

**BOARD OF SELECTMEN  
MEETING MINUTES  
January 11, 2016**

**PRESENT:** SEAN P. MURPHY, CHAIRMAN, PRISCILLA R. LINDQUIST, SELECTMAN; CHAD BENNETT, SELECTMAN

Visitors: P. Williams (Tri Town News), J. Worthen, Chief Beaudoin, C. Hastings

**Public Announcements**

- Christmas trees may be disposed at the *Town Garage* on January 2<sup>nd</sup> and January 16<sup>th</sup> from 8 am to 1 pm. Please note this is a change from previous years.
- The Cable Committee will sponsor a Valentine's Day Concert with Lee Lewis and the DeWoops on Wednesday, February 10, 2016. Admission is free with food for St. Anne's Pantry or the Military Support Club.
- Compost bins are available at the Town Offices. The cost for each bin is \$50 each.
- Waste Oil, 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.
- Filing dates to sign up for a town elected position starts on Wednesday, January 20<sup>th</sup> and ends Friday, January 29<sup>th</sup>. On the last day, the offices close at noon, but the Town Clerk's office will open from 3:00 -5:00 pm for signups only. The positions up in 2016 were announced.

**Visitors Comment**

There were none present

**Department Heads**

Jon Worthen, Road Agent

Mr. Worthen asked the Selectmen to reconsider the need for a CDL license for the new full time Road Agent position. He stated that there is currently no equipment over 26,000 pounds, which is when a CDL license would be needed. He instead asked the Selectmen to consider the option of if equipment that requires a CDL license is purchased by the Town that the requirement to get a CDL license then kicks in. He said that the need isn't there for a truck that size and wouldn't be used except for heavy hauling, which they don't do. The few times it is required, he contracts a truck. Selectman Bennett suggested that it be taken under advisement. Chairman Murphy and Selectman Lindquist agreed to take it under advisement and bring it to the next meeting.

**New Business**

RFP - Historic Museum Furnace and Air Conditioning.

There were three proposals received for the work to be done at the museum.

1. Granite State Plumbing and Heating- Weare, NH \$24,599.00
2. Comfort Air Service- Sandown, NH \$16,000.00
3. Palmer Gas- North Salem NH \$26,240.00

The motion was made by Selectman Lindquist to forward the proposals to the Historic Commission for their review and recommendation. The motion was seconded by Selectman Bennett. The motion passed unanimously.

### **Old Business**

There was none for discussion

### **Liaison Reports**

#### **Chairman Murphy**

No update

#### **Selectman Lindquist**

No update

#### **Selectman Bennett**

No update

### **AA Report:**

#### **Blue Sky Towers Cell Tower update**

James George had his attorney review the changes that were made to the agreement and will be forwarding it to Mrs. Theriault shortly. He has also been in contact with the major carriers but has yet to enter into an agreement with any of them.

### **Town Report**

Reports from the various departments within the Town are due this Friday for the Annual Report.

### **Rebate from Eversource**

The Town received a rebate from Eversource in the amount of \$5,915. This was for participation in an energy efficient lighting program for the new police station.

### **Ordinance on "No Through Trucking"**

At the last BOS meeting it was discussed about a "no through trucking" on Central Street. The meeting minutes of November 1997 were reviewed. At the November 10, 1997, meeting the minutes show that a motion was made to restrict trucking on Central Street while the meeting minutes of November 24<sup>th</sup>, 1997 show that the BOS withdrew its motion and further research would be done. As it stands now there is no ordinance that prohibits trucks from traveling through Central Street. Selectman Lindquist reported that she had a copy of a signed ordinance and will bring it into the office for review.

### **Savers- Community Caregivers**

The date is set for the Saturday, February 13<sup>th</sup> through Tuesday, February 16<sup>th</sup> for the residents of Hampstead to bring items to Savers at 9 Plaistow Road, Plaistow, NH, and the proceeds will go to Community Caregivers. Mrs. Theriault spoke with Community Caregivers and they will be doing a promotional flyer.

### **Minutes**

The Selectmen's meeting minutes of December 14, 2015 have been signed ready for approval. Selectman Lindquist motioned to approve the minutes for December 14<sup>th</sup> as amended. Selectman Bennett seconded the motion. The motion passed unanimously.

### **Activity Log**

Activity log was reviewed.

Mrs. Theriault suggested that the Selectmen consider the information for the comfort station and what they would like to see. The original discussion is for it to be prepared for the 2017 warrant.

Mrs. Theriault stated that there is a department head meeting tomorrow and she will bring up surplus equipment and work on a policy with a stated dollar value of the inventory.

The Garden Club was happy with the response from the Road Agent on the areas of concern with Knotweed that he was going to take care of and suggested that he look at a couple of more places they were aware of. Mr. Worthen needs to look at those areas and see if they are on public property or private property.

Mrs. Theriault noted that after elections she will look at other communities and see how they handle the COLA increases for their employees in response to the request from Mrs. Reschberger. Selectman Lindquist didn't see the need for a change at this time and noted that the current policy was requested by the Library Trustees.

