BOARD OF SELECTMEN

 MEETING MINUTES

 May 20, 2013

**PRESENT:** SEAN P. MURPHY, CHAIRMAN; RICHARD H. HARTUNG, SELECTMAN; PRISCILLA R. LINDQUIST, SELECTMAN; SALLY THERIAULT, ADMINSTRATIVE ASSISTANT

The public meeting began at 7:00 pm.

Guests: P. Williams (Tri Town News), Matt Murphy and Captain Will Warnock

## **Public Announcements**

* The Historic/Heritage Commission is accepting applications for the Boston Post Cane
* There is a combined public meeting with the NH DOT regarding the center aisle rumble for Route 111. The meeting is at the Windham High School on 5/21 at 7 pm.
* The Town office will be closed on Monday, May 27, for Memorial Day
* Monday, May 27th- Memorial Day services will be held at 11:00 am at the Town Office, in case of rain the services will be held at the Memorial Gym
* Tax bills will be going out shortly and are due July 1st.
* The Hampstead Firemen’s Association is holding a Community Shredding Event on Saturday, June 1st from 9 am to 12 pm at the Town Offices. There is no cost, but donations are accepted.
* The Meetinghouse Park schedule has been announced and the first concert is scheduled for June 25th. The concerts are all held on Tuesdays at 6 pm.
* Waste Oil, fluorescent light bulbs, car batteries and thermostats are collected at the Town Garage on the first and third Saturdays of the month 8 am to 1 pm. Books may be dropped off anytime.

## **Visitors Comment**

There was none.

## **Department Heads**

*Fire Department- Captain Warnock*

Captain Warnock explained that the fire department recently opened the proposals for extrication tools and would like to award the contract. He explained that there were two bids received from two qualified companies. The Fire Department spoke to both of them and compared apples to apples. Both vendors equipment will fit in with the current equipment. They are recommending that the award be given to the low bidder, Firematic Supply at a cost of $21,303. The other company was at $22,656. They also reasoned that Firematic Supply is located closer than the other bidder and that would make it easier for maintenance. The funds were approved through a warrant article to take the funds from the Capital Reserve Fund.

**Selectman Hartung motioned to accept the recommendation of the Fire Department and award the contract for the extrication equipment to Firematic Supply Company of Bolton Mass., for a cost of $21,303. Selectman Lindquist seconded the motion. The motion passed unanimously.**

*Police Department- Chief Beaudoin*

Chief Beaudoin asked for permission to extend the current motorcycle lease for another year at a cost of $3,900. His department filed for and approved for a grant to be reimbursed $1,500 so the total cost would actually be $2,400. He asked for the funds to come from the Special Duty Account, as it has in the past.

Selectman Hartung asked how many officers were certified to right and Chief Beaudoin said 5 were.

**Selectman Murphy motioned to enter into a lease agreement for the motorcycle for May 2013 through to April 2014 for $3,900. Selectman Hartung seconded the motion. The motion passed unanimously.**

Chief Beaudoin also noted that he has other grants to present for acceptance. All together they total about $19,000. They are for patrols for DWI, radar and traffic lights. He noted that these are overtime shifts and they could result in his budget going over the budgeted amount, but the grant money would offset it. The grants are 100% reimbursed costs.

**Selectman Lindquist motioned to accept the grants as described by Chief Beaudoin (no copy was available at that time) for the OT patrols. Selectman Hartung seconded the motion. The motion passed unanimously.**

Chief Beaudoin also submitted a corrected report for the Drug Forfeiture account that Chairman Murphy needed to sign off on. Selectman Lindquist asked about the account. Chief Beaudoin explained that when there is property taken that was purchased with drug money and the Town participates in the program, we will receive a portion of the value of the property. This money goes into a separate account handled by the Treasurer. Selectman Lindquist asked to see the rules about having it as a separate account. Mrs. Harrington agreed to find the information for her. **Selectman Hartung motioned to authorize Chairman Murphy to sign the annual reports on the Police Special Fund (Drug). Selectman Lindquist seconded the motion. The motion passed unanimously.**

Chief Beaudoin noted that he has 5 bullet proof vests that are expiring soon. He noted that the recommended life for a vest is 5 years. He would like permission to purchase 5 new vests from the detail fund. He asked that the money come from the Special Duty Account. It is estimated that the cost is $4,400. Selectman Hartung asked if there was a secondary market for the vests. Chief Beaudoin responded that he didn’t believe so. He also stated that he contacted three companies and that this was the least expensive.

**Selectman Murphy motioned to allow Chief Beaudoin to take up to $4,400 from the Special Duty Fund to purchase 5 new bullet proof vests. Selectman Hartung seconded the motion. The motion passed unanimously.**

**New Business**

*Missing Child Proclamation*-There was a request to have May 23, 2013 proclaimed National Missing Children’s Day. The proclamation was read by Chairman Murphy and signed by the Selectmen.

