BOARD OF SELECTMEN

 MEETING MINUTES

 May 8, 2017

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

## **Visitors:** D. Shedd, H. Steadman, Chief Beaudoin, J. Worthen, D. Green, J. Rebane, Troop 33 Scout Leader, P. Williams (Tri Town News)

## **Public Announcements**

* The office of the Town Clerk/Tax Collector will BE closed on Wednesday, May 17th while they attend a conference.
* 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**

*J. Rebane, Troop 33*- Colonial Steadman presented Josh Rebane to the Selectmen. He stated that Josh has been in the Scout program and is working on attaining his Eagle Scout. He is currently a 2 year member of the R.O.T.C. program at Pinkerton Academy. Col. Steadman stated that Josh approached him about doing some work in the Veterans’ Park out in front of the Town Hall and he has given his full endorsement for the project.

J. Rebane stated that he is the Senior Patrol Leader for Troop 33 which means that he is in charge of the Troop. He schedules their trainings, handles the meetings and works with the scouts. He is working on his Eagle Scout and is currently a Life Scout. As part of the Eagle Scout process, he explained that he needs to do a project that benefits the community. He had a slide presentation while he went over his proposal. Josh explained that he would like to refurbish the benches that are located in the Veterans’ Park. This could include painting, repairing boards, fixing the concrete bases, leveling the land and cleaning the plaques. He pointed out that he will salvage what he can as he goes. He may look at using synthetic wood material instead of real wood because it would help the benches last longer. He said that if approved for the project, he would need to do fundraising to pay for those materials needed. He would expect the project to take up to three months and this would vary based on the ability of members in Troop 33 being able to help. There was discussion about moving some of the plaques, but Col. Steadman said that all the plaques currently on the benches would be kept and moved around. The Selectmen thought repairing the benches would be a great project.

Chairman Murphy stated that if anyone was looking for a Scout project the sign for the police station at the corner of West Road and Veterans’ Way could use some work. Josh stated that he would bring that information back to the troop members and said that there were more scouts coming forward to work on their Eagle Scout badge.

*Sunset Lake Association- (SLA)- Don Shedd and Howie Steadman, members of the Board of Directors*

Mr. Shedd told the Selectmen that both he and Col. Steadman were before the Selectmen last year regarding people launching their boats from the Town Beach that didn’t have the right to do so. Mr. Shedd stated that at that time the Selectmen discussed having cones placed at the boat ramp and if someone were to remove them while the lifeguards were on duty, they were to call the police. He pointed out that this kept the lifeguards, from having to confront someone. He explained that the reason for the request last year was the safety of the people on the beach and the lifeguards along with the ability to stop the invasive weeds that come in on boats that go in multiple bodies of water. Col. Steadman pointed out that if the weeds get into the lake, they would damage the lake and could eventually kill the lake. Col Steadman noted that if this were to happen, the property values along the lake would drop, which would affect the tax revenue to the town. Selectman Lindquist asked Mr. Shedd if the cones are being used. He stated that he never saw them in use. Chief Beaudoin was asked for his input. He went on to state that there are many people that have the right to launch their boats over the access so putting a gate across the access wouldn’t work. Chief Beaudoin said that the officers do respond when called, but pointed out it was hard to stop someone that states they have the right to launch the boat there. It was pointed out that kayaks and canoes are allowed as are other types that can be carried over the head into the water. The Town of Hampstead owns the beach but it was stated that they did not own the ROW where the launch is. Mr. Shedd stated that he lives at Shore Drive, directly across from the beach and he can see numerous out of state plates putting boats in the water. He asked if he should be calling the police when he sees this and what would happen. Selectman Lindquist asked Mr. Shedd when he sees people launching boats. He responded that he sees it throughout the day. She then asked him why he didn’t call the police. Mr. Shedd asked the Chief if he should call when he sees them, which would be a boat for a nonresident, with no permit and beach parking sticker. Chief Beaudoin said that if Mr. Shedd sees that, he should call the police and they will respond and if the person does not have the proper paper work, they will be asked to leave. Chief Beaudoin stated that it is not a call the lifeguard should make as to whether or not someone has the right to launch there. They should call the police.

