

**BOARD OF SELECTMEN
MEETING MINUTES
November 28, 2016**

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

Visitors: J. Worthen, Senator Birdsall, H. Steadman, R. Hartung, Chief Beaudoin, Chief Carrier, J. Mesa-Tejada, N. Lynch, J. Guthrie, C. Fernandes, V. Clark, J. Dimando, T. Davis (HASB) and one other from HASB, and P. Williams (Tri Towne News).

Public Announcements

- Sunday, December 11th at 2 pm along Main Street will be the annual Christmas Parade sponsored by the Hampstead Firemen's Association
- 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

Senator Regina Birdsall She thanked the citizens of Hampstead for re-electing her to the State Senate. She stated that she received overwhelming support from Hampstead and believes that the support from Hampstead is what got her over the top in the election. She noted that the citizens of Windham, Derry and Hampstead will get her full attention.

HASB- Hampstead Area Softball-Baseball Tom Davis and one other member of HASB were present to ask permission from the Selectmen to put a new scoreboard at Holiday Lane, Field #2. They stated that they have met with the Recreation Commission and have their permission. They recently reached out to Kris Emerson, Chief Building Official, regarding the specifications for signs. The estimated value of the sign is \$8,000 but they will be seeking sponsorships to defray the cost. The members of HASB were told to come back when the sign was ready to go for a public hearing so that the Selectmen could officially accept the donation.

Department Heads

Police Department- Chief Beaudoin He presented the Selectmen with a purchase order request from the Animal Control Office (ACO). The request had been previously discussed with the Selectmen regarding two new radios. At that time it was unknown if the ACO would wait to encumber funds or try to purchase them in 2016 with money in her budget. With the purchase order is the request to purchase them with her 2016 funds.

Selectman Lindquist motioned to authorize the ACO to move forward and purchase the two radios from her 2016 funds at a cost of \$4,259.54. The motion was seconded by Selectman Bennett. The motion passed unanimously.

Police Union Chief Beaudoin stated that there was a request from Jim Champion, one of the part time officers, to join the Police Union. There was a letter from the union stating that he had met the requirements and is currently working a regularly scheduled shift. Selectman Bennett motioned to allow James Champion to join the NEPBA (New England Police Benevolent Association) Police Union. The motion was seconded by Selectman Lindquist. The motion passed unanimously.

Social Media- Chief Beaudoin submitted a proposal to the Selectmen regarding a social media page for the Police Department. He noted that it would be updated and maintained by Sergeant Kelley. The Selectmen agreed to review the information and discuss it at the next meeting. Chief Beaudoin did stated there was one concern they were going to get addressed from either the insurance company or town counsel regarding the ability to restrict postings from people that may be upset with the police department.

New Cruiser Chief Beaudoin reminded the Selectmen that at a prior meeting he discussed using surplus funds in his budget (medical insurance line) to purchase a new unmarked car. He went on to explain that the car currently used by the Detective is a 2005 unmarked car. He would like to pass on the gray unmarked car he uses along with the Lieutenant to the Detective and purchase a new one. There is a quote for \$25,188 for the new cruiser. Chairman Murphy asked Chief Beaudoin about the equipment needed to outfit a new cruiser. Chief Beaudoin responded that he would take the equipment from the detail fund in 2017.

Selectman Bennett motioned to allow Chief Beaudoin to purchase a new unmarked cruiser from his 2016 budget at a cost of \$25,188. Selectman Lindquist seconded the motion. The motion passed unanimously.

Highway Department- Jon Worthen

RE- Brox Industries: Mr. Worthen told the Selectmen that a contract came in from Brox Industries to do the repair work on Emerson Avenue. It is estimated that the cost to do the work is \$4,500 (based on the 2016 rates) and he wanted to know if the Selectmen would agree to a 5% retainer on the paving bill. He estimated that would be about \$10,950, close to 3 times the cost of the repair work. The Selectmen had been looking at a 10% retainage which would be close to \$22,000. Selectman Bennett asked Mr. Worthen if he had requested that Brox Industries cover the cost of the core sampling that was done. Mr. Worthen responded that he had not asked. The Selectmen agreed with the proposal from Selectman Bennett that if Brox Industries agrees to cover the core sampling costs, the Selectmen would agree to a 5% retainage. If they were not interested in paying the cost incurred, then they would move forward with a 10% retainage. Chairman Murphy made the motion to enter into the contract with Brox Industries on the repair of Emerson Avenue. If Brox Industries would cover the cost of the core sampling, the Selectmen would release the paving payment except for 5%. If they would not cover the cost of testing, then the Selectmen would release the payment except for 10%. The motion was seconded by Selectman Lindquist. The motion passed unanimously.

