

**BOARD OF SELECTMEN
MEETING MINUTES
October 11, 2017**

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

Budget Committee Members: S. Londrigan, E. Reschberger, A. Weir, C. Cipriano and D. Green

Visitors: N. Gallo, A. Cipriano, R. Krol, J. Worthen, C. Dane, P. Carideo, S. Johanneson, Chief Beaudoin, and P. Williams (Tri Town News)

Public Announcements

- 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.
- Household Hazardous Waste Day- October 29th from 9 am to noon at 178 Main Street, Kingston, NH
- Tuesday, October 31st is Trick or Treat from 6 pm. to 8 pm

Visitors Comment

There were none.

Department Heads

Highway Department- Jon Worthen

Mr. Worthen reported to the Selectmen that he reviewed the three bids received for the Winter Sand and looked at samples. He would like to recommend that the RFP be awarded to Plourde Sand & Gravel of Suncook, NH. He stated that they were also the low bidders.

Selectman Bennett motioned to award the Winter Sand proposal to Plourde Sand & Gravel. Selectman Guthrie seconded the motion. The motion passed unanimously.

Police Department- Chief Beaudoin

Chief Beaudoin announced that Sgt. Kelly and Officer Randell will be presented The Congressional Law Enforcement Award on Friday evening at the Police Academy.

Old Business

2017-2018 Plow rates

Mr. Worthen presented the Selectmen with a spreadsheet showing the equipment to be used for plowing in 2016-2017. With that he presented a breakdown of the range of rates he received from the various communities. He also noted that in speaking with some of the drivers, they told him that the cost to have the insurance required by the town increases their rates from \$750 to \$1,100 for the six months. With all that information, Mr. Worthen asked that the Selectmen increase the rate for pickup trucks (which have plow blades that are 8 feet, 9 feet and 9 ½ feet) by \$3.00 per hour. He asked that the six wheelers with a plow and wing increase \$4.00 per hour. During the discussion it came out that the town is currently serviced with two six wheelers with a blade and wing. One of those trucks has a wing provided by the town. Because of that, the rate for this vehicle was being paid \$78.50

and the vehicle with its own wing and blade was at \$83.75. Mr. Worthen explained that he treats each foot of blade as a \$5.00 per hour increase.

The Selectmen asked how many trucks are normally hired to plow. Mr. Worthen said that he has 21 trucks. Of the 21 trucks, 3 are owned by the Town of Hampstead. There are two under buildings and grounds and one under highway. One of the Buildings and Grounds trucks does the municipal buildings and the highway one does West Road/Governors Island and Eagle Road and then backs up other routes. He also stated that he has a driver that has a second truck in the event a regular truck breaks down, it can fill in. Selectman Guthrie asked if the insurance really went up that much for the 6 months they are under contract. Mr. Worthen responded that he asked a few drivers and that is the information he was given. After some discussion it was agreed to move forward with the recommendation of the Road Agent.

Selectman Bennett motioned to increase the plow rates to a \$3 increase for plows with a blade 9 ½ feet and under and a \$4 increase for those over 10 feet. Selectman Guthrie seconded the motion. The motion passed unanimously.

Mr. Worthen stated that he would update the schedule and get the contracts completed.

New Business

2018 Budget Proposals

EMD- Presented by Chris Dane, EMD

Mr. Dane stated that the only change to his budget is a reduction of \$1,000 in the communication line. There are phones that changed from being supplied by the town to reimbursing the employee and are now coming out of a different line item. Those line items will be increased to cover the change. The proposed budget is at \$10,926.00. Selectman Guthrie asked what the supply line would be used for whereas there is not much spent in 2017 so far.

Library- Presented by Emily Reschberger, Library Trustee

Mrs. Reschberger began her presentation stating that the library would be looking to continue asking for a \$10,000 warrant article. They are looking at converting their lights to LED along with changing the façade of the building. She explained that the façade is creating leaks and all of the other buildings in the business park have changed out the façade. She then went over explaining the paperwork that was submitted with the budget. The first presentation was on the Trustee line. They are looking to increase the budget to \$98,589 from \$92,255.00. Mrs. Reschberger went over where the changes were being requested. She pointed out that they changed their phone system to a Comcast provided phone so they reduced the line for telephones and moved the cost to internet. Mrs. Reschberger then went on to explain the Library Functions which is the employee costs. She explained that they have 3 full time employees along with 9 assistants and 3 custodians budgeted for. They budgeted for the COLA and the potential merit increases. The library is looking to increase the hours for the page in the summer to 32 hours when there is more foot traffic at the library. The proposed budget is at \$429,100 which is an increase of \$17,668 from the 2017 budget of \$411,432. Mr. Weir from the budget committee asked about the 4% increase and if there needed to be, would the library be able to find places to make cuts to bring the budget down. Mrs. Reschberger responded that the Trustees would need to discuss where any potential cuts could be made. She pointed out that they use other funds where they can and gave the example of the museum passes. The value of those passes is about \$5,000 and they are 100% donated by various groups in town. Mr. Weir also agreed that a lot of funding comes without taxpayer funding but using grants etc. Selectman Guthrie asked about the new hours for the page and if it was driven by need or driven by

services that the library wants to provide. Mrs. Reschberger responded that they looked at the statistics and determined it was a little of both. If you have more programs, more people would come. They will look at it seasonally and have the statistics for next year.

