

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

Members Present: Selectman Murphy, Selectman Bennett, Selectman Guthrie

AA to Board of Selectmen: S. Theriault

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

Visitors: R. Krol, C. Flaherty, N. Gallo, J. Mesa-Tejada, C. Fernandes, Chief Beaudoin, J. Worthen, G. Mackey, S. Johanneson, W. Warnock, B. Bedrosian, B. Longbook, P. Lapointe, B. Kelly, J. Bozek, and P. Williams (Tri Town News)

Non Public Session

Chairman Murphy moved to go into non-public session under RSA 91A:3 II (a) for the purpose of hiring at 6:55 pm. The motion was seconded by Selectman Guthrie.

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

Chief Beaudoin and Joseph Bozek were present.

Mr. Bozek was presented to the Selectmen as the recommended new police officer. He is currently a full time officer for the Town of Newmarket and lives in Danville. It was explained that he went through the application and hiring process along with a multi part interview process.

Chairman Murphy motioned to come out non-public session under RSA 91A:3 II (a) at 7:01 pm. The motion was seconded by Selectman Guthrie.

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

Chairman Murphy made a motion to appoint Joseph Bozek of Danville as a Full Time Police Officer for the Town of Hampstead. The motion was seconded by Selectman Guthrie. His scheduled start date is December 16, 2018. The motion passed with all in favor (3-0).

Chairman Murphy swore Mr. Bozek in as the new FT Police Officer in front of his family and all welcomed him aboard.

Public Announcements

- Drop off for Toys for Tots is at the Hampstead Police Station, Mon-Fri from 9 am to 4 pm. December 14th is the last day to drop off any toys.
- 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.

Public Hearing

- 7:05 Public Hearing RSA 31:95 (b) acceptance of gifts and grants in excess of \$10,000:
 1. Grant for Fire Department -\$136,070- The purpose was to purchase SCBA (breathing apparatus)
 2. Fire Department Communications -\$25,000
 3. Pavilion in Ordway Park - \$22,000 – built by the Lion's ClubBob Bedrosian stated that on behalf of the Lion's Club they would like to donate the new pavilion built at Ordway Park to the Town of Hampstead. He noted that there was some small work that still needed to be completed such as electric, but they were ready to turn it over to the town. They believe that the cost so far have been about \$19,000 but expect a little more costs before completion. He also noted that it has been approved by the Building Inspector and inspected.

Selectman Guthrie motioned to accept the gift of the pavilion located at Ordway Park from the Lion's Club. The motion was seconded by Selectman Bennett. The motion passed with all in favor (3-0)

4. FEMA grant - \$29,000 estimated 75% reimbursement of the costs of a snow storm in March 2018.

The Public Hearing was opened up for comments from the public. There were no comments from the public and the public hearing closed at 7:12 pm.

Visitors Comment

There were no visitor comments

Department Heads

New Business

Discussion on the 2019 Operating Budget,

1. Cemetery Trustees- Gerry Mackey

Mr. Mackey presented the budget for the Cemetery Trustees with a request of \$48,000, which is the same as 2018. He did request that some of the money in the 2018 budget move around for 2019 and added a new line called General Maint. & Repair Supplies. They are eliminating the general supplies and computer expense lines. They are also adding a line called leased equipment which will have money moved from equipment to leased equipment. Mr. Mackey explained that they are currently leasing a new truck for about four years and then on the fifth year would like to purchase a new mower. This will keep the cycle going without impacting the budget. Chairman Murphy asked if there would be any computer expenses because they were zeroing out the line item which would prevent spending. Mr. Mackey stated that they had no computer and therefore no anticipated expense.

He asked that the Selectmen approve the budget presented. S. Londrigan asked a question about the contract labor. He noted that it has been over budget for a few years and suggested that the Cemetery Trustees look at the budget for that line. Mrs. Harrington pointed out that the line item is for the contractor that digs the hole for the graves and it is driven by the number of burials in any given year and that the cost was reimbursed to the town. Mr. Mackey stated that they would look at it.