Mr. Shedd pointed out that it has now been a year since they were here last and nothing was done last year. He stated that they don’t want to see another year go by without the issue being addressed. Chief Beaudoin thought the better option is to place the cones in the location and if someone comes to move them, have the police called. Others can call when they see someone launching the boats during the off hours. He also stated that he will have the patrols checking the area starting in June. Recreation will be contacted for their input.

**Department Heads**

*Police Department*- Chief Beaudoin reported that they are looking into continuing on with the motorcycle lease agreement. This would be the second year of a three year lease. The cost is $4,400 for the lease. Chief Beaudoin asked that the Selectmen approve that the funds for the lease agreement be taken from the Sp. Detail Fund.

**Chairman Murphy motioned to approve the second year of the motorcycle lease agreement and allow the amount of $4,400 to be taken from the Special Detail Fund. Selectman Lindquist seconded the motion. The motion passed unanimously. (3-0)**

Chief Beaudoin also reminded the Selectmen that on Sunday, May 21st, the Annual Crop Walk will be held in Hampstead. He anticipates that Main Street and Emerson Avenue will be busy with walkers and wants the public to be aware of potential traffic delays. He pointed out that the walk rotates through the participating towns and that it happens in Hampstead about every five years.

(Came back later in the meeting)

Chief Beaudoin asked the Selectmen if he could get the resumes that are coming in for the police officer ad. He thought that after the applications are logged in, they could be sent to the police station and they could start the process of verifying information and doing background checks. He thought this would work better for them than doing all the checks at the same time. Mrs. Theriault pointed out that they need permission from the applicant in order to start the background checks and if they have only submitted a resume, authorization for the background checks won’t be in there. Chief Beaudoin stated that he would get those that sent in only a resume the paperwork to sign off. He stated that they wouldn’t want to miss an opportunity to review an applicant just because they only sent in a resume. Mrs. Theriault stated that she has noticed with the ad being on social sites such as Monstor.com, a lot of people seem to see the ad and just send it without reading it all the way through. She noted that she has received 5 responses and 4 were resume only and one a complete application. She stated that she contacted the ones that just sent in the resume and asked them to finish the application.

Chairman Murphy stated that they were not formal until the application was submitted. Once they have completed the application, they could be forwarded to the police station.

*EMPG- School Security Notification Software Grant*

Chief Beaudoin announced that in conjunction with the Timberlane School District and the Hampstead School District and along with the area police departments he has applied for a grant through NH Homeland Security Emergency Management Performance Grant (NHEMPG).

The grant will allow them to purchase the software that will be in the schools and in the event of an emergency will signal right to the cruiser and bypass 911 and any dispatchers. It is an app that goes on a computer or a mobile device in each classroom. When it gets to the officer, it will tell them details as to the room or location it came in from. The connection will stay active on the computer until the situation is cleared. Chief Beaudoin said that the program is currently being used in Londonderry and they are happy with it. The cost of the program is $1,200. There is a grant for 50% or $600 from NH EMPG and it is believed that the school is responsible for the balance. He explained that the Selectmen need to approve the grant and sign the paperwork and note that they understand the costs.

**Chairman Murphy motioned that the Town of Hampstead Board of Selectmen, in a majority vote, accepted the terms of the Emergency Management Performance Grant (EMPG) as presented in the amount of $600 for the purchase of School Security Notification Software. Furthermore, the Board acknowledges that the total cost of this project will be $1,200, in which the Town will be responsible for a 50% match ($600). Selectman Lindquist seconded the motion. The motion passed unanimously. (3-0)**

The Selectmen signed the grant paperwork.

**New Business**

*Flag Pole Policy*

At a previous meeting, the Selectmen asked the Administrative Assistant to look into a flag pole policy. It was noted that there was concern that the flag was being put up and down for different events. Mrs. Theriault thanked Col. Steadman and John Skidmore for their help in the research for policies. She presented a policy to the Selectmen that states the Board of Selectmen reaffirm the United States Code Title 4- *Flag and Seal of Government*, and the States Chapter 1- *The Flag*- Section 7 regarding the lowering of the flag to half-staff.

