

**BOARD OF SELECTMEN
MEETING MINUTES
September 10, 2018**

Members Present: Selectman Murphy, Selectman Bennett, Selectman Guthrie

AA to Board of Selectmen: S. Theriault

Guests: Chief Beaudoin, Senator Birdsall, Senator Morse, J. Manning (Hampstead Area Water), N. Lynch, K. Colbert, C. Cipriano, E. Reschberger, L. Snyder, P. Gelinas, D. Anthony, H. Steadman, L. Reimitis, J. Bain, K. Hanides, K. Chesney, A. Chesney, and S. Pascoe (There were about 40 people in attendance, but not all left names)

Public Announcements

- Town Wide Yard Sale will be held on Saturday, October 6th. See Community Caregivers for more information
- Tomorrow, September 11th is Election Day and the voting is held at the Middle School from 8 am to 8 pm
- 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.

Visitors Comment

There were none.

Department Heads

Senior Committee- Neil Lynch, Kim Colbert, Pat Gelinas, Kathy Costa, Jaye Dimando, Liza Snyder, and Carol Cipriano, along with Selectmen Guthrie.

Mr. Lynch spoke for the committee and presented the Selectmen with a recap of what they have done over the past year and what they are recommending the Selectmen do. He asked that the Selectmen review the information and that the Committee would come back to the next Selectmen's meeting in September to discuss the results and recommendations.

Chairman Murphy asked that this be put on the next agenda.

Police Department- Chief Beaudoin

The Chief reported that they (Lt. Frazier and Chief Beaudoin) just held their first meeting with the school regarding the SRO (School Resource Officer) contract/agreement. They hope to have the paperwork for review next week, and to have ready for the next Selectmen's meeting.

Chief Beaudoin stated that the officers have been doing a lot of details, and using a car for most of them. He said that this has contributed to some wear and tear on the vehicles and he asked the Selectmen to approve funds from the Detail Fund to pay for some of the repair bills. He requested that the Selectmen approve \$3,726.55.

Chairman Murphy motioned to allow the Chief to take \$3,726.55 from the detail fund.

Selectman Bennett seconded the motion. The motion passed unanimously.

New Business

Notice of Intent to NHDES and EPA (MS-4)

Mrs. Theriault went over the permit with the Selectmen. There were six specific functions to the permit that need to be done and a person or position to complete the requirement. This permit is required to be filed by October 1st of this year. Mrs. Theriault reported that J. LaBranche from Rockingham Planning Commission (RPC) met with Mrs. Theriault, J. Worthen and Selectman Guthrie. They reviewed what the town has done (reported) in the past and what will now be required. They went over the pages. The discussion was held until the time of the Public Hearing (7:15) and picked up again later in the meeting. Page 1 of 20 is general information. Part II is the Summary of the Receiving Waters which speaks to the impairments to the water bodies in town. There are 10 listed

with issues (such as phosphorous and other pollutants). Part III is the Stormwater Management Program Summary. This has various sections such as Public Education and Outreach, Public Involvement and Participation, Illicit Discharge Detection and Elimination (IDDE), Construction Site Stormwater Runoff Control, Post-Construction Stormwater Management In New Development and Redevelopment, Municipal Good Housekeeping and Pollution Prevention. There are then two sections called Actions for Meeting Total Maximum Daily Load (TMDL) Requirements and Actions for Meeting Requirements related to Water Quality Limited Issues. The final page is a certification page that must be signed by someone stating that all the documentation etc. are correct.

As they went through the various sections they determined if an outside contractor would need to be hired, or if the work could be done in house. The permit will be updated with the assignments and brought back at the next meeting. Chairman Murphy stated that he would sign the permit (with a vote of the other members). Mrs. Theriault will also contact Rockingham Planning to see what they can help with and the Town of Plaistow for recommendations on items they have already implemented (such as street sweeping).

