

**BOARD OF SELECTMEN**  
**MEETING MINUTES**  
October 22, 2018

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

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

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

Visitors: D. Chaulk, B. O'Brien, J. Beaudoin, and J. Worthen

**Public Announcements**

- 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**

**David Chalk- Oddfellows Road Angle Pond Woods**

Mr. Chalk was present to speak with the Selectmen regarding the size of the carts for the new automated trash system starting in 2019. He is the President of the Condo Association and they have discussed the issues regarding the sizes and many of the residents have an issue with the carts being able to fit into their garages. He stated that they have submitted letters to the Selectmen outlining their concerns. The RAWD Committee had agreed to allow each of the condo associations to decide on having a 35 gallon cart or a 65 gallon cart, but it had to be the whole complex moving in that direction. Mr. Chalk stated that they couldn't get a consensus at their annual meeting. He stated that it shouldn't be a one size fits all, but they should individualize it to the resident. There was discussion about the trash company being able to switch from the small cart to the large cart as it went along. Chairman Murphy suggested that the company be asked if it was an issue for them. Both Selectman Guthrie and Mrs. Cipriano (Budget Committee and RAWD Committee) will bring it back to the committee for an answer.

**Department Heads**

**Highway Department- Jon Worthen**

Mr. Worthen came in to give the Selectmen some follow up information regarding his request for his part time staff person to move to a full time position. He gave the Selectmen a spreadsheet showing some of the things the employee could do in the extra five hours and what it would cost to have it done by an outside contractor. The spreadsheet showed the outside cost, the employee at his current rate and at a rate that would include his benefits to show it would be cheaper in town.

Chairman Murphy asked if there was a backlog of work that hasn't been done due to the lack of hours. Mr. Worthen responded not really. Chairman Murphy asked if there was a necessity for the extra 5 hours a week. Mr. Worthen responded probably not, but he could get more done with the extra hours. Mr. Worthen went on to explain that he was afraid to lose the employee and the experience and history/knowledge that he has in the position. Mr. Worthen explained that there are times that it is worth keeping good employees. He stated that with the limit on their hours there are times that they have to leave some work incomplete. Chairman Murphy asked Selectman Bennett if he had conversations with Mr. Worthen regarding the change in the position. Selectman Bennett stated that he had not, but was taking in all the information. He asked what would happen if they agree to move forward and make the position a full time one and the employee leaves, what happens then. Mr. Worthen noted that if he was to replace the employee, he wouldn't hire a full time person unless they had the same knowledge and experience level.

Selectman Guthrie asked if we were talking about one person or two. He was told that Buildings and Grounds was also looking to move their part time person to full time so there are two, but different departments.

E. Reschberger asked Mr. Worthen about the new stormwater regulations and whether or not the extra hours would be picked up with some of the required work. Mr. Worthen responded that was correct

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that there were functions that are required that will add time to the work such as GPS all the culverts and catch basins. Selectman Guthrie was concerned with whether or not there was enough work for the person to do in the extra hours. It was agreed that they would need to also look at the two requests and see where there may be some overlay in the jobs. Mr. Worthen was asked what he had for current staff. He responded that he had two that work about 30-35 hours per week and himself. Chairman Murphy asked to table the discussion for now and for the liaison to have a conversation with the Road Agent and get back to the Selectmen.

### Library- Bob O'Brien, Library Trustee

Mr. O'Brien asked to speak to the Selectmen to give them further information about the budget and the job evaluations. He stated they updated 8 job descriptions and 6 of them would result in a pay change. He explained that of the 6, five of them are grade 4 or less. He explained that last year Thornton and Associates did a job survey for the Rye Library and Hampstead was one of the 20 communities that participated and received the results. He considered that this data was current and relevant to the changes in the library and they used those results in doing their evaluations. He asked that the library not be included at a cost for the survey if the Selectmen move in that direction. He stated that they fell overall one below the medium range. He stated that he could be contacted via phone or email if there were any further questions. He stated that he wanted the Selectmen to have the updated information. Selectman Guthrie said thank you and that he hadn't received the information yet but will look for it. Mrs. Theriault also asked that she be given a copy because the internal equity is as important as the external equity in coming up with job values.