The policy allows the President to issue an order to fly at half-staff. There are some instances where the Governors are allowed to fly the flag at half-staff as well. It also referred to the Memorial Day Holiday and Peace Officers Memorial Day

**Chairman Murphy motioned to accept the Policy on lowering the Flag to Half-staff as presented on May 8th, 2017. Selectman Bennett seconded the motion. The motion passed unanimously. (3-0)**

*Anderson Equipment Lease Agreement*

Mr. Worthen reported that the lease agreement for the loader is ready to go, but the Selectmen need to determine the terms of the lease. There is an option for a four year lease at $31,095.94 (first year of any term needs to add $400 for documentation fee), the five year lease is at $25,238.44, and the six year lease is at $21,337.01. Mr. Worthen recommended that they move forward with the six year lease due to his 2017 winter budget currently being over budget. He stated that he talked with the leasing company and they can prepay the lease without penalty and he believed that if it was paid up early, there would be less interest charged. Selectman Bennett stated that the normal practice when prepaying is seeing the interest due adjusted. Mr. Worthen also stated that he believes that the interest rate on the lease is 3%, but it is not shown on the paperwork. He would like the Selectmen to accept the six year lease and then allow him to pay extra when his budget allows.

**Chairman Murphy motioned to enter into the six year lease agreement with Anderson Equipment Company at an annual fee of $21,337.01. Selectman Bennett seconded the motion. The motion passed unanimously. (3-0)**

The final lease paperwork will come in and the agreement is that Chairman Murphy will sign it.

*RFP- 2017 Paving*

There were four proposals received for the overlay paving.

1. Advanced Excavating – Suncook, NH Binder at 19mm at$63.70 per ton

 Binder at 12.5 mm at $66.70 per ton

 Binder at 9.5 mm at $69.70 per ton

 Tack at $5.50 per gallon, Handwork at $120 per ton

 Four hour min per hour cost at $150 per hour

1. Brox Industries- Dracut, MA By machine at $57.90 per ton

 By hand at $115.00 per ton

 Tack at $4.25 per gallon

1. Pike Industries- Belmont, NH By machine at $63.49 per ton (4500 tons)

 By hand at $125.00 per ton (24 tons)

 Tack at $6.50 per gallon (650 gallons)

1. R & D Paving- Franklin, NH listed proposal by streets to be paved
	1. Emerson $61.20 per ton (2528 tons)
	2. Wash Pond $60.10 per ton (1248 tons)
	3. Governors Island $64.30 per ton (394 tons)
	4. Eagle Road $64.30 per ton (471 tons)

Handwork at $110.00 per ton

Tack at $4.27 per gallon (594 gallons)

**The motion was made by Selectman Lindquist to forward the proposals to the Road Agent for his review and recommendation to be brought forward at the next meeting. The motion was seconded by Selectman Bennett. The motion passed unanimously. (3-0)**

Mr. Worthen said that he will review the proposals based on what he wants to do for work and calculate it out. He also reported that he met with Dubois & King the current engineering company for the Planning Board. They reviewed the roads that Mr. Worthen wants to do this year. Mr. Worthen will forward that report to the Selectmen.

Chairman Murphy asked Mr. Worthen if he was able to get a price for putting barriers down by the Depot Crossings trails. Mr. Worthen said that for a 12 to 14 foot gate on a post would be $480. He would get about 4 to 5 large rocks to fill in the rest of the 44 foot length. The gate will be galvanized steel that would be about 3 feet off the ground so that no machine could get under. He will also drill a hole in the rocks to connect them with a lock and chain. The request is because there are ATV’s coming off the trail system onto Route 121 and there are safety concerns. Mr. Worthen stated that he had walked the area and couldn’t see where they were coming from. Selectman Bennett said that they were coming from near the second gate and you can see the path around it.

**Chairman Murphy motioned to authorize the Road Agent to spend up to $500 for a gate and rocks to remedy the issue at the trails near the Depot Station. Selectman Lindquist seconded the motion. The motion passed unanimously. (3-0)**

**Old Business**

*Reorganization of Liaison’s- Highway Department*

Mrs. Theriault reported that she spoke with Town Counsel regarding any potential conflicts if Selectman Bennett were to be the liaison to the Highway Department. It was determined that whereas Selectman Bennett won’t be making decisions on his own, there is no conflict. It was noted that there should not be any appearance of unfairness. Mrs. Theriault also noted that Mr. Worthen is working on keeping a list of contractors available for work and will try to work with that to equally distribute the work. This would be for work under the $5,000 limit for RFP. Town Counsel suggested that everything be kept open and the decisions done as a board.