He asked the Selectmen if they could present their warrant article now as well.

Mr. Mackey had a power point presentation that showed a proposed cremation wall that they would like to build at Lakeview Cemetery. He showed that it is about 10 feet long, 5 feet high, two sided and would hold about 100 niches (boxes). There would also be a headstone with the name on each niche. Two urns would fit into each niche. He noted that it would be visible from the road and if built would take up about four lots. The estimate to build this Cremation Wall is about \$60,000 which includes the wall and the 20 x 10 excavation work and concrete pad. They would also be putting pavers out about 5 feet around the wall perimeter.

Mr. Mackey explained that there are currently 1000 graves in the cemetery since the expansion and 300 have already been sold. West Hampstead has about 150 lots left of which 45 are single and 26 are 4 grave lots. The other cemeteries are currently not allowing any sales. The cremation wall will hold 100 which would help.

Chairman Murphy asked if the excavating work could be done in house to save some of the costs. Mr. Mackey responded that anything was possible but the manufacturer wasn't keen on the idea because if the ground work wasn't done properly there would be issues with putting the wall in. Mr. Worthen stated that the work gets done with a small excavator on 90% of the burials it is quicker and easier to use in those locations. Mr. Mackey went on to state the cost to have the name plates engraved which would run about \$150 to \$250, and the Trustees need to see how many letters to allow maximum.

The first four letters are part of the initial \$99 fee and then \$4.95 each letter after that. He also went on to state that the cost of just the wall is \$45,000 with the balance being the ground work. The Trustees were thinking of selling each niche at \$450 plus engraving. They would then look at the cost down the road and see if any changes need to be made. He also noted that the Trustees would like to increase the current fees from \$375 for a single grave and \$750 for a double grave to \$425 a single lot. The Selectmen agreed to discuss the fee increases later and focus on the budget information tonight. It is estimated that the wall would be placed in the middle of Lakeview Cemetery and about 4 lots would be lost. The warrant article will be sent to Mrs. Theriault and she will work on the verbiage for the warrant article.

2. Police Department- Chief Beaudoin

Chief Beaudoin had updated his budget to reflect the extra pay period and it is now at \$1,574,736.00. He noted that most of the increase is in the salary and benefit lines. He added a new officer along with the union contract increases, medical insurance increases and NHRS adjustments. He noted that he would be looking to lease two new vehicles in 2019 to keep on the same cycle that was just completed. He would need to make sure there was money in the budget to outfit the cars and had about \$12,000 budgeted. He asked that it be in the default as well.

Selectman Bennett asked if the repairs and maintenance line could be reduced with the new cars coming on board. Chief Beaudoin responded that there are still a few older cars that require maintenance and asked the budget be left. Selectman Guthrie asked about the workshop and training lines whereas there is still money left in the budget. Chief Beaudoin reported that he has a couple of trainings this month. He noted that the most of the training is done internally and they have someone come in to do it, plus the time for the part time officers to be there.

3. Recreation Department- Missy Denton, Recreation Commission member

She stated there were no changes and asked if there were any questions. She was asked why Town Beach Equipment was over spent. T. Harrington stated that it was an invoice from Dubois & King for looking at the drainage at the beach.

4. Library – R. Krol, Director and C. Flaherty Trustee

R. Krol explained that the budget includes the extra pay period, which is part of the increase in salaries along with the usual COLA and merit increases. Selectman Guthrie stated that he has been asking for information on the job description changes where the Town would be going through a survey in 2019. He noted that he understood that the Library is a separate entity but he felt the Selectmen should have some oversight if possible. He stated that he would like to see the Town be in a comparable position with the library so that one does not get too far ahead of the other and that is part of the internal equity study that want done. He noted that he hadn't read all the information the Library sent him but will as they go through the survey. Selectman Bennett stated that looking at the 2017 budget, the Library went up almost \$30,000 and in the 2019 budget they are up almost \$60,000. He stated that he would prefer to see a smaller increase closer to 5%. R. Krol pointed out that some of the increase was the extra pay period and the cola increases. Selectman Bennett asked how much of the increase was for the extra pay period. The response was about \$14,000. There were about \$12,000 in grade changes to the jobs as well. Selectman Guthrie noted that a \$600,000 budget is one that is going to stand out and they are going to look at ways to reduce increases. Both Selectman Guthrie and Selectman Bennett asked C. Flaherty if the Library Trustees could look at the budget for any possible places to make cuts. They didn't give a specific percentage but stated that they would appreciate it if the Trustees could find some.