**7:15 P.M. Public Hearing- Discussion concerning water supply issues along Main Street.
Chairman Murphy opened the Public Hearing by reading the notice:**

"The Hampstead Board of Selectmen will hold a public hearing on Monday, September 10, 2018, at 7:15 p.m. at the Hampstead Town Office Building, 11 Main Street, Hampstead, NH for the purpose of hearing public testimony and gathering information regarding the water supply along Main Street."

Senator Birdsall was the first to speak. She repeated what she said at the last meeting. There is a water commission that has been working on finding additional sources of water to Southern NH. She also reported that she spoke with a representative of the Hampstead Area Water Company (HAWC). She was recently told that HAWC did not have a franchise on the section of upper Main Street but they would like to. It was estimated that extend the current water line from where it ends on Main Street it would cost about \$750,000 to \$1,000,000. HAWC would be required to get permission from the Public Utilities (PUC) to extend their franchise. They would also need to know that there are enough interested homes that would be hooking in to look into moving forward. She went on to state that in talking with other members, she was told that people need to sign on to get the water (application on HAWC website). She heard that the PUC likes to see about 150 households.

Karen Hanides of Main Street asked if there were federal funds to help with this and what was Salem using to get the water line extended. Senator Birdsall said it wasn't federal money being used on the water line coming from Derry to Salem to Plaistow, but settlement money from the Mobil case.

Senator Morse spoke and explained where they are now in the water line project. He said that there were 7 communities that were part of the Southern NH expansion to get water to Plaistow. There is a water source that will be coming from Manchester down through Derry to Windham (which has no franchise) to Salem, then to Atkinson and Plaistow. There is a MTBE contamination issue in Windham along the area they are moving the water. When it gets to Atkinson, it will connect on the backside of the Atkinson Water and Hampstead Area Water and use HAWC to move the water to Plaistow. He pointed out that it was a great collaborative effort by all the communities. They are in the process of completing the MOU (Memorandum of Understanding) for each town that the water line goes through. The MOU will explain how the process will work, the fees/costs involved etc. The process is moving quickly, but the earliest it would be on line is the Spring of 2020. There was funding through the fund held by the State of NH that covered most of the costs. Derry and Salem each have municipal water. To work through Windham Pennichuck Water will be part of the process and the process will pick up into the Salem Municipal Water. Then it will connect to HAWC in Atkinson. In Salem where it is municipal water, when the line goes by your residence you have to hook in. When it is a private company such as HAWC, the requirement is not the same, it is a choice. There were contaminated wells in the Atkinson area that this water line will help with.

He went on to explain that there is an application process to go through to help with the funding. He felt that with the water line in the works and no additional sources of water, that the earliest anything

could happen would be 2020. He explained the Water Commission grant that they are using which they look for applications that require under 50% of the cost. He said this last round there were about 80 applications but only 20 were approved. A good portion of the requests were not done correctly. D. Anthony asked Sen. Morse if the route for the water coming from Manchester was set. He said that it was coming down from Derry along Route 28 through Windham into Salem with a 20" line to Atkinson to Plaistow. They did consider the backside of Derry because Pennichuck is in that area, but it wasn't an easy extension. Senator Morse pointed out that there were a few other options for funding such as rural grants, SRW and some other forgiveness loans. He said that there is a lot of work to get it done. Selectman Guthrie asked if we had to work it through HAWC where we have no municipal water isn't it more that we support HAWC and work with them. Senator Morse said that the reality for Hampstead relies on HAWC whereas they are a business and to lay the line, they are regulated and would need to work through the PUC. If it was municipal water they could take out bonds or grants.

