

**BOARD OF SELECTMEN  
MEETING MINUTES  
August 30, 2017**

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

**Visitors:** B. Bedrosian, B. Longbook, S. Longbook, J. Forbes, J. Worthen, Chief Beaudoin, and P. Williams (Tri Town News)

**Public Announcements**

- This is the meeting that was rescheduled from August 28<sup>th</sup>.
- 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.
- The Hampstead School Board has invited the public to a meeting on Wednesday, September 6<sup>th</sup>, at 7:00 pm at the Central School. This will be a forum on the proposed renovations project.
- Save the Date- A town wide yard sale will be held on October 7, 2017

**Visitors Comment**

There were none.

**Department Heads**

There were none.

**New Business**

**Lion's Club Presentation-Ordway Park Pavilion**

Bob Bedrosian, President of the Hampstead Lion's Club, stated that it was the 100<sup>th</sup> anniversary of the International Lion's Club organization. In celebration of the anniversary, they would like to appropriate and donate to the Town of Hampstead, a 16' by 24' wood pavilion to be built at Ordway Park, where the committee determines is the best location. He stated that they hope that the Selectmen would accept this request on behalf of the Town of Hampstead and as Trustees of Ordway Park. Mr. Bedrosian explained that they have met with some of the members of the Ordway Park committee and they are okay with the proposal. Selectman Bennett asked if there was a sketch of the plans. Mr. Bedrosian showed them a facsimile of the proposal. He explained that there are five foot posts to the ground and five or six inches concrete pad under the pavilion that the pavilion sits on. He stated that the goal is to improve the beauty and functionality of the park and get more people there. The Lion's Club believes the pavilion would draw people in to picnic etc. Mr. Bedrosian showed the Selectmen where they were proposing to place the pavilion and it is right in the middle of the park. Selectman Guthrie asked about the possibility of benches. Mr. Bedrosian stated that the committee had talked about getting some but not at this time. Selectman Guthrie also noted that when the project is complete, they would need to come back and ask the town to accept it as town property. Mr. Bedrosian asked where they would go from here if the Selectmen give them the approval. He was told to go through the building permit process along with inspections. There would be no fees charged for the permits etc.

**Selectman Murphy motioned to approve the building of a pavilion at Ordway Park. Selectman Bennett seconded the motion.**

J. Forbes thanked the Lion's Club for their work over the decades. She stated that they are delighted that Ordway Park is to benefit by their generosity in celebrating the Centennial Anniversary. She noted that anyone looking to use the park can go through the permit process. She also pointed out that the pavilion will be handicap accessible and in a shady area.

**The motion passed unanimously (3-0).**

RFP- Heating Fuel

Mrs. Theriault announced that there were two proposals received.

1. Palmer Gas- Atkinson, NH  
Propane at \$1.40 per gallon, oil at \$2.079 per gallon, dyed diesel \$.20 off market value.
2. Irving Oil-Portsmouth, NH  
Propane at \$1.411 per gallon, oil at \$2.018 per gallon and diesel at variable rate (current at \$2.143)

RFP- Furnace/ Boiler Maintenance

Mrs. Theriault stated that there were 5 proposals received.

1. Controlled Systems HVAC of Salem, NH  
\$96 per hour, OT at \$144 per hour, Travel time billed for service calls at \$35 per truck/trip call.
2. Palmer Gas- Atkinson, NH  
Billed per appliance at \$169 (not per hour) and the rate is charged based on the job provided such as diagnostics at \$68.
3. Pinnacle Rock Mechanical Services- Milford, NH  
\$75 per hour with parts at 15% over cost, and a per trip charge of \$40. Lump sum PM cost would be \$2,250.
4. Alliance Mechanical- Concord, NH  
\$99 per hour and \$148.50 OT rate. There is a per trip charge of \$25.00
5. Denron Plumbing & HVAC, LLC- Manchester, NH  
\$82 per hour with \$123 for an overtime rate and \$164 per hour double time on Sunday and holidays.

Selectman Guthrie asked who the current provider was. Currently Palmer Gas is providing the maintenance and oil. Irving Gas is providing the diesel and propane fuels.

**Chairman Murphy motioned to send the proposals to S. Harms for his review and recommendation for the next meeting (Sept. 11). Selectman Bennett seconded the motion. The motion passed unanimously (3-0).**

2016 Management and Discussion Analysis (MD & A)

The Selectmen were provided with the MD & A prior to the meeting for their review. The report is part of the financial statements and is the Selectmen's explanation of the financial statements. There is one section that Mrs. Harrington was waiting for a response on regarding the calculation of the net assets to total assets.

**Chairman Murphy motioned to accept the MD & A pending final review. Selectman Bennett seconded the motion. The motion passed unanimously (3-0).**

### Reorganization of Liaisons

The Selectmen reviewed the liaisons held by former Selectman Lindquist. Chairman Bennett said that he was interested in the Recreation Department and the Code Enforcement/Building Department. Chairman Murphy stated that he had no issue with the Recreation Department but stated that he would like to take the Code Enforcement/Building Department. He stated that given that Selectman Bennett does work in town there could be a conflict with him being liaison to the Code Enforcement/Building Department. Selectman Guthrie had no issues with both of those moving and stated that he was there at the pleasure of the board and willing to do whatever they needed. The all agreed with just the two departments changing with Recreation to Selectman Bennett and Code Enforcement/Building Department to Chairman Murphy.

### Old Business

#### Continued discussion on additional 2017 road work- J. Worthen

Mr. Worthen presented a memo from Dubois and King outlining their estimated costs for the various projects that were discussed.