S. Londrigan noted that the Library has funds that are available for use called the overdue funds account. He asked if it was possible for this to be used to reduce the budget such as the new server. E. Reschberger asked about the year to date versus the budget. T. Harrington stated that she didn't have any updated information on the Trustee line for expenses.

There is a warrant article requesting \$10,000 for the Library Building Maintenance Fund, as has been done the last few years. E. Reschberger questioned the need to ask the taxpayers for \$10,000 when they would be able use the funds that they hold. She also asked what projects are lined up to explain the need for the \$10,000. R. Krol responded that the fund is for major expenses. This year they painted inside the building and emptied the water tank and refilled it. They are looking to do the outside of the building, which was noted during an energy audit. In order to get the savings, they need to do the work. The other funds could be used but the Library Trustees have voted to keep the money and use only the interest.

N. Gallo spoke and stated that Hampstead does not have a community center and that the library is the closest thing and that so many things go on at the library. She also pointed out that they are looking to serve the entire community. She went on to ask the Selectmen about the issue on the side of the building that they were made aware of and nothing has been done. She stated that they came to the Selectmen with a reasonable estimate to have the work done and the Selectmen chose to do it

internally. She asked if the work was proposed for 2019 and that she was concerned that this was becoming a liability where people have fallen. Selectman Bennett responded that he spoke with S. Harms and was told that he went down with a backhoe and alleviated the water problem. The Town needs to know what the Library plans for that area before they can go in and correct any other issues. Correcting the drainage any further could be disrupted by the Library's plan for that area. He asked that their plans be brought forward to the town so that they could all work together to correct the problem the right way to go forward. N. Gallo stated that it was a fair challenge and way to come to a conclusion. The Library was thanked for all the work they do. Selectman Guthrie asked Selectman Bennett if the funds were in the budget for any work to be done. Selectman Bennett responded that they need their plan to be able to estimate what needs to be done. Both agreed that it should be budgeted in 2019.

5. Highway Department- J. Worthen

Mr. Worthen explained some of the changes in his budget which is the extra pay period along with the COLA and any merit increases. He is looking to trade in his 2009 one ton truck to get a 2019. The current lease is paid off and he would like to move forward with replacing the older truck and follow the same process. A one ton would cost about \$15,000 per year on a lease whereas the pick up truck cost \$10,000 per year. The net difference is adjusted in the budget.

Selectman Bennett asked if they could look at reducing the paving budget for 2019 from \$400,000 to \$300,000. Selectman Bennett and Mr. Worthen will go over the proposed roads to see where the cut could be made. The Selectmen agreed to reduce the budget to \$300,000. Mr. Worthen explained that the Road Pavement Management Plan should be done in 2019. Once that is done, they should have a better idea of road work that will be needed. The list Mr. Worthen currently is working on for 2019 has no priority areas but will make sure that Mary E. Clark drive gets the work done and some other smaller jobs. C. Cipriano asked if there was a record of when the various roads were done because she believes that Laura Lane hadn't been done since it was built. Mr. Worthen responded that he has some records, but also noted that he looks at the condition of the road to determine what ones need to have work done. He stated that he did do half of Laura Lane. This would be where the RSMS program would help.

Chairman Murphy asked Mr. Worthen if the new salt shed would be saving money over time. He noted that he still needs to buy the sand and salt, but he is now able to store more so he isn't purchasing it as frequently as he was. Selectman Guthrie noted that although he agreed to fund the new salt shed, he wasn't in favor of it, but has since changed his mind and believes it was a good decision for the town.