Selectman Lindquist motioned to allow the Chairman to sign the contract with Brox Industries. The motion was seconded by Selectman Bennett. The motion passed unanimously.

RE - Loader: Mr. Worthen presented the Selectmen with a quote on a second loader. This loader is a Komatsu, very similar to the John Deere loader. The cost to purchase is \$136,000, slightly higher than the John Deere. The lease on the Komatsu for 5 years is \$28,800 (no interest rate given). The lease on the John Deere for 5 years is \$26,900 at 3% interest.

He noted that the cost to rent is very similar but John Deere offers 80% of the rental cost to go back against the purchase price, if the loader is purchased. The Komatsu is \$4,000 per month with 1% of the monthly cost to go towards the purchase price. Mr. Worthen was asked the cost for the last few years on the renting of a loader. In 2015 the annual cost was \$6,500, in 2014 \$6,100 and in 2013 it was \$9,300. He went on to explain that he would like to get a new one because the current one being used is old and not sure how long it will last and that it is difficult to load the trucks with sand and salt which is one of the primary uses of the loader. He did state that he has spoken with 5 or 6 people in the area about using their loader and he stated that no one was interested in leaving one at the garage to be used for the season, but would allow it to be used if the need arises. Selectman Bennett asked for all the information Mr. Worthen had from the dealers such as the specifications, lease information etc., for the Selectmen to review and come back at the next meeting with a decision. The other two agreed.

Mr. Worthen pointed out that he has a good supply of waste oil and is hoping that he won't need to get oil delivered at the garage this year.

New Business

Town Administrator Committee-Vice Chairman, Neil Lynch

Mr. Lynch introduced the members of the committee and all but one was present tonight. He explained that the Selectmen gave them a task with 5 objectives. They met over a two month period for a total of six meetings. He presented the results of their task (copy attached to original minutes). The overall recap is that they believe there is no need for a Town Manager and that the position of Town Administrator would be the preference. Their solution is to take the current position of AA to the Board of Selectmen and move it to a Town Administrator title. They took the job description and made some minor changes which were presented to the Selectmen. They believe that the change in title will properly reflect the degree of responsibility already vested in that position. In reviewing the job description for the AA to the BOS they discovered there is a lot of responsibility but no authority. Mr. Lynch went on to explain that there are changes such as having the Town Administrator be the contact person for the department heads and bring the information to the Selectmen. Currently the department heads report to a Selectman Liaison. The committee left that process alone for the committees. They stated that this would be a more efficient use of personnel, and alleviate the concerns that were brought forward by the department heads with items such as signing off on purchase orders. They presented an updated signature process as part of the proposed changes to the job. Mr. Lynch asked that the Selectmen take their recommendation and stated that the committee believes that it will make the town stronger and the Selectmen a better board and their commitment to the town would be more evenly distributed. Mr. Lynch also stated that it would strengthen the relationship between the two (BOS and AA position) and be a more uniform form of government.

J. Guthrie asked to speak and stated that this was one of the best committees that he has ever been on. He stated that as a former Selectman, he knew the relationship with the board and the AA is very important. With the outside commitments and being the liaison to the department heads works well when the Selectman doesn't have a full time job. He noted that it was time consuming to sit on a board and have other commitments. He asked that the Selectmen take the recommendations of the committee because he felt it would make them a better board and stated that the committee believes that it will make the town stronger and the Selectmen a better board and their commitment to the town would be more evenly distributed.

J. Mesa-Tejada asked to speak, and stated that the biggest finding was if there was a need for a Town Manager or Town Administrator. He went on to state that what they were proposing did not need Town Meeting approval. Chairman Murphy responded that it a new position is created there was warrant article a while ago that Town Meeting needed to approve it. J. Dimando and J. Mesa-Tejada both responded that it was a change in title not a new position. Chairman Murphy stated that they will need to have this reviewed with Town Counsel to determine if it needs to go on the warrant. He thanked the committee for their effort and commitment and time on the committee. He stated that the Selectmen will review the information and come back with a decision at the next meeting.

Reschedule December 26th meeting Mrs. Theriault announced that the 2nd meeting in December is scheduled for a holiday. She asked the Selectmen if they wanted to meet on a different night or cancel the meeting. She also noted that it would be the last meeting of the year if there was a need to encumber any funds. The Selectmen agreed to cancel the meeting but left the option to call one if needed and encumber what needs to be done at the December 12th meeting.