E. Reschberger asked Mr. O'Brien if they used the factor based process to update the job and if it was based on activities in 2018. She also asked if there were any changes in supervision. Mr. O'Brien responded that only the Library Trustees and the Library Director can do reviews and evaluations. He also explained that they have put some of the employees into groups with a group leader. The first estimate that was published on the potential increases was about \$16,000. He stated that the estimate now is closer to \$12,000 but that they are still reviewing it. He emphasized that it was all a work in progress. E. Reschberger questioned why the Library Trustees did not participate with the town and instead went on their own. Mr. O'Brien pointed out that the Library is a separate entity from the town and they made the decision for their employees and moved forward after the survey. He was thanked for coming back and explaining in more detail.

### **New Business**

Revaluation RFP- There were three bids received for the 2019 revaluation.

1. Municipal Resources- \$80,000 and then \$150 per hour for the hearing and \$175 for utility
2. Vision Appraisal- \$72,000
3. Cross Country Appraisal- \$69,500

The Selectmen will take the proposals under advisement and look to make a decision at the next meeting. Mrs. Theriault will add it to the agenda and put noted that the estimate she put in the proposed 2019 budget is under those amounts.

### Selectmen's Proposed Budget for 2019

Mrs. Theriault explained the Selectmen's budget and Buildings and Grounds along with some of the sub accounts that go with them. She noted that there is an extra pay period added into the budget so looking at the % of change in salary lines won't just be a COLA and merit increase. The postage meter was purchased outright in 2018 and therefore has been reduced in the 2019 budget. The auditing line is the same but the Revaluation/Assessing line will increase based on the proposals just received. She explained that the revaluation is required by law every 5 years and 2019 is the year Hampstead will need to reval the properties.

The Personnel lines include an increase of 10.5% of which Mrs. Theriault noted that in 2018 the cost went down 6.2% and in 2017 it was level funded. Over the three years the average would be an increase of 1.43%. She also pointed out that the Medical Insurance rates in 2014 were higher than they currently are and that the Selectmen have made changes to reduce the cost or to keep it a minimum. There is also a 2.3% increase in the dental costs. The other costs don't change much (LTD, Life and STD). The Social Security, Medicare and NH Retirement lines are based on salaries. There is

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\$15,000 budgeted for other benefits which is to cover for any potential changes in insurance policies during the year. Mrs. Theriault explained that last year the Selectmen agreed to budget the insurance information on actual census information, not including any anticipated changes, or having extra in a budget just in case. The \$15,000 would cover if someone changed from individual to something else or if someone left and there was a new employee with a different plan. This would cover any changes for the library as well.

**Buildings and Grounds Budget-** Mrs. Theriault went over the budget. She explained that the salaries included the extra pay period. There is work that needs to be done on the town office building such as a new roof on the new section, new front doors and fix one section of carpet in the main hallway. It is estimated to be about \$6,000 for the roof and she added \$12,000 to the budget for all the work. If there were items in bold in the budget, it meant that the department had not responded and the 2018 was brought forward. Selectman Guthrie asked if any of the proposed work could be done in 2018 or encumbered from 2018 funds. There was also a question from S. Londrigan regarding the use of the Capital Reserve Fund for town building repairs. Mrs. Theriault explained that the use of the fund was up to the Selectmen, but it was intended for emergencies that weren't budgeted for and that the balance should be able to cover at least the repair/replacement of two furnaces. She also pointed out that the fund was for all town buildings (except the library whereas they have their own). She also noted that in the past it has been used by the Library and the Fire Department.

Under Insurance the cost the Property and Liability/Workers Comp and Unemployment Insurance has increased overall by 1.69%.

The street light budget has been reduced. The Town has seen a greater savings than anticipated on the changeover to LED lights. Mrs. Theriault also reported that the spent year to date may look low because we received a large credit from Eversource on the changeover, but not until 2018.

Health Agencies were reviewed with the notice that that most of them go through a 3 year cycle of going back on the warrant to see if the Town wants to continue to support it. Mrs. Theriault tries to do three agencies a year. There was an increase in the request from Community Caregivers of \$2,000 to move the request to \$9,000.