Mr. Worthen asked the Selectmen if they would consider encumbering the funds he budgeted in 2019 for the LED light replacement with the 2018 budget.

6. Fire Department- Deputy Chief Warnock

The primary increase in the budget is in the salary lines with the extra pay period along with the other benefits. There were changes made in the budget to have coverage in the peak periods. There was money in the 2018 budget for protective clothing. This was kept in the budget but is being used for rescue tools. Overall the fire budget is up about 4%.

It was noted that the Fire Department will have a warrant article asking for a new full time Firefighter/EMT. This would allow them to have one full time person on each shift. The Full time personnel work every four days. The full time personnel work with one per diem staff and this will help with consistency and knowledge. The new person would start in July 2019.

Selectman Bennett asked Deputy Chief about the hydrant maintenance. Mr. Warnock responded that it is for water supply and Hampstead Area Water Company does the maintenance on the hydrants. He also noted that they try to have a hydrant put in wherever possible.

7. Animal Control- Sheila Johanneson

S. Johanneson noted that there were no changes on her budget from the first presentation. She stated that she had some small invoices to still pay in the 2018 budget. She asked for level funding in 2019. At the prior budget meeting she suggested that she needed to replace her current car but it was

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more to let the Town know that the car was going but she didn't need to replace it right away. She wouldn't need a special vehicle but a van would work best. Selectman Guthrie told her that she should be on the lookout for the type of vehicle that she would need and come back to the Selectmen and see what they say. S. Johanneson also stated that due to the age of the car, the parts are no longer easy to find.

Rest of Budget

S. Theriault went over the rest of the budget. She noted that any changes from the previous presentation were listed in bold print in the report. S. Theriault noted that overall the cost of the extra pay period added about \$92,000 to the budget.

Ordway Park is asking for more money in their budget to remove the Christmas trees in the park.

Family Mediation has not received all their funding for 2018 due to changes in the agency and questions as to whether or not they were still working. They have reorganized and are working with the towns but Chief Beaudoin stated that he hadn't had any contact with them this year. They are due to go on the warrant for 2019 so there could be a presentation of what their status was.

Selectman Guthrie asked if there was a contract with Community Health Services. S. Theriault will look into it. She noted that the benefit of them doing the human services for the town is that they had access to other resources the town didn't and have been able to keep the cost to the town down. It isn't that they aren't getting calls, just redirecting people.

Encumber funds from 2018 for 2019

S. Theriault asked the Selectmen to encumber the cost of the revaluation of \$69,500 and then it could be taken off the 2019 budget, if the funds are available in 2018.

Chairman Murphy motioned to encumber the funds for the revaluation in the amount of \$69,500 from account 41521-31200 if the funds are available. The motion was seconded by Selectman Guthrie. The motion passed with all in favor (3-0).

Selectman Bennett motioned to encumber the funds for the LED lights at the town garage for \$2,200, if the funds are available. The motion was seconded by Chairman Murphy. The motion passed with all in favor (3-0).

S. Theriault asked the Selectmen to encumber the funds for the Wage and Salary Survey that was approved in the amount of \$8,000.

Chairman Murphy motioned to encumber the funds for the Wage and Salary survey for \$8,000 from account 41559-29000. Selectman Bennett seconded the motion and asked that the three items be ranked in priority due to funding concerns. They agreed that the revaluation is listed first then the LED lights with the survey last. The motion passed with all in favor (3-0).

Discussion regarding underground feed for electricity for Veterans' Way

Mr. Worthen submitted a picture showing the location of the existing waterlines, septic lines and electric lines located at the police station. There was a request from Eversource to take the lines into Irongate underground at the police station. Selectman Bennett said that it is not visually pleasing and asked if there was a way to follow Veterans' Way. Mr. Worthen said that they were looking to go underground from the pole now but he will ask and see if there was another option.