Mrs. Reschberger announced that the Hampstead Public Library was named the NH Library of the Year. This award is for all the work the library has put into the services and programs it provides. She noted that they changed the logo to include the award and stated that you get more bang for your buck. She stated that there will be a celebration on Saturday, October 28th from 2 pm to 4 pm at the Library. All are welcome to attend and celebrate.

Highway Department- Presented by Jon Worthen, Road Agent

Mr. Worthen presented the 2018 budget at \$888,330 which is down \$128,685 from the 2017 budget. He stated that there is no money presented in the Stormwater line item at this time. His portion of the budget is down \$3,685. They went through the various lines in the budget. Selectman Guthrie questioned the communication line that is overspent in 2017 but budgeted for the same in amount 2018. Mr. Worthen stated that he would look at that account and believed it was the alarm system that now comes out of his budget. Mr. Worthen also stated that he would need to look at the contract labor for winter to make sure he has enough based on the increases voted on by the Selectmen this evening.

On the Stormwater portion, there is testing and reporting that will need to be done and last year they were advised that the costs could be upwards of \$125,000, reported Chairman Murphy. Mrs. Theriault reported that they were awarded the grant from Rockingham Planning Commission (RPC). This will help identify gaps along with directions to move towards.

Planning Board- Presented by Paul Carideo, Chairman of the Planning Board

Mr. Carideo presented the Planning Board budget for 2018 at \$86,405, which is an increase of \$23,795 from the 2017 budget. There is an increase of \$700 in postage, which he based on actuals. There was an agreement to reduce this back to the \$800 budgeted in 2017 and it was noted that the postage is paid for by the applicant. There was also an increase of \$5,000 in the Engineering line. The Selectmen asked that this be reduced to \$20,000 again stating that the majority of the engineering fees are paid for by the applicant. Mr. Carideo then went on to explain that the increase in the budget is for the mapping. The proposed budget for this line is up \$17,500 from the 2017 budget. Mr. Carideo explained that now the GIS maps are online, there are discrepancies on the overlay of some of the properties. The mapping line is \$2,400 for the annual hosting of the GIS maps on line along with the annual update of \$4,000. He took \$2,500 out of the budget which was the one time cost to get the GIS maps on line and added \$20,000 for the mapping adjustments. The Planning Board felt that this was the cheapest approach to correct how the aerial maps fit over the town maps to line up. He also pointed out that there are other overlays that can be added to the maps for the various departments such as highway and fire. He gave a few examples under the highway department such as putting out the culverts and catch basins or using a passwork protected overlay for the plow routes. He also stated that now they are asking for applicants to provide plans electronically and they can have the housing locations along with drainage on these plans. Mr. Carideo stated that the proper way to actually correct the lining up would be to spend in the ball park of \$250,000 to remap it. Chairman Murphy asked what the margin of error is now and what it is expected to be with the adjustments. Mr. Carideo responded that it varies but could be 3 feet to 4 feet now and closer to 1 foot after. The mapping company will look at the air photos and take the property lines and move them to line them up. He also pointed out that not all properties in town have been surveyed.

There were some questions on the leased equipment line and Mrs. Harrington announced that she would look at that account. The revised proposed budget is \$80,705 which is now an increase of \$18,095.

Animal Control- Presented by Sheila Johanneson, Animal Control Officer

Mrs. Johanneson presented her 2018 budget with a minor increase in the line for the Assistant Animal Control officer of \$500. The proposed budget is at \$25,792. The \$500 increase for the Assistant ACO is for additional hours that the assistant has picked up. She asked that the Selectmen would look at the telephone reimbursement policy in regards to the Assistant Animal Control Officer. She stated that she doesn't take the reimbursement, and doesn't plan on it, but that \$20 wasn't very much and the cell phones are their primary means of communication. She also explained that under Professional Services for 2017, there had not been any invoices submitted, but that she had one in her hand. She explained that the hospital that she works with holds the invoices all year and gives her first a professional discount and then they have donated money that they apply against the invoices. She likes to keep this account level funded because one case could drain whatever is in the budget. Their budget is driven a lot on the calls they receive. She pointed out that there are 1556 licenses dogs in town and 45 dogs that are outstanding of which 37 are subject to fines. She noted that a lot of the income balances out the cost of the service.