*MS-4 Communities-*The is a request for the area communities that are being impacted by the new EPA rulings regarding stormwater discharge group together to speak as one unit. At a recent meeting it was noted that there are holes in the permit process and that the communities need to speak with DES and EPA regarding the unreasonable standards and expectations. Selectman Hartung noted that he sees about 19 communities listed. If all the communities participate it is expected that there is a cost of $75,000 for the attorney, and the cost is divided by population and how many towns join in. If all the towns participate, our share of the cost would be $1,700(2.23%). Chairman Murphy stated that this looked like an unfunded mandate. Selectman Hartung stated that this is coming down from the federal level. Mr. Matt Murphy suggested that someone speak to Executive Counselor Sununu and see what others are doing. It was noted by Mrs. Theriault that one town recently had a contaminated site and was fined by the EPA because they had not followed through on the MS-4. The Selectmen discussed whether or not to participate or whether we should engage our own town council. The Selectmen agreed to move forward with the group for a cost not to exceed $2,000. Mrs. Theriault was asked to contact Mr. Sununu and let the Selectmen know whatever information that comes through.

## **Old Business**

**Liaisons Reports**

**Chairman Murphy**

Police Station Building Committee- Selectman Murphy missed the last meeting but there is a signed contract with the architect and work has started on the design and drawings.

**Selectman Lindquist**

Historic Commission/Heritage Commission- the Boston Post Cane applications will be accepted until June 1st. The Commission is meeting June 5th and are hoping to award the cane at that time.

**Selectman Hartung**

## *Fire Department*- Deputy Chief Gilmartin has announced his retirement and a party will be held in his honor on Thursday, June 27th at Brookstone. The cost is $35 per ticket. Selectman Hartung stated that he would be attending.

*CART-* There is a group meeting on May 22nd with the Nashua/Boston urbanized transportation groups. They are working on plans for next year and finalize agreements. There are 3 groups in the Nashua/Boston Urbanized group and they work on allocation of resources from federal grants.

*DRA*-Selectman Hartung has spoken with DRA Commissioner Hamilton regarding options on the ½ half tax bill for 2013 and the new police station. It looks like there is no way to mitigate the spikes. He will look at what they can do for the ½ half bill in 2014 so that the residents don’t get hit twice for the cost of the new police station. He said that there was legislation being introduced to help. He also was looking for a way to help those that have escrow accounts that will increase due to the 2013 tax bill. He offered to have a letter written explaining the one-time cost to for residents to submit to their banks if they would like. Selectman Murphy asked for a work session in August to start looking at what options they would have to reduce the tax bill in December such as using the unreserved fund balance. Selectman Lindquist also asked if they could have someone from DRA actually come here to do the tax rate so they can go over the options prior to setting the rate. Chairman Murphy said that is what he would like to go over in August.

## **Administrative Assistant Report**

**FEMA**

The total cost of the February Snow storm was $32,844.29 of which $24,633.22 will be reimbursed. Since 2005, there have been 16 disasters that qualified for FEMA funds in this region.

**Response from LGC regarding e-mails.**

Mrs. Theriault contacted the LGC legal service to see about emails. E-mails only need to be in print form if the record needs to be kept 10 years or more. They referred to RSA 33-A: 3-a that spells out the time in which documents should be kept. As it relates to correspondence the RSA indicates:

Correspondence by and to municipality – administrative records: minimum one year.

Correspondence by and to municipality – policy and program records: follow retention requirement for the record to which it refers.

Correspondence by and to municipality – transitory: retain as needed for reference

Based on what transpires via email, Mrs. Theriault stated that very few, if any e-mails need to be kept in print form. Selectman Lindquist stated that there are decisions that are made via email such as when to meet. Mrs. Theriault stated that those would be considered administrative and would only need to be kept for a year and no hard copy is required. Selectman Lindquist asked who would make the determination and Mrs. Theriault stated that she would base on the RSA requirements.

**Canon copier**

Mrs. Theriault was approached by Canon copier representatives who have the state bid contract. They can offer the Town a comparable copier for $156 per month for a five-year lease with a rebate of $1,485, so essentially; there is no cost to the Town for the first 9-10 months. The total cost for the copier for this lease period would be $7,875. A year and a half ago we were given a quote by another company for a comparable model. The lease period was 36 months for $311 per month for a total cost of $11,196. The most recent lease agreement we had for the copier that we have right now cost the town $8,181.

Our current service company which is Canon will no longer sell maintenance agreements because this model is too old and it is getting more difficult to find parts. Service calls would be $155 an hour plus parts.

Mrs. Theriault asked if the BOS would like to consider this proposal. It has not gone out to bid because the process was already undertaken by the State. This is similar to when cruisers are purchased every year – the State bid process is used, therefore the Town doesn’t have to go through the time and expense of putting something out to bid. Mrs. Theriault noted that she had a cost comparison from last year and the cost would be $11,196 for the other company. The rebate is good for the months of April and May. The Selectmen asked Mrs. Theriault to see a demo of the machine and to see if the rebate could be extended with the knowledge that the Selectmen are considering it. There was also the question about whether or not the cost of the lease included the cost of the maintenance. Mrs. Theriault will check on it. There was also the question of what to do with it if the copier is changed out. The copier up in the Recreation room is not working. It would be good to keep it for a backup.

