

**BOARD OF SELECTMEN
MEETING MINUTES
October 24, 2016**

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

Visitors: J. Worthen, C. Kowalski, E. Cabral, J. Forbes, A. Ingraham, Boy Scout Troop 33 and D. Blaszk, Troop 33 Leader, and P. Williams (Tri Towne News).

Budget Committee: E. Reschberger, S. Londrigan, J. Skidmore, J Mesa-Tejada

Public Announcements

- Household Hazardous Waste Day is Saturday, October 29, 2016, in Chester, 9 to noon.
- Trick or Treat is Monday, October 31st from 6 pm to 8 pm
- Veterans' Day ceremony, Friday, November 11th at 11:00am at the Hampstead Middle School
- 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

Jorge Mesa-Tejada- 54 Tewksbury Road

Mr. Mesa-Tejada reported that on Monday he watched the trash truck take his two recycling bins and cardboard, look around and then put it in with the trash. He reported that this wasn't the first time and he has reported it in the past. He feels it happens every other week. He was concerned because of the talk of trash tonnage going up and recycling going down that this may be a reason. Selectman Bennett said that he has heard similar stories.

Department Heads

Police Department- Chief Beaudoin

Chief Beaudoin asked the Board of Selectmen to approve the purchase of five assault rifles with scopes from the detail fund in the amount of \$5,377.25. Presently, there is \$17,000 in the detail fund.

Selectman Bennett made a motion to allow Chief Beaudoin to purchase five (5) assault rifles with scopes from the detail fund in the amount of \$5,377.25. Selectman Lindquist seconded the motion and it passed unanimously.

Chief Beaudoin stated that he had a surplus in his health insurance line and wanted to know if he could replace the 2005 unmarked Detective Car at a cost of \$30,000 fully equipped. He noted that they would take the 2005 car and a car received from DEA funds and trade them in. He wasn't sure they would get much whereas the 2005 has a lot of hard mileage on it. He would give the current unmarked car used by the Lt. and himself to the Detective and they would take the new unmarked car. He wasn't sure he would be able to get it ordered and delivered prior to the end of the year. The Selectmen stated that they could encumber the funds if needed.

Selectman Bennett motioned to allowing Chief Beaudoin to look into buying a new unmarked car for \$30,000. Selectman Lindquist seconded the motion and it passed unanimously.

Chief Beaudoin questioned the change in his proposed 2017 budget in the health insurance line. He noted that it was about \$50,000 from what he proposed. Mrs. Theriault responded that she just received the health insurance rates for 2017 and updated the budgets to reflect the actual population.

Highway Department- Jon Worthen

Mr. Worthen announced that he is expecting to have an estimate from one of the vendors regarding a Pavement Maintenance Plan. He thought he would have had it for this evening, but it hasn't come through yet.

Emerson Avenue is due to have the line striping done on Thursday, October 27th.

The email regarding the estimate for LED streetlights hasn't come in yet, but he is hoping to have it shortly. Mr. Worthen stated that he had Nick Cricenti from SFC Engineering look at the culvert near Randall Lane and Emerson Ave. He agreed that the size of the culvert is okay but suggested that in the spring the area that is sleeved through the bigger pipe should be dug up and backfilled on the other side.

On Brox Industries, he stated that he was waiting for them to get back to him on the shimming in the spring and whether or not they would do it. He was roughly estimating that they would need about 2-3 loads of shim on the areas needed and then a few weeks later the top coat could be put on. Selectman Bennett asked where the estimate came from because he believes it will take more than 2-3 loads. Mr. Worthen responded that it was just an estimate. He will get out and measure out the areas to get a determination. He stated that if they shimmed now, they wouldn't get good joints and it would peel up with the plows. He also stated that Brox is not under contract to do the topcoat of Emerson. He asked the Selectmen that if Brox agreed to do the shim and put it in writing, would the Selectmen release the payment for the paving. Selectman Bennett responded that they would need to discuss it more, but might be able to release about 80% of it. Selectman Lindquist said to hold it and review any agreement. Selectman Bennett asked Mr. Worthen if the QC person from Brox ever drove down Emerson, and if so, what his suggestion was to fix the issues. He was supposed to contact Mr. Worthen with that information. Mr. Worthen said that he would check with him.

