

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

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

Visitors: J. Worthen, Chief Beaudoin, K. Emerson, P. Williams (Tri Towne News).

Public Announcements

- Compost bins are available at the Town Offices. The cost for each bin is \$50 each.
- CART is looking for an Executive Director. Information is available on their website
- 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

Scenic By-Way Member, Tina Harrington

Mrs. Harrington showed the new "Old Stage Coach Scenic By-Way" signs. She noted that with the Selectmen's permission, the Road Agent will contact the State DOT to get permission to place the signs in two locations along Route 121. Currently Hampstead is the only town that has not put their signs up. She also noted that down the road the committee would give the Selectmen an update on the Scenic By-Way. The Selectmen were okay with the signs and Mr. Worthen will contact the DOT tomorrow.

Department Heads

There were none

New Business

Public Hearing-Increase in Permit and Parking Fees 7:05 PM

Chairman Murphy opened the public hearing and read the public notice and noted RSA 41:9-a. At the last meeting of the Selectmen, Chief Building Official, Kris Emerson presented increases in the building department fees. He noted that the last increase was in 2003 and that he reviewed area towns and their fee structures and believes that it is a fair increase to the homeowners and their contractors. At the last meeting the Selectmen asked that he include any project over \$7,500 would require a dumpster or proof of disposal prior to any final permit being approved. He is currently drawing up an affidavit for the contractor to sign. The Selectmen agreed with the fee increase and the addition of the dumpster requirement.

Chief Beaudoin presented the Selectmen with his current ticket prices and a paper with proposed changes. He noted that he hasn't increased the various parking ticket fees in a while. He only crossed off the parking on sidewalks stating there were none. Mrs. Harrington pointed out that Veteran's Way has a sidewalk that is public so it was agreed to leave it on. He also noted that he would like to add a fee for parking on the side of the road. The example he gave was a vehicle that someone puts up for sale at the end of their street for a few days. If it is in front of your property, there is no issue, but parking it at the end of a street would incur the ticket.

Selectman Lindquist asked Chief Beaudoin if they were checking the parking at the town beach and ticketing if needed. He responded that they were and that the current tickets don't have the beach parking fee on it and they have been writing it in. If this is approved tonight, he would print up new tickets and add the beach parking fee to it. Chief Beaudoin also noted that he had been asked by Selectman Bennett and Angie Ingraham to start ticketing there. He also noted that any fees collected go to the general fund.

There was no public to make any comments.

Selectman Lindquist motioned to approve the new fee schedule for the building department as presented by Kris Emerson, Chief Building Official. Selectman Bennett seconded the motion.

Mrs. Theriault asked when the new fees would take effect and was told today.

The motion passed unanimously.

Selectman Bennett motion to accept the new parking fee schedule as presented by Chief Beaudoin with an effective day of July 11, 2016. Selectman Lindquist seconded the motion.

The motion passed unanimously.

The Public Hearing was closed at 8:15 pm

RFP Highway Garage Roof-There were 10 proposals received to replace the garage at the Highway Department.

- | | |
|--------------------------------------|-------------|
| 1. SNF Construction-N. Salem, NH | \$22,890.00 |
| 2. S & W Roofing-Concord, NH | \$24,200.00 |
| 3. Saco Roofing-Saco, ME | \$44,200.00 |
| 4. Kevin Smith- Gorham, ME | \$42,500.00 |
| 5. Melanson Company, Bow, NH | \$30,700.00 |
| 6. Eastern Exterior-Hooksett, NH | \$30,180.00 |
| 7. Exeter Roofing-Epping, NH | \$42,600.00 |
| 8. Skyline Roofing-Manchester, NH | \$26,500.00 |
| 9. Score Const.-Londonderry, NH | \$29,750.00 |
| 10. JB Roofing Systems-Souderton, PA | \$29,607.00 |

Chairman Murphy made the motion to forward the proposals to the Road Agent for his review and recommendation. The motion was seconded by Selectman Lindquist. The motion passed unanimously.

Pavement Management Plan- Mr. Worthen gave the Selectmen a copy of a proposal that would create a Master Plan for Road Maintenance. This proposal was for about \$22,000 and would prepare a report on the pavement for all the town roads and their conditions and suggested repair schedule. He noted that he still needs to have an Engineer do a study on the rest of the work on the road structure itself, but hasn't found anyone that do it. This proposal should look out 5 years. Mr. Worthen explained, that they don't like to look out further than that because there are many changes that could impact the roads condition. Chairman Murphy asked if it was going to cost \$22,000 every 3 years and was told down the road there would be additional costs to update the plan but that it shouldn't be the \$22,000. According to the current proposal, the field work is \$14,750. The Selectmen were given a copy of the plan for their review and discussion at a future meeting.

