BOARD OF SELECTMEN

 MEETING MINUTES

 April 10, 2017

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

## **Visitors:** There was no one present

## **Public Announcements**

* Mosquito Control monitoring will begin on April 17, 2017. The list of chemicals used was read
* 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**

There were none

**Department Heads**

There were none

**New Business**

Reorganization of Board/Commission/Committee Liaisons

The Selectmen discussed the reorganization of the Board. The first order of business was the Chairman of the Board of Selectmen.

**Selectman Lindquist motioned to appoint Sean Murphy as the Chairman. Selectman Bennett seconded the motion. The motion passed unanimously 2-0-1 (SM abstained from vote)**

The Selectmen reviewed the current list of liaisons and discussed potential changes.

Chairman Murphy stated that he wanted to have the Police Department so that he could negotiate the new contract for 2018. He offered to give up the School Board and Highway. Selectman Lindquist stated that Selectman Bennett should have the Highway Department whereas he has the most knowledge regarding it. Selectman Bennett stated that he would like to have the Highway Department but noted that he was concerned about possible conflict of interests, especially whereas he does bid on jobs and currently works as a plow driver (family business). The Selectmen agreed to give the Highway Department to Selectman Bennett pending the approval of Town Counsel. He also agreed to take the School Board. Chairman Murphy stated that the School Board allows the Selectman Liaison to speak at the meetings without being on the agenda. The Selectmen discussed the possibility of change for the Board of Adjustment. Selectman Lindquist has a conflict on the night of the BOA meeting. It was determined that Selectman Bennett did not have any Wednesday availability, so there was no change. It was agreed by the Selectmen to take the Code of Ethics and Seniors off the list.

Final List-

*Selectman Murphy: CART/RCC, EMD, Fire, Human Services, Patriotic Purposes, Street Lighting, Town Clerk/Tax Collector.*

*Selectman Lindquist: Assessing, Budget, Board of Adjustment, Cable, Code Enforcement, Conservation, Finance, Historic/Heritage, Recreation, Records Committee and Recycling/Waste Disposal.*

*Selectman Bennett: Buildings and Grounds, Cemetery, Dam, Ordway Park, Planning Board and Highway (if approved).*

*Anderson Equipment Lease Agreement*

Our insurance company and Town Counsel are okay with the contract addendum. It needs to be sent back to Anderson Equipment for their approval. The only unknown is the actual rate of interest on the lease agreement and the term. Mr. Worthen presented the cost for 4,5, and 6 year lease agreements at 3 ½ % interest. This will be on the next agenda.

*Discussion concerning Engineering Quotes- Selectman Bennett*

Mr. Worthen submitted a quote from Dubois & King and JTC (Johnson Turner Consulting) for the Selectmen to discuss. Dubois & King is the current Engineering Company under contract with the Planning Board and would provide monitoring of the paving and grinding of road work along with working with the Road Agent prior to the road work. The cost would be billable by the hour for site visits etc. Dubois & King estimated a cost of $5,500 to $7,000.

The quote from JTC is for the testing and core samples to be done on any roadwork. This is also billable by the hour. It was noted that this is what should have been in place when Emerson Avenue was paved. Selectman Bennett stated that the Engineer would be important on grinding. JTC would be important during the overlay, reclaiming and paving. He also stated that they would be looking out for the best interest of the town and they make sure the work is done correctly. With authorization they can refuse trucks. There was a list that the Road Agent was putting together showing the priority list of roads he wanted to do for 2017. The Selectmen discussed whether or not these two quotes would need to go out to bid. Selectman Bennett noted that whereas each road is a separate job, it may not exceed the $5,000 required for a RFP. Chairman Murphy asked what work was being done on Wash Pond Road. He asked if it was being brought down to dirt (grinding) and asked if it made sense to do so. They discussed that J. Worthen should meet with Dubois & King to determine which way would be the best one to approach Wash Pond Road.

**Selectman Bennett moved to allow the Road Agent to enter in agreement with Dubois and King and JTC for the year 2017. Selectman Lindquist seconded the motion. The motion passed unanimously 3-0.**

RFP- Paving- it was agreed to add “Performance Bond may be required at an additional cost” to the RFP. Selectman Bennett stated that the cost of the Performance Bond would be the cost of the job. This will also change the due date to May.

**Old Business**

*There was none*

**Liaison Reports**

Selectman Murphy- Patriotic Purposes has requested that a Flag Policy be developed that states when the flag would be lowered. There was concern that it has been lowered outside the allowed notices. The policy would state when it could be lowered within the Town. There was concern that there were times the flag was lowered for one person but not another. Mrs. Theriault will draw up a draft policy for the Selectmen to review.

There were no updates from Selectman Lindquist or Selectman Bennett.

**AA Report:**

**Census data**

Census data concerning the town boundaries has been supplied to the Federal Government. As in years past, there have been no changes. Selectman Lindquist asked if this was the same as walking the town bounds. S. Theriault stated that she believed that there was something that changed in the requirement for town bounds.

