

**BOARD OF SELECTMEN
MEETING MINUTES
April 25, 2016**

PRESENT: SEAN P. MURPHY, CHAIRMAN; PRISCILLA R. LINDQUIST, SELECTMAN; SALLY THERIAULT, ADMINISTRATIVE ASSISTANT TO BOARD OF SELECTMEN

Absent: Selectman Bennett

Visitors: Chief Beaudoin, W. Weber, J. Tabbi, J. McHale, and P. Williams (Tri-Town News)

Public Announcements

- 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.

Visitors Comment

Joe Tabbi-Charlestown Ridge

Mr. Tabbi had submitted a request to be on the Town Administrator committee. He stated that a few meetings ago he spoke out regarding the need for a Town Administrator. Since that time he stated he has spoken to a few employees and has since changed his mind and believes there is a need for the position.

Department Heads

Police Department- Chief Beaudoin

Chief Beaudoin stated that Saturday, April 30th, there will be a Drug Take Back Program, held at the police station from 10 am to 2 pm.

Chief Beaudoin updated the Selectmen on the request for a Cancer Walk in Hampstead. He has spoken with the people involved and they have set a tentative date of Saturday, June 4th and will be starting and ending at St. Anne's. The event is rain or shine and they will be responsible for any potential police detail costs. He also explained that there will be raffles, which may need permits from the police department. He also noted that ½ the funds will be going to the "No MOORE Cancer Fund"- to benefit the Moore Family and the other ½ to benefit the National Brain Tumor Society. The time for the walk has not yet been set. Selectman Lindquist asked if the road would be shut down and was told no. Chief Beaudoin explained that they try to leave one lane closed once the starting group has moved down the road.

Chairman Murphy motioned to allow the walk to be held in Hampstead. Selectman Lindquist seconded the motion. The motion passed with both voting in favor.

New Business

RFP-Line Striping-There were 4 bids received for the striping off single white and double yellow.

- | | | |
|---------------------------------------------|------------------------|------------|
| 1. Markings Inc.-Pembroke, MA | 75,000 sq ft (\$0.045) | \$3,375.00 |
| 2. Property Innovations-Londonderry, NH | 150,000 sq ft (\$0.03) | \$9,450.00 |
| 3. Industrial Traffic Line- Londonderry, NH | | \$9,225.00 |
| 4. HiWay Safety Systems- Rockland, MA | 75,000 sq ft. | \$5,775.00 |

Chairman Murphy motioned to forward the proposals to the Road Agent for his recommendation to be given at the next meeting. Selectman Lindquist seconded the motion. The motion passed with voting in favor.

RFP- Paving-Mrs. Theriault stated that at the last meeting there was some discussion about holding the proposals received until the next meeting when the reclamation bids are opened. The proposal stated that they were due in today, but didn't state they would be opened. The Board agreed to hold the proposals until the May 9th meeting.

RFP-Winter Sand-There were two proposals received.

1. Plourde Sand & Gravel-Suncook NH \$6.51 per ton plus \$6.77 per ton delivery fee \$13.28 per ton total. Estimate of 487.5 tons
2. Brox Industries- Methuen, MA. \$15.00 per ton including delivery.

Chairman Murphy motioned to forward the proposals to the Road Agent for his recommendation to be given at the next meeting. Selectman Lindquist seconded the motion. The motion passed with both voting in favor.

RFP-15 Hilltop Lane (map 8B lot 85) - There were three proposals received for the purchase of the donated land located at map 8B lot 85.

1. John Bradshaw \$ 8,300.00
2. Brian Harvey \$36,500.00
3. Jaye Dimando \$22,240.00

The Selectmen discussed the bids. Selectman Lindquist asked if any of them were abutters. Mrs. Theriault responded that it was not a requirement to be an abutter. The Selectmen agreed that the purpose was to sell it to the highest bidder. Mr. Harvey submitted a purchase and sales agreement as his proposal.

Chairman Murphy motioned to award the bid to Brian Harvey at a bid of \$36,500.00. Selectman Lindquist seconded the motion. The motion passed with both voting in favor.

Later on in the meeting, Mrs. Theriault noted that she reviewed the purchase and sales agreement and noted it was a basic agreement and recommended that the Selectmen allow the Chairman to sign the agreement. The bidder is looking to close by May 27th. Chairman Murphy signed the agreement.

Old Business

Town Administrator Committee- Selectman Lindquist noted that two people have requested to be on the committee so far. Chairman Murphy stated that a previous discussion among the members of the Selectmen, they would like to do a survey among the employees and committees first to get input about the position. Mrs. Harrington will spearhead it.