New Business

RFP- Concrete Repair Town Buildings

Rhema, Inc. of Plaistow, NH was the only bidder for the work at a cost of \$10,900.00 for all three projects. Mrs. Theriault reported that S. Harms would like to have him do one project, the gym stairs, to see how his work is and if ok, have him complete the other two projects. If needed the funds could be encumbered to complete the other two projects in 2017. Selectman Bennett asked for references on the company before he does the first job.

Selectman Bennett motioned to award the Concrete Repair work to Rhema, Inc. of Plaistow, contingent on satisfactory references and award the other two jobs later. The first job would be the gym steps at a cost of \$2,400. Selectman Lindquist seconded the motion. The motion passed unanimously.

Review of 2017 Budget

Ordway Park- J. Forbes reported that the committee would like to level fund their budget for 2017. They are working on projects now that had been put on hold due to the weather conditions this year. Many of their projects are multiyear ones so when they start the funding is needed the subsequent year. The budget is proposed at \$5,990. She also mentioned that they will be spending what is in their current budget before year end.

RAWD- Chris Kowalski presented the budget for the Recycling and Waste Disposal Committee. He explained that the budget is up almost 3% and that most of it was contractual obligations. They reduced some lines to offset the areas that had increased. One area reduced was the labor at the transfer station. There is no reduction in staff, just the actual hours versus what was budgeted. Selectman Bennett asked how often the curbside collection contract went out to bid. Mr. Kowalski responded that it is due to go out in 2017. The current contract expires at the end of 2017. Mr. Kowalski did mention that there has been a trend to charge for tipping fees for recycling items. This could be a significant increase in future budgets. Selectman Bennett asked Mr. Kowalski if he heard the comment about the trash and recycling truck. Mr. Mesa spoke more to the type of truck and time frame. He stated the trash truck comes about 8 am and the items are loaded from the back. The recycling comes anywhere from 10 am or later and loads from the side. That morning he had a lot of cardboard and 2 recycling bins. Mr. Kowalski said he would need to check into what happened before answering the Selectmen.

Recreation Angie Ingraham presented the Recreation budget. She noted that the budget was down by \$387 and is proposed at \$85,831. She made adjustments to the salaries based on number of attendees (example- tennis). She also said that the medical line is up because she is expecting changes in personnel and the Recreation Commission provides the medical training so that all hear the same information at the same time. There was a question on the funds for 2016 on the field equipment. Ms. Ingraham stated that there are a couple of invoices that have just come in or were on their way but that the line would be spent.

Mrs. Theriault went over the Selectmen/Admin budget for 2017. The Selectmen approved the change in the COLA so it is now at 1.04% and there are the two salaries that would also be eligible for a merit increase. The internet website is up \$600 for the cost of the website increasing, and for the increase on software. She decreased the mileage and expense line whereas she is no longer taking the classes for her C.P. M in Concord. Under the personnel line, the health insurance rates came in and the budget reflects the updated rates based on the current population. The net increase of the insurances combined is 2.8%. Chairman Murphy asked why the line "Other employee benefits" had a \$1 and what it was used for. Mrs. Theriault stated that it was for things like employee retirement gifts etc.

She noted that she level funded the budgets for the Planning Board and ZBA so that the Selectmen could have an indication of the bottom line. They then went over the Buildings and Grounds budgets. The grounds worker salaries are down based on anticipated need. If the Selectmen choose to put the mowing out to bid, the budget may need to be amended. Mrs. Theriault explained that she looked at the usage of the various buildings and their electric and heating fuel usage and determined the proposed budget on that. The Selectmen moved forward and made adjustments to the heat line of the Meeting House and the Museum after looking at an average of usage. Selectman Lindquist, as a member of the Historic Commission agreed with the changes. At an average of 1100 gallons a year, the museum was moved to \$3,000 for the budget. The Meeting House averages about 1600 gallons a year and was moved to \$4,000 from the \$5,000 proposal. They also reviewed the gym but determined the budget was fine as proposed. Overall the budget is down \$35,480 or 12.53%.