Pat Gelinas, Eastmain Drive, asked what happened to the contaminated wells in Plaistow. Senator Morse answered that there were about 60 homes that had MTBE and they have been working with them for about 10 years and they will be hooked up by HAWC. He also noted that Plaistow just passed a Plaistow Fire Supply that will hook into HAWC which will eventually open it up to other areas in town. There are about a 100 homes in the Plaistow area that are serviced by Pennichuck. P. Gelinas asked if the state steps in when there is contamination. Senator Morse said yes with treatment options and/or bottled water. This is why they are trying to bring in sources of water, but he stated that he understood contamination was not the issue in the Hampstead case being discussed. K. Hanides asked that if it was a contamination issue, would the state step in. The response was yes they would provide relief with bottled waters etc. at no fee to the resident. P. Gelinas stated that if the water source was brought further up Main Street there would be a fee to the residents that are hooking in. Sen. Morse suggested that maybe the Town could talk with HAWC about ways to reduce the cost such as they bring the pipe up and a separate cost to bring from the pipe to house. He noted that most companies charge for those costs.

J. Bain asked when the application to the State Water Fund needs to be in. Sen. Morse responded that it is an annual process and the next round would be in April, but they hadn't set the date in stone yet. It could be as early as January-March. J. King asked what the chances were of getting awarded the grant. Sen. Morse said that if the application is asking for less than 50% of the cost, the chances would be better. Selectman Guthrie asked where the application would come from, the Town or the HAWC or a joint effort. Sen. Morse said that they could help with that. He stated that a lot of homework would need to be done to get the connections to the homes. Looking for 10 homes to hook up at \$1,000,000 won't work. D. Anthony said that contaminated water would raise it to a higher issue, but what about a home that has no water, how can it move up the list. Sen. Morse said that he didn't know what would happen if the neighbors don't want to hook in.

Josh Manning, General Manager, Hampstead Area Water Company was the next speaker. He stated that they have no immediate plans to expand the water line in that direction and they don't have a franchise fee there. He explained that they would need to go to the Public Utilities (PUC) to expand the line and would need the Town's support during the process. In order to go through that process they would need to know how many people were interested and would require the residents to complete a service request. This can be done on HAWC website. This would give them a number of homes to estimate the cost. He stated that they are committed to working with the residents in Hampstead. Mr. Manning stated that HAWC was familiar with the application process whereas they have worked on other projects with it. They need the number of homes and the location of the homes. L. Riemitis asked if there was set number of homes. Mr. Manning said they wouldn't know until they saw what interest there was. D. Anthony asked if the grant could help the residents with the cost. Mr. Manning stated that they need more connections to move the water (such as the new water line in 2020 from Manchester). The estimated cost to hook up to each resident could be from \$5,000 to \$10,000 depending on the side of the road and ledge etc. Selectman Guthrie asked Mr. Manning what the town could do. The response was to help define the project and support the grant application and process through the PUC for the franchise expansion. He noted that they currently have 80% of the town in their franchise. Selectman Guthrie asked if they would need any engineering help from the town. Mr.

Selectmen's Meeting Minutes

September 10, 2018

Page 4 of 7

Manning said that they had the resources they need on their staff. Mr. Manning suggested that a small group could be pulled together to work on this project to get it structured and through the process. Chairman Murphy asked that if there was a motivated group of people that fill out the service request ie an estimate of 100, what would be the time line to hook on. Mr. Manning said that it would take 18-24 months and the additional capacity being available from Manchester would help. Everyone was thanked for their input. The audience was told to reach out to HAWC via a service request so that they can find out interest.

D. Anthony thanked everyone but stated that the mean time her family is still without water and they can't keep relying on Skillings Water for providing water. As of this morning she is still without water in the well. She has a list of people that have reached out to her that were interested in the water line, and that is about 40 homes including Glenwood North apartments. They are on Main Street and off Main Street. She has been trying to get the word out and asked if there was a way to reach those that she hasn't heard from. Chairman Murphy said the next step is to complete the applications so HAWC can see if it is viable to move forward to the PUC. D. Anthony how she can get the word out for the and whether or not the Selectmen could send out a mailer. Chairman Murphy said the best way was through social media or the newspaper. D. Anthony said that they are doing that but feel there are a lot of people that they haven't reached and asked if there was any other support from the town in the meantime. D. Anthony asked what would happen to them if the water line doesn't come through, what would they do? Chairman Murphy responded that he didn't know, that it was a delicate situation. Maybe the link to the HAWC could get on the website and maybe the Fire Department could fill their tanks.

