

**BOARD OF SELECTMEN  
MEETING MINUTES  
September 24, 2018**

**Members Present:** Selectman Murphy, Selectman Bennett, Selectman Guthrie

**AA to Board of Selectmen:** S. Theriault

Guests: Chief Beaudoin, N. Lynch, K. Colbert, L. Snyder, and C. Cipriano

**Public Announcements**

- Town Wide Yard Sale will be held on Saturday, October 6<sup>th</sup>. See Community Caregivers for more information
- Trick or Treat will be held on October 31<sup>st</sup> from 6 pm 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**

There were none

**New Business**

**Fund Balance Policy**

There were some grammatical changes made to the currently approved policy. Last year when the tax rate was set, the Selectmen were concerned that they were limited to a maximum amount of \$500,000 to be used from the unreserved fund balance to offset the tax rate. After some discussion, they agreed to change the amount to not to exceed \$750,000.

**Selectman Guthrie motioned to change the amount to be used from the unreserved fund balance to offset the tax rate to \$750,000 from \$500,000. The motion was seconded by Chairman Murphy. The motion passed unanimously.**

**Investment Policy**

There were some minor changes to the Investment Policy, clarifying the name of the special revenue funds.

**Chairman Murphy motioned to accept the Investment Policy as presented September 24, 2018. The motion was seconded by Selectman Bennett. The motion passed unanimously.**

**Management Discussion and Analysis (MD & A)**

The MD & A for fiscal year 2017 was approved by the Board of Selectmen.

**Chairman Murphy motioned to accept the MD& A for 2017. Selectman Bennett seconded the motion. The motion passed unanimously.**

**2017 Representation Letter for the Auditors**

The representation letter stating the Town of Hampstead gave all the information to the auditors etc. for the financial reports for 2017 needs to be signed by the Chairman.

**Selectman Guthrie moved to allow the Chairman to sign the representation letter for Vachon Clukay et all. Selectman Bennett seconded the motion. The motion passed unanimously.**

**Old Business**

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

The changes requested at the last meeting were made to the permit.

**Selectman Bennett motioned to allow the Chair to sign the NOI on behalf of the Board of Selectmen. Selectman Guthrie seconded the motion. The motion passed unanimously**

Senior Committee- Final Report

At the last meeting of the Board of Selectmen the Senior Committee left the Selectmen with their findings and recommendations. They asked the Selectmen to consider the report and discuss it tonight.

Selectman Guthrie stated that as a member of the committee he understood the recommendation and stated that he hoped that the other Selectmen reviewed the information. He said that he was in favor of the recommendation for a part time Senior Coordinator. He pointed out that they provided a list of suggested things the person could be doing. He then asked if they were to move in that direction, who would be doing the hiring, the Selectmen or the committee. Mr. Lynch stated that the committee work is now completed with the release of the report. They would like to have the recommendations be part of the ongoing conversations about where to go from here. He noted that they now need to move forward. He also pointed out that with this report the Recreation Commission is also complete with their end of the discussion. There were some suggestions about adding some activities and/or programs and the Recreation Commission will be working at incorporating these. The recommendation on a part time Senior Coordinator is more to handle human service needs of the senior population, which falls under the jurisdiction of the Selectmen.

Mr. Lynch emphasized that in their conclusions the Town services need to improve and that most seniors are unaware of what services are available and that it was in the best interest of the seniors and the community to have a part time person. The duties and pay etc. are not for this particular committee to discuss. He did offer that if the Selectmen were to put a new committee together to take this to the next step, some of the members of this committee would be interested in being on it. They also noted their concern with the possibility of duplicating of services that the town is providing. Chairman Murphy noted that the Selectmen would need to drill down more on what is provided and determine the need and if there are issues in getting the service provided. It was noted by C. Cipriano that people have trouble getting rides through CART and there should be someone that can help them through this process. Mrs. Theriault noted that there are specific time constraints in scheduling a ride through CART and it is not known if the people with transportation issues met those scheduling timeframes. She also pointed out that the website does have information on it that is on the Human Services page. She also explained that the Town of Hampstead currently contracts with Community Health Services to handle the human service (welfare) issues in town so the ability to get help is there. Everyone agreed that there was room for improvement just not sure where to start. A suggestion of a flyer with the information on it would be a good start.