1. Russett Lane/Cortland Road/Woodridge Road and Danville Road \$142,000
2. Wash Pond Road- \$136,000
3. School Street and all the roadways within Timberlane Road and Harris subdivisions at \$131,000
4. Nelson Avenue and Collins Drive- \$38,000

Their recommendation was to move forward with the Russett Lane area with a 1 inch overlay from end to end of all roadways. Mr. Bourcier explained in the letter that he understood that the town would like to complete the work on Wash Pond Road but felt it was better to allow the roadway to experience a year of traffic/weather abrasion and allow the wearing course to correct any minor deficiencies. Mr. Worthen reported that a section of Woodridge Road is in Danville and he reached out to them to see if they would be interested in doing their section at the same time. Danville was willing to do that and it was agreed that if moving forward with this area, then Danville should be billed directly for work in their town so that there is a proper accounting for the additional grant money received. Mr. Worthen also noted that this was the cost of the paving and that there may be culvert work to do. Mr. Worthen will check with Dubois and King to see if they could give a separate estimate on the Danville portion.

**Selectman Bennett motioned to move forward with the paving for the Russett Lane, Cortland Road, Woodridge Road and Danville Road and work it with the Town of Danville for their section. The motion was seconded by Selectman Guthrie. The motion passed unanimously (3-0).** Mr. Worthen noted that he would work on the scheduling and estimated that it would be the end of September at the earliest.

### Liaison Reports

Chairman Murphy stated that they will be entering into contract discussions with the Police Union this fall so that there is a contract for the March warrant. Selectman Guthrie asked how they did the contract discussions, if it was the Chairman or the board. Chairman Murphy responded that he works with the union as the liaison to the Police Department and brings back to the Selectmen all the proposed changes to discuss in non public.

**AA Report:**

**Update on energy wholesale supplier rates.**

The Town has entered into an agreement for energy wholesaler supply rates. Over a three year term at a rate of .08086 cents per KWH.

**Winter Sand**

The winter sand RFP is out to bid with an opening date of September 25<sup>th</sup>, 2017.

**Stormwater Grant**

The grant application has been submitted for stormwater technical assistance through Rockingham Planning Commission. The Town applied for a \$4,000 grant with a \$4,000 match for a total of \$8,000.

**Estimated Revenues for DRA**

Mrs. Theriault will be working on the estimated revenues for the Department of Revenue Administration, which is due September 1<sup>st</sup>. This is one step in a multistep process for setting the tax rates.

**MS-1 Extension**

The Selectmen are being asked to sign an extension on the due date for submitting the MS-1, which is the valuation report. There is some question about whether or not to use DRA values or the values as determined by Sansoucy. The Town's assessing company has been contacted and we are awaiting their interpretation of the Fairpoint values for 2017 before the MS-1 is completed. The Selectmen agreed to sign the extension request.

**Meeting Minutes**

There are meeting minutes of August 14, 2017, for review on the credenza.

**Activity Log**

The activity log was reviewed with no changes.

**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
- Historic Commission – monthly meetings

**Correspondence**

NH-DOT- There were two letters, the first stating that the NHDOT had received a request from a resident in Hampstead to have the speed reduced on Route 121A (East Main Street). It is currently at 40 m.p.h. and the request was to have it reduced to 35 m.p.h. The Selectmen were asked if they wanted to have the NHDOT perform a study on the road. It was noted in the letter that history has shown that these tend to not change. Chief Beaudoin spoke to the letter and said that he would respond to the letter and said that there was no cost to have the study done. He also stated that he would reach out to the resident and that the police department had no complaints about the speed on that road.

The second letter from the NHDOT is regarding the long range planning and assistance (2019-2028). This will be placed on the credenza for review and for the subject to be on the next agenda for discussion.

Holden Engineering submitted a letter introducing themselves to various committees along with the Selectmen.

### **Visitors Comments**

J. Worthen stated that the LED light changes should be occurring soon.

Chief Beaudoin asked if the schedule for budget season was ready, he was looking for the first budget meeting date. Mrs. Theriault responded that it will be brought forward for the Selectmen approval and ready soon, but that the first meeting should be the first Selectmen's meeting in October. Selectman Guthrie asked that he be copied on any budgets as they come in.

**Chairman Murphy motioned to go into nonpublic session under RSA 91 A: 3 II (a)(Employee Matters at 7:44 pm.**

**The motion was seconded by Selectman Bennett.**

**Roll Call vote: Selectman Guthrie: yes, Selectman Bennett: yes, Chairman Murphy: yes. Motion passed unanimously.**

Chairman Murphy updated the Selectmen regarding a conversation with the Union President and Vice President.


**Chairman Murphy motioned to come out of nonpublic session under RSA 91 A: 3 II (a) Employee Matters at 7:56 pm.**

**The motion was seconded by Selectman Bennett.**

**Roll Call vote: Selectman Guthrie: yes, Selectman Bennett: yes, Chairman Murphy: yes. Motion passed unanimously.**

**Selectman Guthrie motioned to adjourn at 7:56 pm. Selectman Bennett seconded the motion. The motion passed unanimously (3-0).**

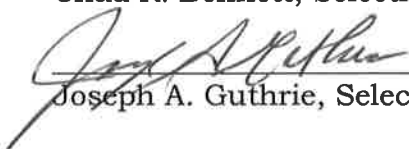
A True Record:

  
Tina Harrington, Selectmen's Clerk

Approved By:

  
Sean P. Murphy, Chairman

  
Chad R. Bennett, Selectman

  
Joseph A. Guthrie, Selectman