The public hearing was closed at 8:05 and a five minute recess taken.

Wage and Salary Job Study

Chairman Murphy stated that he reviewed the information given to him by Mrs. Theriault. He sees that there are some departments that are still on the high side and some that are below the average. He thought it might be a good idea to move forward and get some estimates to do a Wage and Salary Study. Mrs. Theriault said that she had one from last year that was about \$10,000. The quote was for doing the salary review and reviewing/updating the job descriptions. Chairman Murphy said that whereas there weren't too many deficiencies that maybe the quote should just be for job descriptions to be reviewed and updated. Selectman Bennett asked if the job description review could be done in house with each department reviewing with their liaison. The current wage scale and the job descriptions were done in 2008/2009. There have been a few that have been updated or added since then. Selectman Bennett was concerned with spending \$10,000 to \$15,000 for a study and then to not need to do any changes. Mrs. Theriault pointed out that not all departments will step up and then we are back to the old way of only those that want to move their employees along will come forward. The Selectmen agreed to move forward and see if there could be a quote for just the job description review, one for just a salary review and then one for the two combined. This way they would have a cost to put into the budget for 2019. Mrs. Theriault stated that there were studies done by area towns, but even that data is now outdated. With a study all employees would be treated the same way, asked the same questions and done on a fair basis with a clear thought and process in place. Selectman Guthrie asked if there was a mechanism in place to recognize long term employees that have reached the ceiling. Mrs. Theriault stated that once you hit the ceiling that is it except for COLA, if given. She also pointed out that the COLA has not been keeping up with the cost of living because it has been half of the Social Security increase averaged.

Chief Beaudoin pointed out that in two years his Lieutenant will be making less than the two Sergeants.

S. Harms asked while they were on the subject that he would like to see the two permanent part time employees at the garage (one for Highway and one for Buildings & Grounds) be moved to full time. He understood that there was a possibility of a petition warrant article coming forward to do this, unless the Selectmen are willing to put it as a warrant article. They would be working about 5 hours more per week, but would be eligible for benefits. Mrs. Theriault estimated that it would be about \$16, 500 per half year (April-Dec) for benefits (median). Mr. Harms was told to get the numbers to Selectman Bennett to review and then the Board of Selectmen could discuss it.

Old Business

There was none

Liaison Reports

Selectman Guthrie- Pointed out to the Selectmen that there was a lot of information from the Senior committee to look at. He also stated that the Historic Commission is in the process of having the survey completed of the Town Hall and Meeting House area. There was a recommendation to have granite markers put in place, but the Meeting House budget won't have the funds for it and Selectman Guthrie suggested that it come from Buildings and Grounds. The rest of the Board was okay with the estimated cost being about \$1,000 and taking it from the Buildings and Grounds budget.

Selectman Bennett- Nothing to report

Chairman Murphy- Nothing to report

AA Report:

Interest in Bike Path

Mrs. Theriault has made initial contact with the State regarding the possibility of a bike path along Main Street and is waiting for a call back from the State.

2019 Town-wide Revaluation

An ad for the RFP for the town-wide statistical update has been sent out with a return date of October 22nd.

Full Time Police Officer Ad

An ad for a fulltime police officer has gone out. Applications are due back in this office by Sept. 21st. Chairman Murphy reminded Chief Beaudoin that all applications are required to come into the Selectmen's Office.

Activity Log

The activity log will be reviewed. The Fund Balance Policy and the Investment Policy will be on the next agenda. The RFP for the ramp will need to be done to budget for the work next year. The material for the front steps was due to be received by the contractor around the 7th of September.

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

Appointments

There were no appointments

Correspondence

There was none

Visitors Comments

There was none at this time.

Selectman Guthrie motioned to enter into a non-public session under RSA 91A:3 II (c) Reputation at 8:50 pm. Chairman Murphy seconded the motion. The motion passed with a roll call vote:

Selectman Guthrie, yes: Selectman Bennett, yes: Chairman Murphy, yes.

