BOARD OF SELECTMEN

 MEETING MINUTES

 December 8, 2014

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

Visitors: P. Williams (Tri Town News),

Budget Committee Members- J. Skidmore, P. Wentworth and J. Mesa-Tejada

Various Department Heads

The meeting was called to order at 6:45 pm

## **Public Announcements**

* The Hampstead Firemen’s Association Annual Christmas Parade will be held on Sunday, December 14th starting from Holiday Lane at 2:00 pm.
* Compost bins are available at the Town Offices. The cost for each bin is $50 each.
* 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 were no comments

**Department Heads**

There were no further department heads updates.

**New Business**

## Budget Presentation

*Recreation Commission- Presented by Recreation Member Geoff Dowd*

Mr. Dowd thanked the Selectmen and the Budget Committee for a good process. He stated that there were no changes to the budget as presented at the previous budget meeting. The budget is at $94,800 which is up $11,050 from the 2014 budget due to the $9,450 increase on the tennis court, which will be refinished in 2015.

*Board of Adjustment- Presented by Chairman, Geoff Dowd*

Mr. Dowd also explained that there were no changes to the budget for the Board of Adjustment since the last meeting. The budget for 2015 is at $8,445 which is down $737 from 2014.

*Animal Control Officer-Presented by Sheila Johanneson, Animal Control Officer*

Mrs. Johanneson stated that her proposed budget is at $23,770 which is an increase of $525 from the 2014 budget. This is the same budget as presented at the first budget meeting.

*Cemetery- Presented by Trustee Stephen Wentworth*

This is the first presentation of the cemetery budget. The budget for 2015 is at $49,500 which is a decrease of $2,005 from the 2014 budget. The largest decrease is in the labor line. The Trustees are leaving funds in the improvement line because a lot of work that was planned did not get done whereas they had to purchase a new mower which wasn’t expected and needed to hold the budget to cover the cost. Mr. Wentworth also explained a lot of work has been done by the in house staff instead of having to hire contractors.

*Library- Presented by Trustee Emily Reschberger (also present was Librarian Debra Hiett*

Mrs. Hiett passed out handouts regarding the library budget and the history of the accounts. Mrs. Reschberger explained that there were a couple of changes from the prior presentation.

The Library Trustee line is at $92,406.52 which is up from the 2014 budget of $89,160.98 by $3,245.54. There is an increase in the heat line. The building contracts are up to cover for the furnace cleanings that are done annually. There are 4 furnaces. The cost of programs has increased because there is a cost for mileage to some of the presenters, along with the program costs to the presenters increasing. There is an anticipated increase coming for PSNH and the electric line has been increased to cover that potential change. The Library Function lines are at $380,699.15 for 2015 which is an increase of $21,236.63. There is no change in these lines since the prior budget presentation. The overall cost of the library budget is at $473,105.67 with an increase of $24,482.17 from the 2014 budget.

Mr. Mesa-Tejada commended the library on their presentation and materials available to the Budget Committee.

*Recycling and Waste Disposal- Presented by Chairman Pat Bracken*

There is the first presentation of their budget. Mr. Bracken explained that at the last budget meeting there were still reviewing the RFP’s for 2015. He explained that the salary lines are up due to anticipated merit increases and the COLA for 2015. The Curbside collection is up $37,000, which is the low bidder. They reduced the fuel surcharge whereas the contract increased the allowance from $4.00 to $4.09 before there would be a charge. The tipping rate for 2015 is lower than expected even though tipping has increased. He noted one of the larger changes in the budget is the Household Hazardous Waste line because in 2015 Hampstead is to be the host of the fall collection and need to budget for the full costs. The towns participating will be billed for their portion of the costs.

The budget for 2015 is at $ 635,351.25 which is an increase of $53,881.78 from the 2014 budget. Mr. Bracken also explained that the committee will be sending out flyers but the costs for doing this will come from the grant money whereas it is an educational component.

*Fire Department- Presented by Chief Carrier*

Chief Carrier said that there were a couple of changes to his budget that weren’t reflected in the spreadsheet. At a prior meeting the Selectmen approved a per diem cost to cover the station from 6 pm to 6 am. The anticipated cost for 6 months is at $56,940 to his call budget, with additional costs for social security and Medicare under the personnel budget of $4,355.91. He is also anticipating an opening and is budgeting for the medical and dental insurance at a family plan whereas it is unknown who the replacement would be. This brings his budget to $811,306.31 which is up $79,162.20 from 2014.

Chief Carrier also went over the warrant article being proposed for the lease of a new truck. The cost of the truck is anticipated to be $475,000 with $150,000 from the capital reserve fund and the balance to be leased over 5 years at a cost of $66,274.66 per year. The interest rate used was 1.75% to calculate the rate on the lease which was the December 8th rate. He also asked that when the lease is completed that they be allowed to continue funding but instead of making a leased payment, the funds would go back into the capital reserve fund to build it back up. He note that there is no further trucks needing to be replaced in the next 10 years other than maybe the forestry which can be done in the budget. Chief Carrier said that based on the current assessed value it would cost 6.7 cents per $1,000. The Selectmen asked that the warrant article be written clearly.

