

Call to Order: 9:30 AM

PRESENT: Richard P. McDermott, Chairman; Larry M. Smith, Vice Chairman; Maryann Kasprzak, Selectwoman; Lori A. Ruest, Town Administrator; Susan H. Ayer, Secretary

Winter Road Maintenance (WRM) Contractor Jim Ziolkowski was present.

L. Smith led the discussion, having met with J. Ziolkowski as Board liaison. After reviewing with the Town Administrator, it was decided to get all involved parties together to be sure all is set for winter weather.

Communications between the WRM Contractor, the Police Department, Road Agent and Selectmen was discussed at length.

This year, there will be no direct communication between individual Selectmen and the WRM Contractor; the contact person will be L. Ruest. She will bring any complaints received to either the Road Agent or the WRM Contractor, depending on the problem.

L. Ruest will communicate problems via e-mail to J. Ziolkowski, and he will reply via e-mail as well, in order to create a written record of the problem, when it was brought to the attention of the Town and when resolved.

Police Chief Robbie Dirsra and Lieutenant Ryan Veno were present, and discussion covered the procedure of how to address problems they see while patrolling. Patrolmen will continue to call J. Ziolkowski directly, as they had no issues reaching him last year. All patrolmen will have the phone numbers for the WRM Contractor. These numbers were updated on page 4 of the contract. If J. Ziolkowski or his drivers can't be reached directly, the alternative will be to call Rockingham County Dispatch, who will contact the Road Agent.

L. Smith asked R. Dirsra if the WRM calls show up on the monthly Police report. It was decided that these would be logged on a separate sheet to show WRM calls per month.

A problem with the number the Road Agent has to reach Dispatch Services was identified; R. Dirsra will get the proper phone number to use.

M. Kasprzak said that if J. Ziolkowski is contacted about a snow or ice issue and says he is on his way, residents get frustrated if they do not know how long it will take. The WRM Contractor said that he keeps materials loaded in the town shed, ready to go. He said they do not necessarily wait for a call, but even if they are not already on the road, it should take 15 minutes or less to commence road service. If they are already on the road, it should only take 5-7 minutes to react to a specific problem called in.

L. Smith asked about the sand barrels on Cock Hill, and if they will be put out again this year. Discussion took place about the fact that the barrels will be buried if there is a 10 inch snowfall, and that they are not used much if at all. However, it was decided that they are good to have for use while waiting for plows to arrive, if anyone were to be stuck on the hill. D.

Robinson said that he will mark them "sand for emergency use" and put them up on supports so they are more visible.

WRM vehicles and equipment were discussed, and which are on site. J. Ziolkowski said that all that he contractually agreed to have is on the list; anything added is not contractual, and he does

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not want Selectmen seeing a piece of equipment parked and think it should be out on the road.

Notes on the page regarding extra equipment were reviewed.

L. Ruest asked J. Ziolkowski to fill in the blank equipment page and update all equipment for the 2015/2016 season.

L. Smith suggested adding a list of “non-contract equipment stored at Brush Dump.”

L. Ruest will check with the Town Clerk to ensure all insurance certificates are up to date.

L. Smith verified with J. Ziolkowski that all his equipment is marked “E.L.M.”

J. Ziolkowski said he will not do Pro Bono work or clearing of the Raspberry Farm this year.

L. Ruest mentioned that the contract terms read that the Agreement terms will be reviewed each year. In the future, this meeting will be scheduled for November.

The supply of salt was discussed; there is enough on site for 2 snow events.

It was agreed to pursue purchasing more salt with 2015 budget money. This will be worked out between D. Robinson and J. Ziolkowski.

Discussion turned to the subject of damaged mailboxes and how to respond to complaints. L. Ruest will field the calls and contact J. Ziolkowski, who will go out and assess the situation. It was noted that most of the time, the mailboxes are not damaged by the plow but because of the weight of the snow being pushed. Postal regulations for mailbox placement, and the problem of a mailbox being too close to the road was also an area of discussion.

J. Ziolkowski asked for it to be made more clear that he is not going out to the residence to repair the mailbox, but to assess the damage and determine if it is the responsibility of the Town or not. He suggested that L. Ruest might have an e-mail response prepared. Unless the mailbox is struck by the plow vehicle, no responsibility is on the contractor or Town.

Another notice re: mailboxes will be provided through the web site.

It was noted that the mailboxes that survive well are those that are shoveled out and marked with snow stakes. This is not a requirement, but it helps the plow driver to see and avoid them.

J. Ziolkowski was reminded of the routine that the Town Hall staff will park to one side, and expect noon time plowing while the parking lot is empty.

R. Dirsra noted that the parking at the Public Safety building is changed due to the new garage. There was a discussion of the possible need for gutters, with the new roof line.

Fire Chief Jay Lord and J. Ziolkowski discussed the marking of fire hydrants and cisterns.

L. Ruest noted that the Historical Society building is used at almost all times now and will need to be plowed.

OTHER**MASTER PLAN AGREEMENT (UPDATE II)**

The Master Plan agreement with Rockingham County has been signed by the Planning Board Chairman, and is before the Selectmen to be approved and signed.

BOARD OF SELECTMEN

DECEMBER 17, 2015

Winter Road Maintenance Work Session

9:30 A.M.

TOWN HALL

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MOTION: To authorize the Chairman to sign the document to enter into an agreement with the Rockingham County Planning Commission to continue work on the Hampton Falls Master Plan.

MOTION: M. Kasprzak

SECOND: L. Smith

UNANIMOUS

ADJOURN

MOTION: To adjourn at 10:32 A.M.

MOTION: M. Kasprzak

SECOND: L. Smith

UNANIMOUS