**Fixed price from Palmer for oil and Irving for propane**

Mrs. Theriault contacted Palmer Oil and got a quote of $3.239 for the heating season of 10/13 to 4/14. The 10/12 to 4/13 contract with Palmer was $3.439 per gallon. At an estimated usage of 11,250 gallons per year, the Town would save $2,250.00 for the year coming year. This price can be guaranteed until this Friday, May 24th. The Selectmen were asked it they would like to entertain renewing its contract with Palmer.

**Selectman Lindquist motioned to move forward with Palmer Gas for the oil supply for the town buildings at 3.239 for October 2013 through April 2014. Selectman Murphy seconded the motion** and asked if anything needed to be paid up front. Mrs. Theriault stated that nothing had to be paid up front. Palmer Gas will be able to purchase their supply knowing how much we will use. **The motion passed unanimously**.

The propane is only down by 1cent per gallon with Irving and the diesel fuel is priced out at the “commercial rack” price with a mark-up rate. That contract doesn’t end until June 30th.

**MS4 Public input extension**

An extension for public input for the MS4 has gone from a deadline of February 15th to August 15th.

**The Beach Committee**

The Beach Committee met for the last time this evening having met its goal of overseeing the work that went into the drainage system and erosion controls. Since its objectives have been met the committee has now disbanded.

**Selectman Hartung motioned to send a thank you to the members. Selectman Lindquist seconded the motion. The motion passed unanimously.**

**Meeting Minutes**

The following meeting minutes have been signed and are ready for approval: April 15, 2013 and April 22, 2013. There is one set of non-public meeting minutes to review and approve.

**Chairman Murphy motioned to approve the minutes for April 15, 2013 and April 22, 2013 as amended. Selectman Lindquist seconded the motion. The motion passed unanimously.**

**Activity Log**

Mrs. Theriault explained that so far she has spent about 14 hours on the MS-4 changes. There is also time spent by Mr. Worthen. At a previous meeting the Selectmen asked for the time to be counted.

Selectman Lindquist asked for the video tour to be taken off the activity log because it is for local businesses to advertise and she didn’t think they should be advertising on the Town’s website. Chairman Murphy suggested moving the date to the fall.

The LED lights are on hold until it is known how they respond to the winter cold.

Selectman Hartung noted that he saw a 4 way stop sign on a state road and thought that this might be an alternative for Emerson Ave/West Road/Stage Road/Main Street.

RPC item will have feasibility study added to the status. The rest had no change.

**Re- Appointments/Appointments**

There was a request from Dano Anderson to be reappointed to the Recreation Commission.

**Selectman Lindquist motioned to reappoint Dano Anderson to the Recreation Commission with a term to expire in 2016. Selectman Hartung seconded the motion. The motion passed unanimously.**

Matt Murphy has requested to be appointed to the open RPC Commissioner position. **Selectman Lindquist motioned to appoint Matt Murphy to the position of RPC Commissioner. Selectman Hartung seconded the motion. The motion passed unanimously.**

Selectman Murphy noted that in the correspondence tonight there is an invitation to the annual RPC meeting on June 12th at the Granite Rose. If he is interested the RSVP date is 5/31 and the cost is $30.

**Call for candidates**:

* + Ordway Park, full members and alternates – monthly meetings
	+ Cable Committee volunteers – monthly meetings
	+ Recycling and Waste Disposal Committee – monthly meetings
	+ Town Facilities Committee

## **Correspondence**

None

## **Visitors Comments**

None

**Non Public Session**

**Selectman Hartung motioned to go into nonpublic session under RSA 91 A: 3II (a) employee matters at 8:11 pm. Selectman Lindquist seconded the motion.**

**Roll call vote.**

**Selectman Lindquist, yes; Selectman Hartung, yes; Selectman Murphy, yes:**

Mrs. Theriault asked permission from the Selectmen to attend the Certified Public Managers Program. The purpose is for personal development and it is a two year course with each year costing $1,100. It is offered one day a month for eight months. The money is not in the budget for 2013, but it was agreed with the credit on the insurance, some of those funds can be transferred to the line item to cover the cost. After some discussion the Selectmen agreed to allow Mrs. Theriault to take the course and to budget the 2nd year in the 2014 budget.

**Selectman Hartung motioned to allow Mrs. Theriault to enroll in the Certified Public Management Program and to review it in 2014. Selectman Lindquist seconded the motion. The motion passed unanimously.**

**Selectman Hartung motioned to come out of nonpublic session under RSA 91 A: 3 II (a) litigation at 8:25 p.m. Selectman Lindquist seconded the motion.**

**Roll Call vote:**
**Selectman Lindquist, yes; Selectman Hartung, yes; Selectman Murphy, yes:**

**Selectman Lindquist made a motion to adjourn at 8:26 p.m. Selectman Hartung seconded the motion. The motion passed unanimously*.***

A True Record. Approved By:

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Tina Harrington, Recording Secretary Sean P. Murphy, Chairman

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