It was noted that there are currently 16 agencies that the town supports and we should understand what they provide and the usage provided to Hampstead residents. Mr. Lynch pointed out that it is difficult to navigate the website and it isn't always up to date. Selectman Guthrie stated that it is difficult to get a handle on what is really needed without a place for the people to gather such as a community center. He pointed out that most of the communities around us have a facility for their residents. Selectman Guthrie said that this needs to be on the long range discussions.

N. Lynch said that the part time person could be an advocate for the seniors in issues that they have and to help in the next step.

Chairman Murphy asked that the report be added to the activity log so that it would be a reminder and not go by the wayside.

It was pointed out that they do not want to duplicate services that are available at the Vic Geary Center and would prefer to direct people there. It was also noted that of an estimated 1350 seniors (per last census) they only received about 125 surveys. That is the total after they advertised the survey in numerous places.

C. Cipriano suggested that there is currently a part time person working for the Senior Drop in and what would it take to move that person in the part time Senior Coordinator. Chairman Murphy responded that the situation as a whole needs to be looked at and that there will be no decision made tonight. He would like for CHS (Community Health Services) to be researched to see how it relates to the issues the senior may be facing before we put someone into a position.

Chairman Murphy thanked them for their time and input and would reserve the right to come back and ask questions about their findings. The item will be placed on the activity log so that it doesn't get dropped and the research could be done.

Continued Discussion on Updating Job Descriptions and Wage Salary Matrix

There were three companies contacted regarding a wage study and at this point, only one has come back with an estimate. She does expect to have at least one more. She gave a breakdown of the types of services that are offered and explained what information was provided to them to get the estimate. There are a few options with one being an internal equity review which has an estimated cost of \$8,640. To add either the Library or the Police Union to the survey would be an additional \$360 dollars. There was an old estimate of about \$10,000 from Municipal Resources (MRI). The Selectmen wanted to know what they would get for the \$10,000. Selectman Guthrie noted that the library recently did a study to update their jobs and he saw that the cost of the update would result in about a \$16,000 budget increase. He has asked the Library Director for the information about what they had done. It was stated that the library information would also be needed to do an internal equity review. Chairman Murphy asked what the cost was for just updating the job descriptions and was told about \$3,600. Mrs. Theriault was asked what the difference was in between grades. She reported that it was 5.6%. She also pointed out that some of the beginning steps need to be adjusted because people don't come in on those steps, which could adjust the ending steps, which could help those that are currently at the max. She also explained that there is currently a process in place for changing grades of positions and that they have done that to a few positions. Chairman Murphy asked if there was money in the 2018 budget to cover the cost of the study. Mrs. Theriault stated that currently there was money in the personnel line of about \$15,000. She pointed out that the last study took two years from the time of approving it to go forward until it was implemented and that this would be a good time to go forward. She was asked what the time frame would be for the completion of the job. The response was about 3 months. Chairman Murphy asked that the one that gave a proposal, Gary Thornton and Associates come in and do a presentation of the process and what they do. This will be scheduled for the next Selectmen's meeting.

**Liaison Reports**

*Selectman Guthrie-* His understanding is that the library already did an internal process and updated and changed their job descriptions. Selectman Bennett asked if they hired an outside firm or did it internally. Selectman Guthrie responded that he wasn't sure, he only knew what he saw in the newspaper article, but assumed it was done internally.

*Selectman Bennett-* Nothing to report

*Chairman Murphy-* Nothing to report

**AA Report:**

**Town- wide yard sale**

The Town-side yard sale is scheduled for October 6<sup>th</sup> and anyone who is interested in signing up to participate may do so with Community Caregivers.

**Columbus Day**

The Town Clerk/ Tax Collector will be closed for Columbus Day, October 8<sup>th</sup>. This is usually a floater day for the Town Office building. The Building Department would also like to close. The Selectmen were asked that instead of having Columbus Day as a floater for full time employees, if they would consider making that day a holiday and going forward, close the Town Offices. The Selectman agreed to close the office on October 8<sup>th</sup>.

The next regularly scheduled BOS meeting is scheduled on Columbus Day, October 8<sup>th</sup>. The Selectmen agreed to cancel that meeting and move what would be on the agenda to the Budget meeting scheduled for October 10<sup>th</sup>. Chairman Murphy noted that he wanted to make sure that SRO memorandum was not at risk of being signed in time and to make sure it was on the October 10<sup>th</sup> agenda.