**Benefit Administrators Workshop**

Mrs. Theriault attended Health Trust’s annual Benefit Administrator’s workshop. The key highlights are that the ACA is still in effect, that the Cadillac Tax is planned to become effective 2020. Overall wellness is a key component to health care and helps to reduce claims, which in-turn helps to control the rise in rates since Health Trust is self-insured through the participation of municipalities and schools.

**Stormwater Management**

Mrs. Theriault attended a stormwater management meeting presented by the EPA. There have been very minor changes in what was initially proposed. There is a new list that the Department of Environmental Services has prepared showing certain bodies of water that have impairments which need to be addressed. If our lakes do not have elevated nitrates or phosphorus then Hampstead will not have to do street sweeping. Conversely, if we do have Nitrate or Phosphorous then we will have to have street sweeping twice a year, which could cost upwards of $12,000. Since the budget has passed, Mrs. Theriault asked the Selectmen if they wanted her to put out an RFP for an engineering company to start working on storm water management and that $125,000 had been set aside for this effort. S. Theriault noted that the due date for the new permit would be July 2018 and the Town would need to show what they are getting done, not just report what they may do.

Chairman Murphy reported that he had a call from Senator Birdsall about a bill before the Senate that would allow the towns that moved their election date due to the blizzard to ratify the results. There apparently is some concern regarding the results for items such as warrant articles, bond items and union contracts and the legitimacy. If the bill passes the house (passed the Senate recently) it would allow the governing bodies to ratify the results.

**Saver’s Fundraiser**

As a result of the fundraising event over Valentine’s Day weekend, approximately $375 was raised for Community Caregivers. Mrs. Theriault noted that since the Town allows for two fundraising events for Community Caregivers, the organization did not have to ask for an increase in funding through the operating budget, this saving the town money.

**Staples Advantage program**

Mrs. Theriault reported that she met with Staples Advantage representatives. They reviewed our current purchases and estimated that there could be a cost saving of $425 per year. However there is a cost to the program of $299. She told them that she would mention it to the Selectmen to see if there was any interest in changing our purchasing processes.

Chairman Murphy said that if they were willing to waive the fee, then we could discuss the plan. S. Theriault stated that she would reach out to them and see about waiving the $299 fee.

**Auditing Services**

Vachon Clukay and Company has requested a signature to confirm the Board of Selectmen understanding what the company is providing in the way of auditing services. This is done on a yearly basis. The Selectmen were also reminded that they need to complete the questionnaire that is on the veranda regarding the audit.

**Selectman Lindquist motioned to allow Chairman Murphy to sign the contract for the 2016 Fiscal Year Audit with Vachon, Clukay & Company, PC. The motion was seconded by Selectman Bennett. The motion passed unanimously.**

**Meeting Minutes**

**Selectman Lindquist motioned to approve the minutes as edited of March 13, 2017. The motion was seconded by Selectman Bennett. The motion passed unanimously.**

 **Activity Log**

The activity log was reviewed with no changes to it.

**Re- Appointments/Appointments**

There was a request for reappointments from Julia Forbes and Timothy Neale, both of the Ordway Park Committee.

**Chairman Murphy motioned to appoint Julia Forbes to the Ordway Park Committee with a term to expire in 2020 and Timothy Neale to the Ordway Park Committee with a term to expire 2018. The motion was seconded by Selectman Lindquist. The motion passed unanimously.**

There was a request from Meghan Stanton to be appointed to the Code of Ethics Commission. **Selectman Lindquist motioned to appoint Meghan Stanton to the Code of Ethics Commission for a three year term. The motion was seconded by Selectman Bennett. The motion passed unanimously.**

Call for candidates:

* + Ordway Park, full members and alternates – monthly meeting
	+ Recreation Commission, alternate member – monthly meetings
	+ Trustees of the Trust Funds, alternate members – meetings as needed
	+ Zoning Board of Adjustment, alternate member – monthly meeting
	+ Ethics Commission – two vacancies – meetings as needed- change to one vacancy.

**Correspondence**

There was none

**Visitors Comments**

There was none.

**Selectman Lindquist motioned to enter into non-public session under RSA 91-a 3, II (c) reputation at 8:05 pm. The motion was seconded by Selectman Bennett. The motion passed unanimously.**

S. Theriault updated the Selectmen about two recent insurance claims submitted to Primex. She stated that the two claims are similar and that they have been assigned to an adjuster. There was a question about applications for open jobs. The Selectmen stated that all applications need to go through the Selectmen’s Office. There was also the question as to whether or not to hold the ad for employment until the election results are resolved. The Selectmen said to move forward and place the ad.

**Selectman Lindquist motioned to come out non-public session under RSA 91-a 3, II (c) reputation at 8:17 pm. The motion was seconded by Selectman Bennett. The motion passed unanimously.**

**Selectman Lindquist motioned to adjourn at 8:17 pm. Selectman Bennett seconded the motion. The motion passed unanimously.**

A True Record: Approved By:

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Tina Harrington, Reporting Secretary Sean P. Murphy, Chairman

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Priscilla R. Lindquist, Selectman

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chad R. Bennett, Selectman