Welfare Administration was reviewed and it is currently level funded. Mrs. Theriault has noted that there have been reductions in the past, but the current budget would cover if a large case came through. She also noted that whether there is money in the budget to cover the services or not, assistance must be provided.

E. Reschberger asked a question on the Building and Grounds to see if some of the small task could be completed by staff during the regular business hours. Mrs. Theriault said yes if they have the skills to do the job.

S. Londrigan asked to see what the impact to the budget was for the extra pay period. Mrs. Theriault will get the information.

As presented, without all departments submitting their budgets, but 2018 brought over, the proposed 2019 budget is at \$6,932,945.00 This is a 6.76% increase from 2018.

### **Old Business**

#### **Memorandum of Understanding (MOU) with the School District**

There is a final agreement with the School District for the Town to supply a school resource officer (SRO).

**Chairman Murphy motioned to enter into the Memorandum of Understanding (MOU) for the School Resource Officer.** He then thanked Town Counsel for the work on the MOU.

**Selectman Guthrie seconded the motion** but noted his displeasure with the School Counsel and the veiled threats he felt were made to the Selectmen. He then stated that he sent a letter stating his concern and that it was unprofessional. Chairman Murphy and Selectman Bennett both noted that they also took offense and let the Superintendent know of their displeasure. **The motion passed unanimously** and the Chairman signed the document.

**Liaison Reports**

*Selectman Guthrie*- Nothing to report

*Selectman Bennett*- Nothing to report

*Chairman Murphy*- Nothing to report

**AA Report:**

**Upcoming Heating Season**

Quotes for this heating season from Palmer Gas for oil, propane and diesel, are as follows: An acceptance is needed by 10/24.

Oil \$2.769, last year it was \$2.079

Propane \$1.70, last year it was \$1.40

Diesel is at the market rate minus .20 cents per gallon

Service charges \$68 per hour was \$85 per hour only if the fuel is purchased through Palmer. While these rates are higher than last year the rates are still an improvement over 2014 rates.

Mrs. Theriault pointed out that every time they switch companies, the new companies require inspections and potentially updates to their recommendations so that it gets costly swapping out too often. She was asked if there were any issues with the service by Palmer and she responded that they have been no issues.

**Chairman Murphy moved to stay with Palmer Gas and lock in the prices at \$2.769 for oil, \$1.70 for propane and service charges at \$68 for 2019. Selectman Guthrie seconded the motion. The motion passed unanimously.**

**Personnel Policy Language Changes**

Mrs. Theriault explained that at the Budget Hearing, there was a request made by Chief Carrier to allow the per diem firefighters to be paid time and half for working holidays. The language to change the per diem firefighters to time and a half on certain holidays is as follows:

Per Diem Firefighters are entitled to the following holidays at time and one-half of their base rate:

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving and

Christmas

**Selectman Bennett motioned to approve the change to the Personnel Policy for the Per Diem firefighters for the specific 6 Holidays as requested by Chief Carrier. The motion was seconded by Selectman Guthrie. The motion passed unanimously.**

**STD/LTD and life insurance costs**

If the BOS chooses to offer STD/LTD and life insurance for part-timers who work at least 25 hours per week it will cost the Town, an extra \$2,577 (estimated). If it is a self-pay policy then there has to be 75% participation and the cost to the employees will be a total of \$2,624 but the Town's rates will also go up an extra \$285 because there is the perception that only employees who think they may need STD and LTD will get it. Therefore it drives the costs up. This is only for non-union employees, and it is not known if the Library would want this as well. There are currently 6 employees in that category with three at the Library. Selectman Guthrie asked Mrs. Theriault to see if the Library was interested and in what category and bring it back to the next meeting for a vote.

Mrs. Theriault had the contract for Healthtrust and the other insurances ready for the Selectmen to sign. Mrs. Theriault will contact them and see what the deadline so it could be signed after any decision on the part time employees getting STD etc.