Liaison Reports

Chairman Murphy

Highway Department- Mr. Worthen reported that the new truck for the highway department was in. He also reported to Chairman Murphy that there has been a lot of interest in the work for the garage roof. The bids will be due for the May 9th meeting.

Selectman Lindquist

Historic Commission- Selectman Lindquist reported that she noticed no one has been at the museum this week so that the furnace work must be completed. Mrs. Theriault reported that the contractors did request the tank to be filled up last week.

AA Report:

Risk Management Workshop

Mrs. Theriault attended a risk management workshop at Primex and was advised that Primex does not insure "rebounding devices" such as bouncy-houses or trampolines and they should not be allowed at any town functions. She also learned that regarding private parties, the best practice is to have individuals who want to schedule an event to purchase separate insurance through TULIP. TULIP provides insurance for one-time events. This is not an inexpensive plan and might be cost prohibitive. Non-profit organizations can usually provide their own certificate of insurance to the Town. As an alternative the BOS could allow not-for-profit events like childrens' birthday parties or showers to be covered under the Towns' insurance but this is an administrative decision. Conversely for individuals who may be using Town facilities for profit, for instance to provide soccer lessons for a fee or charge for CPR training, then the BOS should require that they either purchase insurance separate from the Town or provide a certificate of insurance.

Selectman Lindquist reported that they discussed this at the Recreation meeting recently and the Commission was going to see if they were able to purchase a one day policy to cover the use of a bouncy house that they were planning for the summer Recreation program. Mrs. Theriault emphasized that property and employees are covered but events held on town property by others are not covered.

After a short discussion, the Selectmen agreed to leave things as they currently are and that people using town facilities for profit (actively charging for people to be there) to provide insurance certificates.

The summary of exposures has also been prepared and provided to Primex. This includes buildings, automobiles and equipment for property loss exposure. The summary of exposures and past claims is what drives the cost of liability insurance.

MS4 Update

The new permit is not available and the old one is still in effect. The regular MS4 reporting is due on May 1st. Since it is not in anyone's job description, Mrs. Theriault asked who would the Selectmen like to take on that task. As Mrs. Theriault had mentioned in prior work sessions and BOS meetings, if the Town does not comply it can get fined. Therefore someone should be responsible for it. She also noted that whereas the Town had no representation at the meeting with the attorney, she had to find out what happened. It was through this process that she found out that the old permit needs to be completed. The permit is due Sunday, May 1st and she believes that with the Sunday date, it would probably be due on Monday, May 2nd. Chairman Murphy asked what happened in 2015. Mrs. Theriault stated that they could take some of last years' information and update it with what happened since then. Chairman Murphy asked if the data was available and was told no that it would have to be collected. She noted that in the past she has worked with Kris Emerson and Jon Worthen to gather the required information. Selectman Lindquist stated that all reports are part of the Administrative Assistant's job description and therefore Mrs. Theriault would be required to complete the permit. Mrs. Theriault explained that it is not an easy permit to complete and that in some communities there is an engineer that does it. Chairman Murphy asked for Mrs. Theriault to gather the information she could and he would work on it with her to get it done. Mrs. Theriault reported that Mr. Emerson is currently out of the office and that she would be the rest of the week as well, but would do what she could tomorrow.

Pole License for the Attachment of Flags

The pole license to allow flags to be placed on the telephone poles needs to be signed. This will be forwarded to Eversource for permission. This will allow the flags to be attached to the

telephone poles along the main streets in Hampstead. The flags will be put up by Memorial Day and extend beyond Labor Day.

Wireless Communication Tower Update

There will be a completed agreement for the Wireless Communication Towers for the Board of Selectmen to sign. The lease agreement requires that an area survey be done. That is being undertaken right now by Blue Sky Towers. After that is completed the lease agreement can be finalized with the BOS signatures. There is an interested carrier for the Kent Farm site.

Written summary of the safekeeping of electronic records

Several meetings ago, after Mrs. Theriault gave a verbal summary of how records are stored by various departments within the Town, Selectman Murphy asked that it be put in writing. That has been prepared and is now being distributed to the Selectmen for their review.

Activity Log

LED Lights- Mr. Worthen will reach out to people he knows in Derry to see how the LED light program is working and bring back any information to the Streetlight Committee.

Comfort Station- There are some questions to answer in putting in a comfort station such as, who maintains it, cleans it, how it is accessed (give out so many keys), contact for issues, etc. Selectman Lindquist stated that it should be no different than any other town building and issues on the weekend/afterhours would be the same process. Chairman Murphy suggested a pay toilet process but Mrs. Theriault responded that she believes that was not legal to do anymore. It was also noted that two of the Civic Club members wanted to be part of any process on the comfort stations, and they were Howie Steadman and Mark Casey.