Veterans' Tax Credit Colonel Steadman, Chairman of the Patriotic Purposes Committee and committee member Rick Hartung were present to ask the Selectmen to consider changing the current Veterans' Tax Exemption be updated to include the changes made to the RSA this year. This change would require a warrant article and town meeting vote to make the change. Col. Steadman explained that the current exemption was more restrictive in what it covered such as stating that the applicant must have served in "a qualifying war/conflict". There are a lot of Korean veterans that are not eligible to receive the credit. With the new change in the RSA the requirements now are 90 days of service as a minimum along with an honorable discharge regardless of the service or where served. They asked that the Selectmen support this

Selectmen's Meeting Minutes

November 28, 2016

Page 4 of 5

change and make the exemption equal to all members that served. Col. Steadmen went on to state that the majority of the people that would be impacted by the change are those that served in Korea. He also noted that with the WWII veterans passing away at 1000 a day, there would not be much of an impact on the number of veterans taking the exemption. J. Guthrie spoke to the request as a State Representative stating that he was here to support it. He noted that it was more of a housekeeping issue and would be a small increase to the town. R. Birdsall, State Senator, stated that the vote going through the committee and house was 13-0 and 4-0 to pass. When it went to the Senate they amended it to allow the towns to enable the changes rather than making it mandatory. Selectman Lindquist stated that it should be brought forward for the town to decide. Col. Steadman thanked the Selectmen and offered his help in putting the warrant article together if needed. The Selectmen all agreed to move the request forward to the 2017 warrant.

Old Business

There was none

Liaison Reports

There were no updates from the Selectmen

AA Report:

Insurance Transmittal

On a yearly basis the Town signs off on the insurance transmittal for Health Trust that outlines the insurance rates for the upcoming year. Mrs. Theriault noted that it is available for the Chairman's signature and needs to be provided to Health Trust.

Flexible Spending Account Carryover

FSA has a "use it or lose it policy". The year ending 2015, there was a carryover of unused FSA funds in the amount of \$451.43. This is money that was set aside by employees who did not use his/her entire FSA. A large percentage comes from one employee. The BOS can opt to do one of several different options, these are the only options allowed by the IRS:

- 1) Keep all of the money and place it in the general fund
 - 2) Offset the cost of the plan (\$228) and reimburse the rest to the participants (6), which will be reported as income for tax purposes. The reimbursement to the participants can be a pro-rated share or divided equally.
 - 3) Reimburse the entire amount to the participating employees in equal portions or by pro-rated share.
- The last option would return the most money to the participant who lost the most.

The Selectmen were asked what their preference was in handling the refund. Chairman Murphy stated that he preferred option 2 in using the funds to cover the cost of the plan and refund the balance to all the participants.

Chairman Murphy motioned to take the funds received from the forfeited FSA account and use \$228 towards the cost of administrating the plan and refund the balance to the participants. The motion was seconded by Selectman Lindquist and passed unanimously.

Meeting room window treatment

Mrs. Theriault reported that she has met with three different companies. She asked each one of them to give a price for blinds and a valance/cornice for each of the windows. Two quotes have already come in and the range a little less than \$4,000 the other little over \$5,000. The quote may change slightly depending upon the fabric that is chosen. She noted that all three companies suggested the blinds with the top piece and no curtain because there was beautiful molding there and shouldn't be hidden.

Decorations for the Holidays

Thank you to the Garden Club for its hard work and for all of the decorations around town. The Garden Club does this every year and does a wonderful job.

Selectmen's Meeting Minutes

November 28, 2016

Page 5 of 5

Hero Tree

As in the past, a request to the BOS has been made for a Hero Tree to be placed in the Town Offices to honor those both past and present who have served our country. While the official request has not come forward, it is expected. The BOS were asked to allow the Hero Tree to again be placed in the Town Offices main hall area. They agreed to putting the tree up this year.

Meeting Minutes

The meeting minutes of October 24th and November 14, 2016 have been signed by a majority of the BOS and are ready to be approved.

Selectman Lindquist motioned to approve the minutes of October 24th and November 14th as amended.

Selectman Bennett seconded the motion. The motion passed unanimously.

Activity Log

No updates

Re- Appointments/Appointments

Alternate Ex-Officio to the Planning Board- At a previous meeting it was discussed that when the Ex-Officio is not able to make a Planning Board meeting, only an alternate appointed by the Selectmen can take the seat. Chairman Murphy agreed to be the alternate for the meetings that Selectman Bennett is unable to attend as long as Chairman Murphy was given some notice.

Selectman Lindquist motioned to appoint Sean Murphy as Alternate Ex-Officio to the Planning Board. The motion was seconded by Selectman Bennett. The motion passed unanimously.