**Liaison Reports**

There were no updates from the Selectmen.

**AA Report:**

**Town-side trash pick-up**

Mrs. Theriault sent out a thank you to those individuals who volunteered to pick up the trash along the side of the roads in town. If people saw blue bags on the side of the road, that was from someone volunteering to pick up that area. She announced that if anyone is interested in picking up trash in their neighborhood or elsewhere they could come to the Town Offices and we will provide them with the blue bags. They can leave the full blue bags by the side of the road. If the office is contacted when the bags are done, they will have them picked up. Mrs. Theriault reported that doing the roadside cleanup counts toward the stormwater management program. There was discussion about the clean up being a yearly event and why that wasn’t happening anymore as it used to be.

**Department of Labor workshop**

Tina and Mrs. Theriault both attended the Department of Labor workshop. This is held on a yearly basis. There were other guest speakers there as well, such as NH Commission for Human Rights and NH Works. Chairman Murphy asked Mrs. Theriault if there was anything she took away from the conference. She reported that the JLMC (Joint Loss Management Committee) should review the handbook more frequently and the recordkeeping required for youth employment.

**MS DRA forms**

The MS forms to the Department of Revenue Administration have been completed and submitted to the Department’s web-portal. However signatures by the BOS are required on the forms which will then be submitted to the Department. She asked for the Selectmen to sign the MS-232, this is the Report of Appropriations actually voted at town meeting. They signed the form and it will be sent to the DRA.

**Contribution Assurance Program (2018-2020).**

Primex is requesting that the BOS sign a multi-year agreement that will limit the Workers’ Compensation premiums not to exceed more than 10% increase from the previous year. She asked if the Board would like to sign a three year agreement. She stated that if they decide not to sign there is no guarantee to what the premiums could increase. If they decide to sign the agreement, the resolution attached to the agreement needs to be read into the record. There was some discussion about going out to bid to make sure that we are getting the best price. Mrs. Theriault explained that being self- insured makes it difficult to find companies that want to cover a municipality. Selectman Bennett asked what the previous increases have been. He wanted to know if they were running at the 9% or less. Mrs. Theriault looked at the previous two years and they were both under 9%.

**Chairman Murphy motioned to enter into a three year agreement with Primex for the Workers Compensation with a cost not to exceed 10% annually. The motion was seconded by Selectman Lindquist. The motion passed unanimously. (3-0)**

The following resolution was read into the minutes:

Resolved: *To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex 3) to enter into its Workers’ Compensation Contribution Assurance Program (CAP) as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex 3 risk management pool membership during the term of the Workers’ Compensation Contribution Assurance Program (CAP). The coverage provided by Primex 3 in each year of membership shall be as then set forth in the Coverage Documents of Primex 3.*

The Selectmen signed the agreement.

**Meeting Minutes**

The following meeting minutes were signed by a majority of the Board of Selectmen: March 27, 2017, and April 10, 2017.

**Chairman Murphy motioned to approve the minutes of March 27th and April 10th as edited. Selectman Bennett seconded the motion. The motion passed unanimously. (3-0)**

 **Activity Log**

The activity log was reviewed. Mrs. Theriault added the Workers Comp policy for bidding in June, 2019.

**Re- Appointments/Appointments**

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

**Correspondence**

There was none

**Visitors Comments**

There was none.

**Selectman Lindquist motioned to enter into non-public session under RSA 91-a 3, II (a) employee matters at 8:15 pm. The motion was seconded by Selectman Bennett. The motion passed unanimously.**

**Selectman Lindquist motioned to come out non-public session under RSA 91-a 3, II (a) employee matters at 8:46 pm. The motion was seconded by Selectman Bennett. The motion passed unanimously.**

**Selectman Lindquist motioned to seal the minutes of the non-public session. Chairman Murphy seconded the motion. The motion passed unanimously (3-0).**

**Selectman Lindquist motioned to adjourn at 8:46 pm. Chairman Murphy seconded the motion. The motion passed unanimously (3-0).**

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