Cemetery Trustees submitted their budget at \$48,000, which is down \$1,500 or 3%.

Mrs. Theriault noted that she had no specifics on the plans for the cemeteries and the Trustees would need to be asked any questions.

The Selectmen discussed the Stormwater budget line to determine how much, if any funding should be budgeted for 2017. In 2016 \$1.00 was budgeted to have a line item and fund it in the event the new form came in. During the Rockingham Planning Commission presentation on the MS-4, the questioned was asked how much it is expected to cost communities. At that time the presenter gave an estimate of \$35,000 to \$125,000 based on the town and its needs. The Selectmen decided to move forward and in order to be compliant, to put the higher number in the budget. Mrs. Theriault offered to speak with Plaistow to see what they budget. After some discussion Chairman Murphy suggested that \$125,000 be placed as the budget number for 2017. Selectman Bennett suggested \$100,000 but the consensus was to go with the \$125,000. The proposed 2017 budget was amended to \$6,318,464.59, which is an increase of \$138,137.59 or 2.24%.

Old Business

There was none

Liaison Reports

Selectman Bennett- No updates

Selectman Lindquist- No updates

Chairman Murphy- No updates

AA Report:

Town wide yard sale

As a result of the Town-wide yard sale the 6.5 Tons of yard sale leftovers was given to Savers, which saved the Town \$468 in potential disposal fees. In addition, Community Caregivers would have increased its request for funding by \$2,000 had the town not supported the Town-wide yard sale and the Savers collection in February of 2016. Savers is again saving the date for the weekend of Valentine's Day with " Give some love" collection campaign and they would like to know if the Town would again like to have Community Caregivers as the agency to receive the funds. The Selectmen agreed to allow Community Caregivers be the recipient for the February 2017 Savers weekend.

Tax rate

The tax rate is ready to be set. In an e-mail to the Selectmen last week they were given two examples: if there was no money used from the unreserved balance and approximately \$33K in overlay, the tax rate would be \$24.49. The tax rate for 2015 is \$22.43, so this is an increase of \$2.06. If the BOS decided to set aside \$300K from the unreserved fund balance to lower taxes, and an overlay of \$36K, the tax rate would be \$24.20. The breakdown of the tax rate is as follows

	2016	2015	Difference
Town	\$ 3.64	\$ 3.03	\$0.61 reduced to \$3.35 difference of \$0.32
County	\$ 1.11	\$ 1.05	\$0.06
School	\$17.37	\$ 16.00	\$1.37
State Ed	\$ 2.37	\$ 2.35	\$0.02

Selectman Bennett motioned to use \$300,000 from the unreserved fund balance to offset the tax rate and bring it to \$24.20. Selectman Lindquist seconded the motion. The motion passed with all voting in favor.

MRI Assessing Agreement

The multi-year agreement with MRI will be lapsing on December 31, 2016. The new agreement proposes an increase of \$100 per month or a 2.5% increase from the previous years. Since MRI started working with Hampstead the rates have not increased. The Selectmen were offered the ability to move forward with the new agreement, or put it out to bid. Mrs. Theriault noted that there was a CPI escalator in the current contract, but has never been used.

The Selectmen agreed to move forward with the new three year contract with Municipal Resources, Inc. (MRI) for a new three year term and they signed the contract.

Health Insurance Rates

The Health Insurance rates are up collectively by 2.8%. Had the cost of the employees' co-pays not doubled, this percentage would have been higher. LTD/STD/Life and dental insurance remain the same.

Blue Sky Towers' Balloon Test

A balloon test will be conducted on Tuesday, November 8th from 8am-noon. A 6-8 foot red balloon will be floated 180 feet in the air from the Kent Farm Transfer Station. For those who miss the balloon test, there will be a photo simulation, which will show the height of the balloon from different locations in town. An agreement that was signed in May of 2016 indicated that the monopole would be 165 feet high. The company that is interested in locating its equipment on the pole requires a height of 180 feet. The Town will have the fire department's communication equipment located at the very top of the pole. If the BOS is all right with the height of 180 feet, they will need to make that change on page one under 1(a) of the agreement and then initial the change. They agreed to make the change and signed the agreement.