**Library's request**

The Library Trustees are requesting that the Town pay for a project. Mrs. Theriault explained that in the past, the Town has added new parking spaces and has undertaken ongoing maintenance such as

cutting the lawn and plowing the parking lots. The purpose of this most recent request is to clean out and reconstruct a swale that is on the side of the building. The Town has already cut back and cleaned a portion of the swale and this was done with the labor and equipment that is available from the Town. Following the work and the most recent rainstorm last week there was some water buildup from that storm. Approximately half of one of the parking spaces was flooded, but the water continued to move through the swale.

The scope of the work that is now being requested by the Library is outside of the Town's ability. The Library's written request does say that the "Town has always been responsible for the property that the Library sits on." However she pointed out, the Library has not consulted with the Town regarding projects such as the Reading Garden or the newly considered Boardwalk to the Reading Garden. When Mrs. Theriault spoke with Scott Bourcier, the engineer who met with the Library Trustees told Mrs. Theriault that he was not aware that a boardwalk was going to be built near the drainage area and he was unable to advise whether or not the boardwalk would hamper the operation of the swale.

The Board of Selectmen should decide whether or not the Town is only responsible for those tasks that are within its means (labor and equipment) or should it be responsible for all costs associated with any work done outside of the property. The request is for \$2,250 and if the BOS accepts responsibility for paying for this then the BOS should determine from which line item the money will be taken.

Selectman Bennett agreed that he would take a look at the area and talk with the Highway Department and Buildings and Grounds to determine if it something that should have been done a while ago and was left or an issue with the building. They also agreed that if the Town is responsible for everything outside the building, the Library Trustees would need to come to the Selectmen to explain and ask for the funds. It is unknown if the Library has the money in the 2018 budget to cover the cost. Selectman Guthrie asked why the library should pay for the work. Chairman Murphy responded that he didn't say they should, but that if they were expecting the town budget to pay for something, then they should be asking the Selectmen to approve the project. Selectman Guthrie pointed out that the boardwalk they are considering is from a gift. Chairman Murphy stated that he understood, but if it becomes the town's responsibility to maintain, they should be aware of it and involved.

#### **Hampstead Lion's Club Luminaries proposal**

Luminaries are the lunch size bags with candles that are seen around holidays that light up pathways. The Hampstead Lions Club would like permission to light the public buildings with these luminaries on Christmas Eve. They would also be selling the kits to the public. The kits would contain approximately 10 candles and bags for \$15.00. The Lion's Club would take care of the Town Office building, Meetinghouse and historical building. They would place the luminaries out around 2 or 3pm on Christmas Eve, the candles would burn out on their own around midnight, they usually last about 10 hours. This would be no cost to the town. The goal is for people to enjoy this and encourage participation. This has become a popular tradition in a lot of small towns.

The Hampstead Lions Club would like to do this as a fundraiser. The proceeds benefit local community needs. It was noted that the project may not happen in 2018, but the Lion's Club would like move forward with it either way. Selectman Guthrie will bring it to the Historic Commission for their input and Mrs. Theriault will present it to the Fire Chief. It was explained that they have been doing this in Exeter for quite a while. There was some concern having an open flame left unattended near the Meeting House.

#### **STD/LTD self-pay option**

In the past, Mrs. Theriault was asked to research self-pay for STD and LTD for part time employees. She was advised that if the Town offers this option, according to HealthTrust, only those who need it will opt for the insurance. This is called "adverse selection", while the individual(s) will pay for his/her own insurance this will drive up the rates for the entire group because of the perceived or actual risk. She asked if the Selectmen were interested in having this available to part time employees and if so, need to set a threshold, such as those who work 25 hours or more per week. The Selectmen gave Mrs.

Theriault the direction to see what the impact would be on the rates and they suggested that she use 25 hours per week and that this was just a hypothetical number to see impact.

### **Activity Log**

The activity log was reviewed. Item 6 was moved to the fall of 2019. Item #5 would have the Historic Commission would coming in with a sketch from a landscaping company sometime down the road. A 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 7<sup>th</sup> of September and the work should be done shortly after. The research regarding any possible duplication regarding using CHS along with the recommendations of the Senior Committee will be added to the log.