#### Re- Appointments/Appointments

Call for candidates:

- o Ordway Park, full members and alternates – monthly meeting
- o Recycling and Waste Disposal Committee – monthly meeting
- o Recreation Commission, alternate member – monthly meetings
- o Trustees of the Trust Funds, alternate members – meetings as needed
- o Zoning Board of Adjustment, alternate member – monthly meeting

#### Correspondence

#### Visitors Comments

There was none

Selectman Lindquist motioned to adjourn and enter a work session to discuss the Town Administrator warrant article at 7:23 pm. Selectman Bennett seconded the motion. The motion passed unanimously.

#### Work Session

Present- Selectmen, Sally Theriault and Penny Williams

The purpose of the work session is to discuss the proposed position of Town Administrator and work on a job description and a salary range.

Selectman Lindquist suggested that the discussion take place after town election and see if it passes or not. Mrs. Theriault responded that the salary for any position couldn't be set until the job study was done and classification completed to set the grade and salary range. Selectman Bennett suggested that the two grades that the position could fall on could be used as the beginning and ending ranges (take the high and the low) and finalize it after election if it passes. Mrs. Theriault noted that it is a new position and the cost would need to be determined. She noted that she received a few job descriptions and presented the Selectmen with the one from Auburn. She went on to explain the way the positions are factored and the impact that education has on the factoring system. The education requirement could raise the factor count and push the job to a higher grade. Selectman Lindquist suggested a not to exceed number be used. The Selectmen looked at some of the department heads to see where they are on the wage matrix and where they are for salaries. Selectman Bennett asked if the new position would oversee the department heads? Mrs. Theriault responded that they should, except for the elected department heads. She also noted that it wouldn't pull the Selectmen out of the picture. Selectman Bennett asked for a rough cost of benefits. Mrs. Theriault reported that with a \$75,000 salary the cost with benefits would be a total of \$120,000. Salary \$75,000; Insurances \$31,141.05; Fica \$5737.50;

Phone \$360.00; NHRS \$8377.50 for a total of \$120,616.05. There would also be additional costs for finding and preparing an office and equipping it with desk, chairs, computer, software licenses for new user, etc. This could be about another \$3,100.

Mrs. Theriault reported that she did a analysis of the time that the newly created "assistant" position would take and estimated it would only take about 8 1/2 hours a week and would therefore only need to be a part time person.

Selectman Bennett asked who was responsible for seeing that work was done on the town buildings. He used the town office as an example and that it didn't look good when you drive by town buildings and see missing siding. Mrs. Theriault said that she works with Mr. Harms on various projects that are needed. Selectman Bennett asked for a copy of the work they have put together.

Chairman Murphy stated that he sees benefits in creating the Town Administrator position. One of the things he brought forward, while discussion was going on regarding the buildings, is long range planning and working on a strategic plan along with coordinating a capital improvement plan. It was noted that the current facilities committee was working on that but haven't met in quite a while. Chairman Murphy wants to see a plan in place, including the school for the future needs of the town. He stated that they have been more reactionary when they should be planning for these improvements. Mrs. Theriault stated that if the Selectmen needed her to do something, they need to let her know. Chairman Murphy was concerned with time the office may have available. Mrs. Theriault responded that if there is a job they need to have done, she would do whatever it took to get the job done. She noted that she would need the co-operation of the departments because with a title such as Town Administrator, it comes with automatic authority. Selectman Bennett asked if the office could contact other towns regarding the rail system that goes through Hampstead.

Chairman Murphy motioned that the article for a Town Administrator be withdrawn and for there to be more focus on planning going forward and if needed they would revisit if there was a need for a Town Administrator. Selectman Lindquist seconded the motion.

Selectman Bennett noted that he was still new to the process and is felling his way still. He sees that what has been laid out is to direct the AA to the BOS to focus more on proactive planning instead of spending upwards of \$130,000. If it is determined down the road that a third person is needed, they can look at the issue again. The motion passed unanimously.

There was discussion about holding a department head meeting with the Selectmen to go over the proactive instead of reactive approach they will try to attain.

Mrs. Theriault noted that there was one tomorrow and that she will bring forward the information to the Department heads that will be present. She will ask them to start thinking about what they need down the road. Mrs. Theriault was told to put her focus on a proactive strategy plan.

The motion passed unanimously.

Chairman Murphy suggested that Mrs. Theriault also look into electronic document storage and what it would entail in the office.

The work session closed at 8:15 pm

Selectman Bennett requested a nonpublic session.

Selectman Bennett motioned to enter into a nonpublic session at 8:15 pm under RSA 91A: 3 II (c) reputation.

The motion was seconded by Selectman Lindquist.

Roll Call Vote: Selectman Bennett- yes, Selectman Lindquist - yes and Chairman Murphy- yes.

Selectmen's Meeting Minutes

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Selectman Lindquist motioned to come out of nonpublic session at 8:52 pm under RSA 91A: 3 II (c) reputation. The motion was seconded by Selectman Bennett.

Roll Call Vote: Selectman Bennett- yes, Selectman Lindquist - yes and Chairman Murphy- yes.

Selectman Lindquist motioned to seal the minutes of the nonpublic session. Selectman Bennett seconded the motion. The motion passed unanimously.

Selectman Lindquist motioned to adjourn at 8:52 pm. Selectman Bennett seconded the motion. The motion passed unanimously.

A True Record.




Tina Harrington, Recording Secretary

Approved By:



Sean P. Murphy, Chairman



Priscilla R. Lindquist, Selectman



Chad R. Bennett, Selectman