Police Department- Presented by Chief Beaudoin

Chief Beaudoin presented his 2018 budget at \$1,402,091, which is up \$69,213 from the 2017 budget. He stated that the primary cost is in the salary line. There was a new officer approved in 2017 for a half a year salary and now the whole year (\$29,063) is added to the budget. There are also increases in Custodial wages and employee benefits (same reason as the increase in the salary). He increased the legal line due to the potential of changing who does the prosecution for the town. There is a reduction in uniforms (for new officer) but an increase in the line for cruiser replacement. He explained there are currently 9 full time officers and 6 part time officers along with 3 part time dispatchers and a custodian. There are 2 unmarked cars that are used by the Chief/LT and one by the detective. The part time officers use a 2009 Dodge (car 2) for patrol. There are two older cars, (Car 3 - 7 years old, and Car 5- 11 years old) that are used for details. One of them has no radio in it and can't be used for patrol. Car 6 is the Explorer and it is used by the night shift seven days a week, unless needed for a detail. Car 7 runs 7 days a week from 8 am to 8 pm by the two day officers. He will need a new vehicle to cover the new shift created with the hiring of the new officer. They are putting in the amount of \$21,000 which is the cost to purchase and outfit the car less \$11,000 that they would like to get by turning in the Porsche. Selectman Bennet asked if there was a car traded in last year when they purchased the new car. Chief Beaudoin said no. There was also a question as to who would have the new car. Chief Beaudoin said that his motor pool officer knows how the various officers drive and the wear and tear the shifts put on the cars. He will decide which vehicle to move around, but mostly likely on the day shift. He stated that even on a detail the cars run the whole time. Chairman Murphy asked if there was a way to run the lights on the car without running the motor and burning the fuel which is also wear and tear on the car. Selectman Guthrie asked who maintained the cars. Chief Beaudoin replied that he has an officer that handles the vehicles and that they also take them to a mechanic in Londonderry. Chief Beaudoin also mentioned that they are aware of the issues with the Explorers and monitor the car. There were some questions from the Budget Committee regarding the budget such as that workshops and trainings hasn't spent much. Chief Beaudoin reported that he actually had officers out training today and that they do a lot of them in the fall.

At this point there were no other department heads present so Mrs. Theriault went down the line to go over the various budgets.

Town Clerk line the proposed budget is at \$143,035, which is up \$2,107. The increase accounts for about \$100 in salaries and \$2,000 for some new computers.

Elections are at \$1,800 due to an increase in elections.

Tax Collector is proposed at \$48,774 which is up \$197

Auditor is budgeted at \$11,000 which is a \$250 increase due to additional required reporting.

Treasurer is proposed at \$15,440 which is an increase of \$300 for internet access and mileage/expenses.

Assessing is proposed at \$90,001 which is done \$5,000 due to changes on the utility revaluation. There may be an adjustment for the CPI increase on the contractual items. Chairman Murphy asked that \$1,200 be added to the budget for the assessing piece of the software that will update the GIS program.

Code Enforcement is proposed at \$140,017 which is up \$3,925 from 2017. Most of the increase is in the inspector salary line due to an increase in the fee paid to the Inspectors (was \$25 now at \$44, that was granted in 2017).

Legal is proposed at the same amount of \$12,000

BOA has not submitted a budget yet.

Administration and Personnel will be discussed at the next meeting of the budget.

Cemeteries has not submitted a proposed budget yet.

Insurances(Workers Comp and PLT) will be discussed at the next budget meeting.

Regional Planning is proposed at \$8,644 which is an increase of \$128. The amount due is based on per capita.

Fire Department is proposed at 1,402,091 which is an increase of \$69,213. Mrs. Theriault presented the budget and stated that the medical insurance, dental, life, std and ltd were not updated yet. The primary changes are in the salaries of the Full time firefighters for their COLA and merit increases. Mrs. Theriault reported for Chief Carrier that the Dispatch contract had not been set, but that he budgeted for a \$1,000 increase.

RAWD Committee is meeting tonight to go over their budget for the first time and are planning to bring it in later.

Street Lights are proposed for \$25,000, which is a decrease of \$60,000 from 2017. This is due to the work being completed on changing over the street lights to LED lights.

Pest Control has a proposed budget of \$30,000 which is level funded. The regular monitoring of the mosquito sites is roughly \$20,000 to \$25,000 and the balance is needed in the event there is a positive find for EEE or West Nile Virus.

Health Agencies- This will be discussed more at the next budget meeting. There are some agencies that have not submitted their requests yet.