*Police Department- Presented by Chief Beaudoin*

Chief Beaudoin went over his lines. His budget had two changes from what was presented. The first change was to reduce the gasoline line from $29,000 to $26,500. Chief Beaudoin was asked if he thought this would be enough and stated that it was. The second change was on vehicle repairs to go from $11,500 to $8,500. This was because of the Selectmen allowing the police department to lease to new vehicles.

Chief Beaudoin stated that he now has a custodian working twice a week for 7 hours a week (two days at 3 ½ hours each) at a cost of $125 be work. He is currently using one of the part time officers who was willing to do the work and the Chief agreed to have him it do it and see how it works out.

He explained that training costs are up due to the cost of ammunition. Selectman Hartung asked if there were any grants for training and was told there wasn’t. They currently hold their training and invite other communities so that the costs can be shared. Chairman Murphy asked Chief Beaudoin is he thought the repairs and maintenance on the police station could be down whereas it is a new station. Chief Beaudoin said that he didn’t know what to expect. There is 6500 square feet of building and he knows that the floor will need to be waxed at least once a year. To purchase a buffer would cost about $1,000 to $1,500. After hearing the Road Agent talking about needing to add money to budget for the water service from Hampstead Area Water company reminded him that he needed to add $1,000 to his repairs and maintenance budget for the same purpose. The Selectman agreed to the change

His proposed budget for 2015 is at $1,179,239 which is up $66,869.40 from the 2014 budget.

*Highway Department- Presented by Road Agent, Jon Worthen*

Mr. Worthen said that the only changes from the budget his presented in October was to add $400 for the repairs and maintenance line for Hampstead Area Water Company.

His proposed 2015 budget is at $808,805.25 which is up from the 2014 budget by $14,873.70. He went over some of the individual areas that have changed. His patch material is up $500 and sand is up $1,000. He noted that the sand budget has been reduced every year because of his stockpile, but that is now gone down. He has to increase the heat line to cover for the fact that there is not enough waste oil coming in Mr. Mesa-Tejada asked Mr. Worthen if he planned on paving the area close to the back driveway of the new Police Station for the vehicles entering and exiting. Mr. Worthen responded that he should have the funds to do it.

He noted the roads that he is planning on for 2015(Page Lane, Faith Drive, Kate Lane, Andrew Circle, Longview Road and Bartlemess). He also anticipates doing a shim on Depot Road and in 2016 to top coat it at a cost of $80,000. He asked the Selectmen if they would want the whole job to be done in one year. They agreed that there was no issue with just shimming this year and waiting to top coat the next year.

He also talked about two warrant articles. The first one is the work to be done at Shop Pond. He has a budget for about $13,000 to do engineering at the dam and $50,000 per year for two years for the actual cost of the work. He asked the Selectmen if they wanted a separate article or in the budget. Chairman Murphy said to do both articles (one for the engineering, one for the actual work) and make one null if the other passes. There was concern that if one passed and the other didn’t. Mr. Worthen said that he had an estimate of $100,000 to do the job but Nick Cricenti thought it would be closer to $125,000-$150,000. Mr. Worthen was looking for money for the engineering and then a second one for $50,000 to put aside for the work to be done in 2016 hopefully after another $50,000 for 2016. He also said that he would be able to get a more accurate cost if he was able to have the plans engineered. Currently the State of NH is not mandating that the work get done. After some discussion it was agreed to leave it in the budget as it is currently showing.

The second warrant article that he is looking to bring forward is to move the Road Agent position from being an elected part-time position to a full time appointed one. He went over the cost breakdown. Current practice of paying for a contracted truck with a driver at $50 per hour costs $195,999.66. (This includes having a part time person to work with truck driver and whatever benefits it has (FICA only). With the position moving to a full time position with all the benefits that a full time position gets would cost $166,168.78 (includes part time personnel to replace lost driver of contracted truck). This would be a cost saving of $29,830.88. Selectman Hartung noted that it was a win-win situation. He explained that the leasing a truck would guarantee that it would last at least that time and it treats the Road Agents with respect they deserve and allows more long term planning.

Mrs. Theriault went over the rest of the budgets whereas they was no representation present. The only budget with a change was the Town Clerk’s budget. She is looking at purchasing a copier to replace her 10 year old one.

There was a question about bank fees and the Treasurer. The Selectmen would like more information and clarification.

The final adjusted budget for 2015 is at $5,704,405.38 which is up $230,813.95 or 4.20%.

This closed the discussion on the 2015 proposed budget.

Kim Colbert- Creation of a new donation fund for proposed Basketball court.