**Capstone Project for HR Certification from the State**

Mrs. Theriault reported that her final paper is due on November 7<sup>th</sup> for her certification. Her initial paper explained the need for an updated wage and salary study. She noted that quotes were provided by outside companies to do the study, a presenter was available to answer any questions the BOS might have. Looking forward, she asked what she should report as it relates to the Wage and Salary Study? Any findings or decisions will be presented to my class in December. Chairman Murphy noted that she could state that it is under consideration at this time and that no decision will be made prior to her presentation. He then stated that it could be put on the next agenda.

#### **Setting of the Tax Rate**

DRA is in receipt of all the forms that it needs in order to allow the Town to set the tax rate. That can be done remotely after tonight's meeting. Following the approval of DRA, the Town can announce the new rate.

#### **Next BOS Meeting**

November 12<sup>th</sup>, is the next regularly scheduled meeting is a holiday. Mrs. Theriault noted that it was an observed holiday and asked the Selectmen if they were interested in moving the meeting night. The consensus was to continue to hold the meeting on the 12<sup>th</sup>.

#### **Activity Log**

No changes were made but it was reviewed. Selectman Bennett said that the handicap ramp project now will require looking at the drainage issue and may need some drainage under the parking lot. It is estimated that the cost could be getting closer to \$45,000, which Mrs. Theriault will add to the 2019 budget.

Johnson Meadow/Asfords

Chairman Murphy asked Selectman Bennett if he has talked with the Ashford family yet regarding his concern with regards to Johnson Meadow Road. Selectman Bennett stated that he had a meeting coming up this Thursday. Chairman Murphy stated that he would like to attend, but isn't able to on Thursday and asked for the date to be rescheduled. Chairman Murphy also stated that he thinks all three should be there to hear the same thing at the same time. When a new date is set, it will be posted.

#### **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

#### **Appointments**

There were no appointments

#### **Correspondence**

There were letters from the residents at Angle Pond Woods regarding the size of the new trash carts.

#### **Visitors Comments**

E. Reschberger asked to speak on behalf of the Senior Drop In Center. She noted that the Recreation Commission did not include any money for the drop in in their proposed budget. She was concerned that there was no funding and the impact this would have. She gave the Selectmen a quick update that through October they have had 452 visits at 35 meetings. It seems that the attendance is higher in May and June. She asked that the Selectmen please fund those lines so that the drop in could continue until there is a determination on a senior center.

Selectman Guthrie motioned to enter into a non-public session under RSA 91A:3 II (c) reputations at 8:32 pm. Chairman Murphy seconded the motion. The motion passed with a roll call vote:

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

Chief Beaudoin was present.

The Selectmen received a request for information regarding the police department. Chief Beaudoin was present to explain the background. He informed the Selectmen that he would have a response to the requests within a week.

The Selectmen also noted that they weren't prepared to make a decision on the full time positions at the garage yet but were interested in looking at the costs for GPS systems in the vehicles.

**A motion was made by Chairman Murphy to close the non-public session under RSA 91A:3 II (c) reputations at 9:03 pm. The motion was seconded by Selectman Bennett. The motion passed on a roll call vote.**

Mrs. Theriault presented the Selectmen with the proposed tax rate which was at \$26.20. They looked at the various rates with using money from the Unreserved Fund Balance in the amounts of \$500,000, \$650,000 and \$700,000. The rates came out at \$25.72, \$25.57 and \$25.52. They agreed to move forward with the rate of \$25.52 which would be using \$700,000 from the unreserved fund balance. **Chairman Murphy motioned to use \$700,000 from the unreserved fund balance to set the tax rate at \$25.52. The motion was seconded by Selectman Guthrie. The motion passed unanimously.**

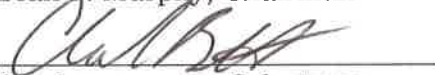
**Selectman Guthrie made a motioned to adjourn the meeting at 9:20 pm. Selectman Bennett seconded the motion. The motion passed 3-0.**

A True Record:

  
Tina Harrington, Recording Secretary

Approved By:

  
Sean P. Murphy, Chairman

  
Chad R. Bennett, Selectman

  
Joseph A. Guthrie, Selectman