Surplus Equipment-Holding items until there is an auction might be an issue. There is a garage that can be used at the Highway Department, but only during the spring/summer season. It was noted that most items tend to be recycled for parts etc. or turned in when a new one is purchased. Chairman Murphy suggested that things get auctioned off as they become available. This will be discussed at a future department heads meeting.

Lawn Care RFP- Whereas it is getting time for the busy season, the discussion was to look into this later in the year to be prepared for 2017. This would work with the mowing of Depot Ball Fields up as well in 2017. The input from the Recreation Commission and the Cemetery Trustees will be necessary before any changes can be done.

Strategic Planning- Mrs. Theriault suggested a workshop with the Selectmen, or time at a meeting, to bring forward a plan she has looked at and to see the level of interest amongst the Selectmen.

Road Study- Mr. Worthen is working on a 10 year plan and has recently spoken with a vendor. It was agreed to take this off the log and leave it in the hands of the Road Agent.

Re- Appointments/Appointments

Appointments- There were a few reappointments to be done this evening. The Conservation Commission's terms were a little out of sorts, so the people up this year are to be staggered so the people aren't all up at once.

Dam Committee-James Mize (term until 2019)

RAWD Committee-Chris Kowalski (term until 2019)

Conservation Commission- Paul Carideo (term until 2017), Brent Ebner (term until 2019), Tim Lovell (term until 2019), and David Treat (term until 2018).

Selectman Lindquist motioned to make the appointments as listed above with the associate terms. Chairman Murphy seconded the motion. The motion passed with both voting in favor.

Resignation Letter- Selectman Lindquist announced that she had a letter of resignation from Pat Bracken, current Chairman of the Recycling and Waste Disposal Committee. He noted in the letter that he is moving out of town and his last meeting would be June 8, 2016. She noted that he has been on the committee for 24 years and has been a valuable member and will be sorely missed.

Selectman Lindquist motioned to accept the resignation effective June 8, 2016.

Chairman Murphy seconded the motion and the motion passed with both voting in favor.

Selectman Lindquist asked that the 2016 Town Report be dedicated to Mr. Bracken. Chairman Murphy was agreeable to this.

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

Bill Weber- Request for rehearing on a ZBA decision of April 9th.

Mr. Weber submitted a letter to the Selectmen requesting that they ask for a rehearing on the decision of the ZBA granting variances to John and Janet Thompson. He read his letter into the record (copy attached). He stated that the applicants were using the conservation trail (Fire Lane #1) to extend their northerly boundary. He also stated that the applicant used frontage from ½ the trail to enhance their frontage calculations where they were short along Main Street to make two lots. He went on to state that the variances granted were on the wrong lots. The one that needed the frontage was granted to the one that didn't. He also noted that when the plan changed, it should have gone back to the Planning Board, but did not. Selectman Lindquist stated that she had been at the meeting and thought that the applicants were not using the trail. She also suggested that maybe there should be a meeting with the Selectmen and the ZBA and see what information is accurate and possibly bring in Town Counsel as well.

Chairman Murphy stated that the request for rehearing should be applied for first and if later it is found to be not needed, they could withdraw it. The deadline for the appeal was quickly coming up. Selectman Lindquist agreed and they thanked Mr. Weber and Mr. Mchale for bringing their concerns forward.

Visitors Comments

There were none.

Chairman Murphy motioned to enter into a nonpublic session under RSA 91 A: 3 II (a) employee matters at 8:03 pm

The motion was seconded by Selectman Lindquist.

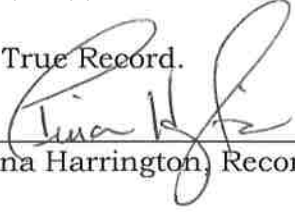
Roll call vote: Selectman Lindquist; yes, Selectman Murphy; yes.

Chairman Murphy motioned to come out of nonpublic session under RSA 91 A, III 2 (a) employee matters at 8:10 pm. The motion was seconded by Selectman Lindquist. The motion passed unanimously.

Motion was made to seal the minutes of the nonpublic session by Selectman Lindquist with a second by Chairman Murphy. The motion passed unanimously.

Selectman Lindquist motioned to adjourn at 8: 05 pm. Chairman Murphy seconded the motion. The motion passed unanimously.

A True Record.



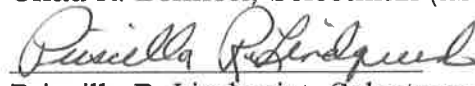
Tina Harrington, Recording Secretary

Approved By:



Sean P. Murphy, Chairman

Chad R. Bennett, Selectman (absent)



Priscilla R. Lindquist, Selectman