*Approve and accept Fire Department EMPG grant*:

Chief Carrier announced that the Fire Department had applied for and been accepted for a grant for tablets as part of a mobile information system for the Fire Department and Emergency Management. He explained that it is a 50/50 grant that would allow them to purchase 6 tablets with the mounts, cards and required software. This would allow remote access from anywhere into the Department information. Chief Carrier said that the tablets would be coming from the State bid price and asked for permission to waive the bid process.

**Selectman Lindquist motioned to waive the bid process and to use the quotes on the State bid list. Selectman Hartung seconded the motion. The motion passed unanimously.**

Chief Carrier also explained that he would like to encumber funds from his 2014 budget to cover part the town’s 50% cost. He was asked by Chairman Murphy what this allows them to do. Chief Carrier said that they would be able to access Hazmat information along with life safety information. The tablets would include the need to have a wireless system set up that would cost $40 per month per card or $3,000 per year. Each tablet would be put into one of the trucks. He also explained that in 2016 they may find that they don’t need to have a wireless card for all the tablets. He would be upgrading the software that is currently used, which is currently licensed for 6 users. Selectman Hartung remarked that it is a valid expansion and extension of service. He also asked Chief Carrier is any of the other towns in the Hazmat District are doing the same. Chief Carrier said that Londonderry, Derry and Windham all have them. This will help with the interoperability of the system.

**Selectman Murphy motioned to approve and accept the EMPG grant agreement terms as presented. This grant is for a mobile information system with a total amount of $16,220, which requires a 50% match from the town in the amount of $8,110. Selectman Hartung seconded the motion. The motion passed unanimously.**

## **Old Business**

*Liaison Reports*

**Chairman Murphy**

**Selectman Lindquist**

*Boston Post Cane-* There were two applicants for the Boston Post Cane. There are the same age but separated by a few months. The two applicants are Virginia Duston and Jean Cook.

Selectman Lindquist reported that the Historic Commission agreed to move forward with Mrs. Duston whereas she was older.

**Selectman Lindquist motioned to award the Boston Post Cane to Virginia Duston and to take the ceremony to her home. Selectman Hartung seconded the motion and the motion passed unanimously.**

**Selectman Hartung-**

He is scheduled to attend a meeting at the Derry Town Council room in Derry with guest speaker Dr. Jose Montero on December 12th at 9:00 am. He is now unable to attend and asked for one of the other members to attend but there was no interest. Mrs. Theriault was asked to see if anyone from CHS would be attending. Selectman Hartung said that John Salliday, the CERT coordinator usually attends.

**AA Report:**

There was no report but Mrs. Theriault updated the Selectmen on what she has received for requests of the old police station. She stated that she has taken Mike Hall and Dr. Roxanne Wilson both representing the school district on a tour of the building to see if there was any interest. There is work that needs to be done on the building before anyone could move into the building. It was noted that the police station shares its lot with the town office and meeting house so it wouldn’t be able to be sold. It was suggested that the Historic Commission and the Selectmen take a tour of the old station so they had an idea of what they would like to do. Chairman Murphy asked if it could be leased to a commercial entity? Mr. Mesa-Tejada asked if there were any restrictions on the exterior of the building. Selectman Lindquist announced that she was recently told that the Boy Scouts are looking for a storage room. It was agreed that they would meet on Thursday, December 11th at 6:30 at the Town Office and walk over.

There are non-public minutes for approval at the end of the meeting.

**Activity Report**

No updates

**Re- Appointments/Appointments**

*Deputy Town Clerk/Tax Collector*

Mrs. Curran recently learned that whenever she is re-elected, her Deputy needs to be reappointed for her term.

Selectman Hartung motioned to appoint Arline Grant to Deputy Town Clerk/Tax Collector with a term to expire in 2017 in conjunction with the current Town Clerk/Tax Collector.

*Call for Candidates*:

* + Ordway Park, full members and alternates – monthly meetings
	+ Recycling and Waste Disposal Committee – monthly meetings
	+ Recreation Commission, alternate member – monthly meetings
	+ Trustees of the Trust Funds, alternate members – meetings as needed
	+ Budget Committee – once a month

## **Correspondence**

EMPG Grant documents needed to be signed. The Selectmen signed them and they were notarized.

## **Visitors Comments**

There were none.

*Non-Public RSA 91A:3 II (a) employee matters*

**Selectman Lindquist motioned to go into nonpublic session under RSA 91 A: 3 II (a) employee matters at 8:52 pm. Selectman Hartung seconded the motion.**

**Roll call vote: Selectman Lindquist, yes; Selectman Hartung, yes; Selectman Murphy, yes.**

**Selectman Lindquist motioned to come out of nonpublic session under RSA 91 A: 3 II (a) employee matters at 9:20 p.m. Selectman Hartung seconded the motion.**

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

**Selectman Hartung motioned to seal the minutes of the non-public.**

**Selectman Lindquist seconded the motion. The motion passed unanimously.**

**Selectman Lindquist motioned to adjourn at 9:21 pm. Selectman Murphy 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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