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

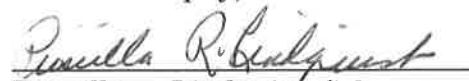
Selectman Lindquist motioned to adjourn at 8:06 pm. Selectman Bennett seconded the motion. The motion passed unanimously.


A True Record:


Tina Harrington, Reporting Secretary

Approved By:


Sean P. Murphy, Chairman


Priscilla R. Lindquist, Selectman


Chad R. Bennett, Selectman

REPORT OF THE TOWN ADMINISTRATIVE STUDY COMMITTEE

Pursuant to the charge to evaluate the possible need for changes in the administration of the town's day-to-day business, this committee has met on several occasions to discuss the issue with department heads and other individuals who have expressed concerns with the efficiency of town administration. We have determined the following:

1. A great deal of responsibility has been included in the job description for the Administrative Assistant to the Board of the Selectmen, but very little authority has been granted to it.
2. There have been delays in the administration of town affairs caused by outside individuals who want to discuss an issue with the Selectmen, Town Manager, or Town Administrator and do not recognize that members of our current office staff are more than capable of answering their concerns.
3. There are recurring problems with communication between the Board of Selectmen and the various department heads. This is far from new, and part of the problems can be attributed to the periodic changes in the membership of the Board, as terms expire and different individuals are elected. Others can be attributed to the fact that Board members are not normally present in the Town Hall and have other activities that consume their time.
4. There is little or no review process for department heads. Since many of them are elected, the only outside observation of their operation is budgetary. There have been occasions of lack of follow-through on obtaining bids or quotes or in getting necessary work done.
5. The requirement that purchase orders in excess of \$1,000 be signed by the Selectman liaison to the department making the purchase has on occasion caused unnecessary delays in obtaining needed supplies or equipment.

We believe that these problems can be ameliorated, and the day-to-day operation of town affairs made more efficient, if the Board of Selectmen will adopt and implement the following changes:

1. Recognize that the proper functions of the Board of Selectmen are to set policy, establish budgets, approve bids and contracts, provide advice and supervision for town administration, and deal with unexpected events.
2. Change the current position of "Administrative Assistant to the Board of Selectmen" to "Town Administrator". This more properly reflects the degree of responsibility already vested in that position.
3. Provide the Town Administrator with the authority concomitant to the responsibility already ascribed to it. Specifically, this means the Town Administrator will:
 - a. Be the liaison between the Board of Selectmen and the heads of the various town departments. (This responsibility is already part of the Assistant's job description, but has been pre-empted by the Selectmen dividing the liaisons among themselves.)
 - b. Assist town department heads with budget and report preparations and have the authority to approve expenditures that are within the budget of the expending department and do not require being bid. Dept. Heads will sign off on all requisitions up to \$2,500. The Town Administrator signs off on all requisitions between \$2,500 and \$5,000. All requisitions over \$5,000 go out to bid.
 - c. Perform all of the other actions included in the job description for the Town Administrator.

ADDRESS TO THE BOARD OF SELECTMEN

November 28, 2016

On behalf of the Town Administrator Committee, Good Evening. My name is Neil Lynch. I am the Committee Vice-Chair. Also on the committee are Chairman Joe Tabbi; Joe Guthrie; Jorge Mesa-Tejada; Jaye Dimando; Charles Fernandes; and, Vivian Clark. Fire Chief Mike Carrier served as our liaison to the department heads during the deliberation process, and Tina Harrington provided support.

The Town Administrative Study Committee, formed at the request of the Board of Selectmen, met for the first time on Monday, September 19. Over the course of six meetings, the Committee considered the following Objectives:

- 1 – To determine whether a need exists in the Town of Hampstead for a Town Administrator.
- 2 – To determine if administrative authority should be added to the current role of Administrative Assistant to the Board of Selectmen and be retitled as Town Administrator with a subsequent interview process.
- 3 – Determine if a new role should be created for a Town Administrator in addition to the current Selectmen's Office staff.
- 4 – If determined that a Town Administrator role is needed, create a job description that includes a set of responsibilities and pay scale, for whichever option is chosen.
- 5 – Deliver its findings with its recommendations to the Board of Selectmen by December 1.

We have completed the task and are here tonight to deliver our findings and recommendations to you. (Charlie to pass out)

Read Vivian's report.

The committee believes this is the best choice moving forward because it gives the current position the authority and efficiency needed to oversee the day-to-day operations of town government while preserving the unique role the selectmen have with the various department heads.

The committee would be delighted to take your questions or discuss particulars.

Thank you.