Town property at Northside's expense if Waste Management does not.

#### **DISPOSAL CONTRACT WITH COVANTA HAVERHILL ASSOCIATES**

**MOTION:** To enter into a 5-year Waste Disposal Agreement with Covanta Haverhill Associates , effective July 1, 2015

**MOTION:** L. Smith

**SECOND:** M. Kasprzak

**UNANIMOUS**

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Two copies of the agreement will be signed and sent on to Covanta for signatures.

- **NEW BUSINESS**

**SELECTMEN'S CAPITAL IMPROVEMENT PROJECTS 2016 - 2021**

By a vote at the 1998 annual Town Meeting, the Town is required to create a 6-year Capital Improvement Plan that will assist in the preparation of the annual town and school budgets. Suggestions or ideas from Boards and Committees about projects that meet the guidelines are invited, and worksheets must be returned to L. Ruest no later than August 24, 2015. These will be sent to the Capital Improvement Committee for consideration at their meetings in September.

L. Ruest asked Board members to send requests they might have to her. She will complete and submit worksheets on behalf of the Board.

There was a brief discussion of various projects that might meet the criteria, such as the trussing in the Town Hall. The Historical Society has a list of maintenance items that need to be addressed, either through the budget or CIP review..

**PROCLAMATION: EAGLE SCOUT CHRISTOPHER SHEK**

The Chairman recognized Eagle Scout Christopher Shek for his project of designing and reconstructing the entrance ramp to the Historical Society Museum building. A proclamation setting aside July 14<sup>th</sup> as a day set aside to honor Christopher Shek was previously signed by the Board.

**TOWN AND SCHOOL REPORTS**

L. A. Ruest prepared the bid specifications for the printing of the 2015 Annual town and School Reports Book. Bids will be received until Wednesday, September 2, 2015.

The Board discussed how many to order, as there are at least 100 leftover from last year. The difference in pricing for different numbers of copies will be looked into.

**FINANCIAL ADMINISTRATION**

Percentage of Tax Warrant Collected - 92%

Interest Rates – Town Treasurer Recommendation to maintain funds with Citizens Bank as approved by the Board.

**CIRCUIT RIDER PLANNER CONTRACT RENEWAL (7/1/2015 – 6/30/2016)**

The Planning Board has recommended the contract renewal of Glenn Coppelman as Circuit Rider Planner.

**MOTION:** To approve the renewal of the CRP contract for the year, ending 6/30/2016

**MOTION:** M. Kasprzak

**SECOND:** L. Smith

**UNANIMOUS**

**LINCOLN ACKERMAN SCHOOL ASSESSMENT**

The LAS Unadjusted 2015-2016 Assessment of \$5,590,681 was acknowledged by the Board.

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**APPLICATION FOR INTENT TO CUT**

An application was received for Intent to Cut within the contract for bridge work over Route 95. The application, for removal of 75 tons of whole tree chips, and was signed by the Board.

**MOTION:** To enter non-public session under RSA 91-a:3, II.(a) Personnel at 8:09

**MOTION:** R. McDermott

**SECOND:** L. Smith

**UNANIMOUS**

**MOTION:** To seal the minutes of the non-public session.

**MOTION:** L. Smith

**SECOND:** M. Kasprzak

**UNANIMOUS**

**MOTION:** To go out of non-public session at 9:10 PM and resume public session.

**MOTION:** L. Smith

**SECOND:** R. McDermott

**UNANIMOUS**

**MOTION:** To adjourn the meeting at 9:15 PM

**MOTION:** L. Smith

**SECOND:** M. Kasprzak

**UNANIMOUS**