Chairman Murphy asked Selectmen Bennett where he was regarding Selectmen Bennett's issues with Johnson Meadow. Selectman Bennett said that he has all of his research together and will set up a time to meet with Mr. Ashford. The Selectmen agreed to a deadline for this to be done at October 15<sup>th</sup>.

### **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**

Lease Agreement with Rehrig Pacific for the 5 year lease on the Carts for the new trash pickup process. The cost for the 5 years is about \$350,000 plus 5.75% interest. The Selectmen asked to see what the cost would be if they were to be purchased outright.

**Selectman Bennett motioned to authorize Chairman Murphy to sign the lease agreement with Rehrig Pacific as the primary and Sally Theriault as the secondary (to verify that the primary has authority to sign). The motion was seconded by Selectman Guthrie and the motion passed unanimously.**

Chief Beaudoin asked if there were any responses to the police officer ad. Mrs. Theriault stated that she had three responses and handed them over to the Chief.

### **Visitors Comments**

There was none at this time.

**Selectman Guthrie motioned to enter into a non-public session under RSA 91A:3 II (e) Litigation at 9:05 pm. Chairman Murphy seconded the motion. The motion passed with a roll call vote: Selectman Guthrie, yes: Selectman Bennett, yes: Chairman Murphy, yes.**

Consolidated Communications (Fairpoint) accepted the Town of Hampstead settlement and they have agreed to allow the town to pay it back over 4 years. They will offset the taxes due and the Town will issue a check for the difference. The amount will need to be added to the overlay for each of the next four years.

**Chairman Murphy motioned to approve the \$267,000 settlement to be reimbursed over a 4 year period in the amount of \$66,750 offset by the current year taxes and the money to be placed in the overlay each of those years. The motion was seconded by Selectman Guthrie and passed unanimously.**

It was noted that the Town of Hampstead was also just served by Eversource.

**A motion was made by Chairman Murphy to close the non-public session under RSA 91A:3 II (e) Litigation at 9:15 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.**

Mrs. Theriault asked the Selectmen if they wanted to give the departments any direction for setting their budgets. They agreed to let them present their first round of budgets and then they would see if there needed to be any further direction.

Mrs. Harrington asked the Selectmen to verify some locations that should or shouldn't have trash/recycling picked up by the Town. The two specific areas were Ordway Farm and Johnson Meadow. The thought is that both are town roads and should both be picked up, but this will be discussed when Selectman Bennett has completed his discussions with the Ashfords regarding Johnson Meadow Road.

**Selectman Bennett motioned to enter into a non-public session under RSA 91A:3 II (a) Employee Matters at 9:35 pm. Chairman Murphy seconded the motion. The motion passed with a roll call vote:**

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

Selectman Bennett noted that he had some concerns brought to him about some employees and he wanted to know how he should approach the issue. The response from the others was to talk to the employees, and if needed start the discipline process, but to document what gets said and done. There was also some concerns brought up about non employees spending a lot of time at the town garage and how to address the issue. There was discussion about the need for a sign stating employees only or cameras. Selectman Bennett was told to see what the cost was.

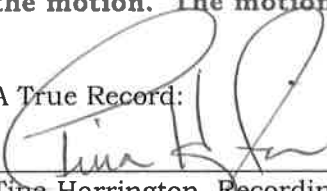
**A motion was made by Chairman Murphy to close the non-public session under RSA 91A:3 II (a) Employee Matters at 9:45 pm. The motion was seconded by Selectman Bennett. The motion passed on a roll call vote.**

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

There was a request from the SAU regarding additional steps needed to be taken during elections. They asked that the Selectmen provide an additional police officer to help with peak traffic. The Selectmen agreed to have a second officer available for traffic, especially for bus pick up and drop off and other peak times. They suggested that the gate to the school be closed during polling hours to keep visitors out of the school corridor. The issue with handicapped parking blocking buses should be helped with an officer during bus time.

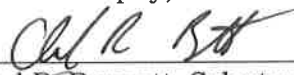
**Chairman Murphy motioned to adjourn the meeting at 9:50pm. Selectman Guthrie seconded the motion. The motion passed 3-0.**

A True Record:

  
Tina Harrington, Recording Secretary

Approved By:

  
Sean P. Murphy, Chairman

  
Chad R. Bennett, Selectman

  
Joseph A. Guthrie, Selectman