Welfare- Human Services- Has a proposed budget at \$23,853 which is level funded. Mrs. Theriault explained that there are some lines that have no costs associated and therefore, she was not looking to reduce them due to the unknown nature of the needs of the residents and one family in need could wipe it out. She also explained that she has been reducing the budget annually when she could.

Recreation budget will be presented later.

Cable has asked that their budget be level funded at \$55,500. Selectman Guthrie stated that as their liaison he was going to reach out to them about reducing the budget whereas they have only spent \$24,939 of it and most of their expenses are over.

Patriotic Purposes has proposed their budget at \$8,000 which is level funded. Mrs.

Harrington noted that the fireworks have increased by \$725 and asked the Selectmen if they wanted to budget for the increase or stay at the level funding. The Patriotic Purposes

Committee suggested that some of the large shells could be cut to reduce the cost. The office will contact Atlas to make those changes.

Conservation has proposed their budget at \$3,592 which is a decrease of \$2,799. Mrs. Theriault explained every few years they will need to budget for the cleaning of Shop Pond. It was in the 2017 budget and the pond looks clear so they are removing it from the budget for a few years.

Liaison Reports

Chairman Murphy- Nothing to report

Selectman Guthrie -Reported that he was questioned by some residents about what was going to happen with the area where the old police station was. He said that it would look better making it a parking lot than the way it looks now. He suggested a subcommittee look into the options. Chairman Murphy said that they discussed some of these options when it was taken down and heard that people like being able to see through the lot now. Selectman Guthrie responded that they like to be able to see through, but that the area as it is now looks like an eyesore. Selectman Guthrie will bring this concern to the Historic Commission at their next meeting. He also asked that it be brought forward to the activity log.

Selectman Bennett- Nothing to report

AA Report:

There was no report for this meeting.

Re- Appointments/Appointments

Call for candidates:

- o Ordway Park, full members and alternates – monthly meeting
- o Recreation Commission, alternate member – monthly meetings
- o Trustees of the Trust Funds, alternate members – meetings as needed
- o Historic Commission – monthly meetings

Correspondence

There was none.

Visitors Comments

There was a request for a nonpublic session by Chief Beaudoin.

Chairman Murphy made the motion to go into nonpublic session under RSA 91A 3: II

(a) Employee Matters at 8:59 pm. The motion was seconded by Selectman Bennett,

Roll Call Vote: Selectman Guthrie: yes; Selectman Bennett: yes; Selectman Murphy: yes.

Steve Harms was present.

Mr. Harms presented the Selectmen with some information regarding his department and some proposed changes he would like for the Selectmen to consider. The Selectmen heard his information and told him they would take it under advertisement.

Chairman Murphy updated the other members of the Board with correspondence he had from the Police Union regarding their negotiations. The Selectmen discussed some of the items on the request and directed Mrs. Theriault to gather some further information.

Mrs. Theriault reminded the Selectmen that when they are meeting with prospective employees there are things that they shouldn't ask and need to be aware for the future.

Chairman Murphy made the motion to come out nonpublic session under RSA 91A 3: II (a) Employee Matters and to go into RSA 91A 3:II (C) reputation at 10:10 pm. The motion was seconded by Selectman Bennett,

Roll Call Vote: Selectman Guthrie: yes; Selectman Bennett: yes; Selectman Murphy: yes.

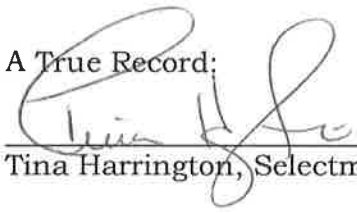
Selectman Bennett updated the other members regarding a property that had been complaining about drainage issues in their driveway.

Selectman Bennett made the motion to come out nonpublic session under RSA 91A 3: II (c) reputation at 10:20 pm. The motion was seconded by Selectman Bennett,

Roll Call Vote: Selectman Guthrie: yes; Selectman Bennett: yes; Selectman Murphy: yes.

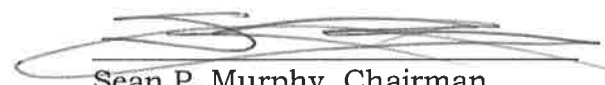
Selectman Guthrie motioned to adjourn at 10:20 pm. Selectman Bennett seconded the motion. The motion passed unanimously (3-0).

A True Record:

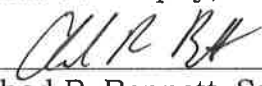


Tina Harrington, Selectmen's Clerk

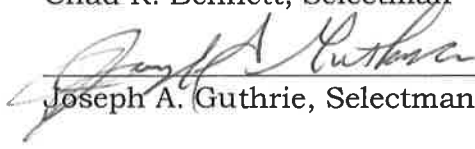
Approved By:



Sean P. Murphy, Chairman



Chad R. Bennett, Selectman



Joseph A. Guthrie, Selectman