Meeting Minutes

There are no meeting minutes to be approved at this time.

Activity Log

Selectmen's Meeting Minutes

October 24, 2016

Page 5 of 6

The log was reviewed.

MS-4 no update on new date yet.

Lawn Care- Look around late winter to see whether or not to go out to bid or in house.

Pavement Management Plan- Couple of vendors have been in.

Highway Agent Handbook- needs to review for potential updates

Oil/Propane- Put out to RFP in 2017

LED street lighting- \$50,000 put into budget as a place hold for 2017.

Re- Appointments/Appointments

Call for candidates:

- o Budget Committee- one opening until March election-monthly meeting
- 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 were none

Visitors Comments

There were none

Selectman Lindquist motioned to go into nonpublic session under RSA 91 A: 3II (c) reputation at 8:17 pm.

Selectman Bennett seconded the motion.

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

Yes

It was announced that after the regular portion of the meeting and before the non public, the Selectmen would meet with the Boy Scouts and answer whatever questions they may have. The Troop was #33 with their leader Mr. Blazska and one other person. It was noted that they were working on their Community Merit Badge. The majority of their questions were regarding recycling and composting.

The Troop left at 8:30 pm

Nonpublic Session

The Selectmen went into the nonpublic session at 8:30 pm

Guest- Owner Map 11, Lot 291

The resident of Map 11 lot 291 was present to speak with the Selectmen regarding her taxes.

Chairman Murphy agreed to waive the interest year to date for 2014, 2015 and 2016 on map 11 lot 291.

Selectman Lindquist seconded the motion. The motion passed with all voting in favor.

Mrs. Theriault spoke to the Selectmen about another property owner that had been in asking for help in the interest payments back in the summer. The Selectmen agreed that if that resident can show a regular payment schedule, they could come back in three months and they would relook at the options.

That resident owns two parcels, their primary residence and their business one. The parcels are map 17 lot 80 and map 6 lot32, sub 35.

Selectmen's Meeting Minutes

October 24, 2016

Page 6 of 6

Chairman Murphy was asked if he brought forward the concern of a resident to the school board. He replied that he gave them the information but wasn't expecting any response from them directly. The resident should follow up with the Superintendent if he still has concerns.

Selectman Lindquist motioned to come out of nonpublic session under RSA 91 A: 3II (c) reputation at 8:50 pm. The motion was seconded by Selectman Bennett.

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

Selectman Lindquist motioned to go into nonpublic session under RSA 91 A: 3II (a) employee matters at 8:50 pm.

The motion was seconded by Selectman Bennett.

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

Mrs. Theriault asked the Selectmen for a decision regarding a letter sent by an employee asking for the Selectmen to consider a policy change regarding the health insurance plan eligibility. After some discussion, the Selectmen agreed to make no change to the current policy as it stands now regarding eligibility.

Selectman Lindquist motioned to come out of nonpublic sessions under RSA 91 A: 3II (a) employee matters at 9:00pm. The motion was seconded by Selectman Bennett.

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

Selectman Bennett motioned to go into nonpublic session under RSA 91 A: 3II (c) reputation at 9:00 pm. Selectman Lindquist seconded the motion.

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

Selectman Bennett updated the Selectmen regarding a new road being built in town. He noted that he had some concerns and asked to have all the interested parties meet at the site, which was held this morning.

The end result is that the interested parties said that they saw no issues and agreed to look at it the area in the spring. Selectman Bennett noted his concern with the town becoming responsible for fixing any potential problem 5 years down the road with the taxpayers paying for it. He wanted to know what recourse the Selectmen had. The Selectmen discussed the issues Selectman Bennett had.

Selectman Lindquist motioned to come out of nonpublic session under RSA 91 A: 3II (c) reputation at 9:27 pm. The motion was seconded by Selectman Bennett.


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

Selectman Lindquist motioned to adjourn at 9:27 pm. Selectman Bennett seconded the motion. The motion passed unanimously.

A True Record:


Tina Harrington, Reporting Secretary

Approved By:


Sean P. Murphy, Chairman


Priscilla R. Lindquist, Selectman


Chad R. Bennett, Selectman