Snow Plow and Sander Contracts- 2016/2017-Mr.Worthen gave the Selectmen each a copy of the current contract for the snow plow operators and for the sanding contracts. The sanding contracts are for 89 hours for the season and there is a contract for a vendor with workers compensation and one without it. Those that carry their own workers compensation get paid \$3 more per hour. The sanding contract is for 4 months and guarantees that the sanding truck is available 24/7 for sanding for that time frame and anything over the 89 hours is paid at the hourly rate for the truck type. Selectman Lindquist asked if there were any other towns that pay for the sanding trucks up front. Mr. Worthen responded that there were some. He also noted that there were no changes to the contracts presented tonight from the 2015/2016 ones. Chairman Murphy noted that it says the contractor signs in but do they sign out? Mr. Worthen said that they let him know when they are done and they go to the garage and complete the paperwork. Selectman Lindquist questioned the section on down time. The down time listed on the plowing contract states that repairs to vehicles and lunch breaks are considered down time and should not be submitted for payment. Selectman Lindquist asked that the lunch break be stricken from this section because it shouldn't be paid at all. Mr. Worthen said the down time for repairs is for repairs that would be over ½ hour. Under ½ hour he doesn't take time off such as replacing wipers.

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Mrs. Theriault asked about damage to mailboxes. Mr. Worthen stated the driver is to report to him any damage. He then would go out and look at the damage and determine if the driver is at fault. One year he had a complaint of damage and when he looked into it, the damage was actually caused by the homeowners private plow driver because the size of the blade didn't match up to the one working that area for the town. Chairman Murphy and Selectman Lindquist stated that they were fine with the two contracts after the down time regarding lunch is changed. Selectman Bennett stated that he would like to see the number of hours reduced from 89 to maybe 80. He asked for a history of what the hours have been for the last few years. The sanding contracts definitely made out this year because of the mild weather but in years past, they have gone over the 89 hours. Selectman Bennett noted that if the hours were changed to 80, the contractor would still get paid for everything over 80 so no money is lost. Mr. Worthen agreed that he would get the hours for the next meeting. He also noted that when they go out it is for a 3 hour minimum.

LED Lights- The next item for Mr. Worthen was a proposal on changing the street lights to LED lights. He presented the Selectmen with a proposal from a company that was used by the Town of Derry for their conversion. He stated that it would be about \$50,000 to switch all the streetlights over to LED lights. He noted that Eversource has a rebate of up to \$10,000 available that would apply to the monthly bill. It is estimated that there is a 3 year payback period and a potential savings of \$1,000 per month. This would include all the street lights in town except the metal street lights that are on Route 111 at the major intersections. There was a discussion as to whether or not a warrant article would be required or if it should be a budget item. Mrs. Theriault stated that if it is a budget item, you would budget for the \$50,000 instead of the current amount of \$36,000. There would be a savings each month. Chairman Murphy responded that not all the lights may be changed out at the same time and at the start of the year so the savings may not start until the second year. He asked the other Selectmen if they preferred a warrant article or in the budget. Selectman Lindquist stated that she didn't like the LED lights but was in favor of saving money. Mr. Worthen said that he had pictures to show what the lights look like before and after and will print them out for the Selectmen to see at the next meeting. He asked that they digest the information for the next meeting.

Emerson Avenue- The last item Mr. Worthen presented was that work is to begin on Emerson Avenue on July 25th. The date is tentative and will be confirmed with the contractor. They will do the work in 3 sections, Route 111 to Wash Pond, Wash Pond to East Road and then East Road to Main/State.. The paving will be all done at once but the grinding will be in stages. Selectman Bennett asked how long the grinding would take. Mr. Worthen reported that with the machine it should take about 3 days. Selectman Bennett also asked that signs be placed so the residents are aware.

Liaison Reports

Selectman Lindquist- No updates

Selectman Bennett- No updates

Chairman Murphy- No updates

AA Report:

Census Data

Mrs. Theriault stated that she was in the process of completing census data to be provided to Health Trust to determine the STD, LTD and Life insurance premiums for 2017.

Emergency Operations Plan Meeting

The department heads, the EMD and Mrs. Theriault met with Jon Alberghini regarding the EOP. Another meeting will be planned for August. At some point in the future, the BOS should be present at a meeting since the Board and Department heads will have to sign off on the plan.

Civic Club Landline

The Civic Club has a landline and pays approximately \$40 per month for this service. 911 requires buildings such as these to maintain landlines for safety reasons. The Civic Club would like the Town

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of Hampstead to pay for the line. In 1990 the Town voted to "... All costs of construction, operation, maintenance and taxes, if any of said building to be at the expense of the Greater Hampstead Civic Club, Inc. " approved by the voters. The Civic Club does not believe that the landline is necessary. Selectman Lindquist stated that they were to pay a \$1 per year of the contract (99 years) and that never happened. She also said that if they wanted the town to take over the cost, it would need to go to town meeting like the original lease agreement did. Mrs. Theriault will update the Civic Club that there was no interest in the town taking over the phone costs.