There was a request from a resident (11-055) to allow him to pay his 2015 outstanding taxes in three installments with the first this evening. The Selectmen agreed to allow him to pay in this schedule,

but that would need to be a written agreement with the Tax Collector. Mrs. Theriault stated that the Tax Collector would also like an agreement to pay the 2016 taxes. The resident wasn't ready to do that yet. The 2015 property taxes are what is due now to prevent the town from taking the property. The resident agreed to sign an agreement for 2015.

Selectman Guthrie motioned to come out on non-public session under RSA 91A:3 II (c) Reputation at 8:58 pm. The motioned was seconded by Selectman Bennett. Roll call vote: Selectman Guthrie, yes: Selectman Bennett, yes: Chairman Murphy, yes.

Selectman Guthrie motioned to enter into a non-public session under RSA 91A:3 II (a) Employee Matters at 8:58 pm. Chairman Murphy seconded the motion. The motion passed with a roll call vote:

Selectman Guthrie, yes: Selectman Bennett, yes: Chairman Murphy, yes.

Chief Beaudoin was present.

The Selectmen discuss the status of an employee. The employee had been placed on a six month probation earlier and the time was coming up. After some discussion and explanations, the Selectmen agreed to let the probation lapse and the employee continue on.

Selectman Guthrie motioned to allow the probation to be completed and the employee move to a permanent Full Time status based on the Chief's recommendation. The motion was seconded by Chairman Murphy. Selectman Bennett noted some of his concerns and the Selectmen discussed the issues. The motion passed with all in favor.

While still in non-public under employee matters Mrs. Theriault brought up a recent issue regarding an employee maybe not understanding their job description and therefore not doing what was required. Chairman Murphy stated that he would talk with the employee to make sure they understood the responsibilities of the job, and to offer the office for whatever help would be needed. Mrs. Theriault will send the current job description to Chairman Murphy to have for the discussion.

A motion was made by Chairman Murphy to close the non-public session under RSA 91A:3 II (a) Employee Matters at 9:25 pm. The motion was seconded by Selectman Bennett. The motion passed on a roll call vote.

Selectman Guthrie, yes: Selectman Bennett, yes: Chairman Murphy, yes.

Selectman Guthrie motioned to enter into a non-public session under RSA 91A:3 II (e) Litigation at 9:25 pm. Chairman Murphy seconded the motion. The motion passed with a roll call vote: Selectman Guthrie, yes: Selectman Bennett, yes: Chairman Murphy, yes.

Mrs. Theriault reported that there has been a settlement amount received from Consolidated Communications regarding the assessments on the poles. This has been an ongoing issue since the poles were taxed in 2011. There was an abatement filed for the 2011 and each year through 2017 based on the values of the poles. There was a recent Supreme Court decision in favor of the company. The Town had been working towards a settlement amount and it was recently given to them. The Selectmen have agreed on the amount offered and need to work on the fine print on how the money is abated.

Chairman Murphy motioned to accept the settlement offer from Consolidated Communications (Fairpoint) with the details to be determined. Selectman Bennett seconded the motion. The motion passed unanimously 3-0.

A motion was made by Chairman Murphy to close the non-public session under RSA 91A:3 II (e) Litigation at 9:36 pm. The motion was seconded by Selectman Bennett. The motion passed on a roll call vote.

Selectman Guthrie, yes: Selectman Bennett, yes: Chairman Murphy, yes.

Selectman Guthrie motioned to adjourn the meeting at 9:36pm. Selectman Bennett seconded the motion. The motion passed 3-0.

A True Record:




Tina Harrington, Recording Secretary

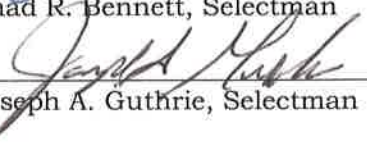
Approved By:



Sean P. Murphy, Chairman



Chad R. Bennett, Selectman



Joseph A. Guthrie, Selectman