

**BOARD OF SELECTMEN
MEETING MINUTES
November 27, 2017**

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

The meeting was opened at 7PM

Public Announcements

- Tuesday, November 30th at 7PM at the Hampstead Middle School is the Don Campbell Christmas presentation sponsored by the Hampstead Cable Advisory Committee.
- 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

Richard Hartung, said that there is a RPC meeting for transportation advisory scheduled for December 7th from 9am to 11am on Water Street in Exeter and he has a conflict. He was hoping that Al Davis would be able to appear in his absence.

Department Heads

Jon Worthen, Road Agent thought that he would be able schedule to additional work next week but because the temperatures are going down it will have to be put off until next Spring. The Highway Department will be working on a small patch on Kent Farm Road and re-pave the culvert crossings that were done earlier.

New Business

Open bids – Shop Pond Dam road stabilization-The following bids were opened:
Edward Paige - \$73,069
Busby – \$36,800

Selectman Bennett made a motion to give copies of the bids to Jon Worthen for his review. The motion was seconded by Selectman Guthrie. Vote: 3-0

Old Business

None

Liaison Reports

Chairman Murphy- Nothing to report
*Selectman Guthrie -*Nothing to report
Selectman Bennett- Nothing to report

AA Report:

Flagger certification

Ms. Theriault acknowledged that three town employees have attended and received there certification as Flaggers, which would allow them to direct traffic when necessary. Two are in the Highway Department, and one is in the Buildings and Grounds Department.

Harassment training

Ms. Theriault is in the process of scheduling harassment training through our insurance company, which is Primex. This hasn't been scheduled for a long time and it is time we do so. The training is expected to take place in January or February. There will be a day session and evening session, and then if an employee can't attend either one, there is online training as well. The BOS should make this mandatory for all employees. The employee would be paid for his/her attendance.

Chairman Murphy made a motion to make the harassment training mandatory for all employees. Selectman Guthrie seconded the motion. Vote: 3-0

Training for 2018

Ms. Theriault would like to attend the State of NH, Bureau of Education and Training sessions on Human Resources. This aspect of her job is becoming more complicated and time consuming. For liability purposes, it is always wise to have someone who is knowledgeable in Human Resources. Her job description identifies that she is the Town's personnel director, however the title as Administrative Assistant doesn't imply that responsibility. Also, as the appointed ADA Coordinator, this training may assist in that position as well. The cost would be \$850 and would run from January to November. There would be one or two sessions a month that would last the entire day. The State of NH, BET is the same entity from which she earned her designation as a Certified Public Manager. The program is limited to 20 people.

Chairman Murphy made a motion to allow the AA to sign-up for the Human Resource training. Selectman Guthrie seconded the motion. Vote: 3-0

The activity log was reviewed. Chairman Murphy asked that senior programs be added to the log.

Meeting Minutes

There are no minutes that are ready for approval at this time.

New Business

Kim Colbert from the Recreation Commission was present to formalize the department's budget as well as to discuss the senior drop in center. A proposal had also been submitted by Emily Reschberger and Carol Cipriano, that asked for increased funding for the program. The drop-in center had been organized by volunteers. The increase in funding is to go towards a coordinator and refreshments.

The Recreation Commission discussed the town's financial support of the Vic Geary center and what the center provides in the way of activities. The Commission believed that this is a duplication of efforts and doesn't support Hampstead's senior drop in. The commission acknowledged that the senior population is growing and they are looking for direction from the Board of Selectmen. The Selectmen need an plan about what senior programs we as a town needs. The Recreation Commission is committed to representing all segments of the population and believes that it is doing so. Recreation is fulfilling its obligation. The Recreation Commission doesn't have the manpower to cover the drop in center. Chairman

Murphy said that we have a Recreation Director and Ms. Colbert responded by stating that yes, and she is fulfilling that obligation. Recreation never took care of this program. They run the senior dinner and senior trips. The Recreation Commission doesn't want to run the senior drop-in. Ms. Colbert asked what is the plan to handle seniors? Selectman Guthrie said that we need a facility.

Emily Reschberger, resident said that the proposal was a suggestion and a coordinator to handle the drop-in would be similar to hiring a recreation assistant or lifeguard. The coordinator would be there for the whole year. Right now it is hard to get a handle on how many people would participate. There hasn't been a recent coordinated effort to increase the participation. The need is growing and they will track the participation for a year to see how it is going. Selectman Bennett said that he would like to see a quarterly reporting on the program. Ms. Reschberger agreed. Ms. Reschberger and Ms. Cipriano would be willing to take the program on. Ms. Reschberger might have a few people in mind who might be interested in being a paid assistant. They are asking for \$40 per meeting for food plus food that is from the food pantry. Chairman Murphy said that he doesn't condone taking food from the food pantry. Ms. Reschberger said that some of the attendees would be eligible for food from the pantry. Some receipts or timesheets might not have been posted to the budget yet.

The line item for Vic Geary can be reduced but the organization should be made aware of it.

Selectman Murphy made a motion to increase the following two line items- 45206-12001 to \$2,700 and 45206-89000 to \$2,000 for a total of \$4,700. Selectman Guthrie seconded the motion. Vote: 3-0

Ms. Colbert brought up the discussion of mowing. She said that Holiday Lane fields will go out to bid. She was wondering whether or not Selectman Bennett has spoken to the Cemetery Trustees yet, he said that he had not.

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

Correspondence

Visitors Comments

None

Chairman Murphy made the motion to go into nonpublic session under RSA 91A 3: II (a) Employee Matters. The motion was seconded by Selectman Bennett, Roll Call Vote: Selectman Guthrie: yes; Selectman Bennett: yes; Selectman Murphy: yes.

J. Worthen stayed in attendance for the first non-public.

Selectman Guthrie made the motion to come out of nonpublic session under RSA 91A 3: II (a) Employees Matters at 9:00 pm. The motion was seconded by Selectman Bennett,

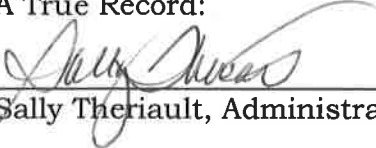
Roll Call Vote: Selectman Guthrie: yes; Selectman Bennett: yes; Selectman Murphy: yes.

Chairman Murphy made a motion to seal the meeting minutes. Selectman Guthrie seconded the motion. The motion passed unanimously (3-0).

Chairman Murphy made a motion to increase the hourly wage on one of the employees to \$18.00 starting at the beginning of the next pay period. Selectman Bennett seconded the motion. Vote: 3-0

Selectman Guthrie motioned to adjourn the meeting at 9:00pm. Selectman Bennett seconded the motion. The motion passed unanimously (3-0).

A True Record:



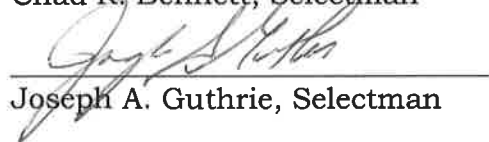
Sally Theriault, Administrative Asst.

Approved By:



Sean P. Murphy, Chairman

Chad R. Bennett, Selectman



Joseph A. Guthrie, Selectman