Press Release

Based on a press release by Secretary Johnson of the US Department of Homeland Security, the Director of NH Homeland Security and Emergency Management provided a bulletin that states "We encourage you to remain vigilant, engage with law enforcement and promote the US DHS See Something, Say Something (S4) Campaign with your community, the public and other stakeholders."

Mrs. Theriault will be placing several Suspicious Activity Reporting Indicators and Examples in the lobby of the Town Offices. The public can also go online at <http://nsi.ncirc.gov>. In addition starting tomorrow and for the rest of the week she will put a link on the red banner of the Town's homepage of the website for easy reference.

Primex

Mrs. Theriault stated that there is a contract on the counter for the Selectmen to sign for Primex. It extends the current PLT policy for a new 3 year agreement with a maximum annual percentage cap of 9%. She noted that the Selectmen don't need to sign the agreement, but then take the chances on any potential increases. This agreement allows up to a 9% increase per year but doesn't mean it will be 9%.

Selectman Lindquist motioned to enter into the 3 year agreement with Primex with a not to exceed annual increase of 9%. Selectman Bennett seconded the motion. The motion passed unanimously.

Meeting Minutes

A majority of the Selectmen have signed the meeting minutes of June 13, 2016.

Selectman Lindquist motioned to approve the signed minutes of June 13, 2016 as amended.

Selectman Bennett seconded the motion. The motion passed unanimously.

Activity Log

The activity log was reviewed and Mrs. Theriault noted that she added the Pavement Management Plan. The Selectmen had no other additions to the log.

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

There was none

Visitors Comments

There were none.

Selectman Lindquist motioned to go into nonpublic session under RSA 91 A: 3 II (a) employee matters at 7:50 pm. Selectman Bennett seconded the motion.

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

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Chief Building Official K. Emerson was present.

At the last meeting of the Selectmen there was discussion in non-public about changing the carry over amount of PTO for non-union employees. Mrs. Theriault was told to see what other towns are currently allowing. Tonight she presented the Selectmen with three different spreadsheets. One was based on towns around us, one on towns of our population and the third one was budget. In each case the averages was allowing up to /73 days(584 hours)/68 days (544 hours)/ or 53 days (424 hours) to carry over and currently Hampstead allows 20 days or 160 hours. She explained that on the report she combined time if the towns had sick and vacation. She also noted buy back policies they had. She was asked what her suggestion would be and she responded that if you took the 73 days, 68 days and 53 days and averaged the three it would be 65 days (520 hours). Selectman Lindquist asked Chairman Murphy what he suggested and he stated that another option would be to do a Wage and Salary Study, but he didn't want to spend the funds required for such a study. He did note that a month is a lot of time, but whereas the Selectmen are not readjusting the salaries of the employees by doing a wage study, then looking at allowing more time to carry over is good place to start. Mr. Emerson noted that he had no interest in being able to buy back time to reduce the balance. Selectman Bennett suggested another limit and stated that this would be three times the current allowed amount. He noted he was concerned with the chance a couple of people leave at the same time and the town is responsible to pay out a large sum that wasn't expected. Mrs. Harrington noted that they are allowed to have an expendable trust for the purposes of benefit time. It would need to be approved and funded by town meeting vote.

Chairman Murphy motioned to allow up to 60 days (480 hours) be carried over at year end by non-union full time employees. Selectman Lindquist seconded the motion. The motion passed with two in favor (SM, PL) and one against (CB).

Selectman Bennett motioned to go into nonpublic session under RSA 91 A: 3 II (e) litigation at 8:15 pm. Selectman Lindquist seconded the motion.

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

Kris Emerson was present

Selectman Bennett asked for an update regarding the Depot Development deliveries. Mr. Emerson updated him and stated that there were no more complaints. Selectman Bennett was told that if there are deliveries outside the approved hours, they need to call into the Selectmen's office and leave the message on Mrs. Theriault phone so a log can be kept. It was suggested that it be done for two weeks to determine the violations. Selectman Bennett said that he would pass the information along.

Selectman Lindquist motioned to come out of nonpublic session under RSA 91 A: 3 II (a) employee matters at 8:50. Selectman Bennett seconded the motion.


Roll Call vote: Selectman Lindquist, yes; Selectman Bennett, yes; Selectman Murphy, yes:

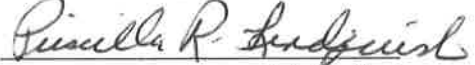
Selectman Lindquist motioned to adjourn at 8:28 pm. Selectman Murphy seconded the motion. The motion passed unanimously.

A True Record.


Tina Harrington, Recording Secretary

Approved By:


Sean P. Murphy, Chairman


Priscilla R. Lindquist, Selectman


Chad R. Bennett, Selectman