Old Business

There was no old business

Liaison Reports

Selectman Guthrie- Nothing to report

Selectman Bennett- Nothing to report

Chairman Murphy- Nothing to report

AA Report:

Draft Warrant Articles

S. Theriault is in the process of working on the draft warrant articles. The ones she has received through today were read off.

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FT Firefighter, Capital Reserve Fund for \$10,000 for the Town Buildings, \$10,000 for the Library Buildings Maintenance Fund, 3 Health Agencies, Sale of the land for the Community Center, Cemetery Wall, Civic Club agreement (if needed) and the parking lot at the old police station at \$43,500. There are a few petition articles regarding groundwater protection and freezing the school tax. There is one for Conservation as well that has been finalized. There should all be finalized for the next meeting.

Human Resources Certification

S. Theriault announced that she received her Human Resources Certification from the State of NH last week.

Trinity EMS Ambulance Service Agreement

The BOS need to sign off on the Ambulance Service Agreement. It begins in March 2019 and Continues until February, 2022.

Chairman Murphy motioned to enter into agreement with Trinity EMS of MA for a three year contract ending in March 2022. Selectman Bennett seconded the motion. The motion passed with all in favor (3-0).

Memorandum of Understanding

Agreements have been sent out to the surrounding town for signatures. Basically the Town plows the churches' parking lots and it is in exchange for allowing outside agencies to use the churches to help residents in need. As they come in they will be put on the credenza for the Selectmen's signatures.

Activity Log

It was reviewed.

Re- Appointments/Appointments

Call for candidates:

- o Zoning Board of Adjustment, Alternate member – monthly meeting
- o Ordway Park, full members and alternates – monthly meeting
- o Trustees of the Trust Funds, alternate members – meetings as needed
- o Senior Committee – meetings as needed

Appointments

RPC- TAC

There was a request from the Planning Board to appoint W. Randy Clark to the Rockingham Planning Commission, Technical Advisory Committee (RPC-TAC). This is to replace Rick Hartung, who resigned at a prior meeting.

Selectman Guthrie motioned to appoint W. Randy Clark to the RPC-TAC with a term to expire in 2021. The motion was seconded by Selectman Bennett. The motion passed with all in favor (3-0).

Correspondence

There was none

Visitors Comments

There were none.

A motion was made by Selectman Guthrie to enter into a non-public session under RSA 91A:3 II (a) employee matters at 9:40pm.

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

Chief Beaudoin was present.

The Selectmen discussed the response from Town Counsel regarding the SRO (School Resource Officer) and its effect on the Union. The Selectmen agreed that there will need to be discussions held regarding an amendment to the contract for the new specialized position with the Union. Chief Beaudoin was given the response to forward to the Union and the Chief left at 10:01 pm.

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Selectman Bennett asked S. Theriault for the status on a request he previously made regarding GPS devices. S. Theriault asked for more specific information and noted that the Town of Exeter offered to show what they have. Selectman Bennett gave her some guidance.

Selectman Bennett asked if the issue with an employee doing their job had been resolved that had previously been brought to the Boards attention and the answer was yes.

A motion was made by Chairman Murphy to close the non-public session under RSA 91A:3 II (a) employee matters at 10:08 pm. The motion was seconded by Selectman Bennett. The motion passed on a roll call vote.

A motion was made by Selectman Guthrie to enter into a non-public session under RSA 91A:3 II (c) reputations at 9:40pm.

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

The Selectmen asked for an update on the request from a resident to change the terms of the contract they have regarding their tax payments. The Selectmen asked that the process be started as required by law for being in default of the agreed contract. The Selectmen did not give approval for a change to the terms of the contract. They did want to see that the resident was able to get caught up and asked that it be suggested that the resident look at their options such as a home equity line to get caught up.

A motion was made by Chairman Murphy to close the non-public session under RSA 91A:3 II (c) reputations at 10:17 pm. The motion was seconded by Selectman Bennett. The motion passed on a roll call vote.

A motion was made by Chairman Murphy to into non-public session under RSA 91A:3 II (d) properties at 10:17 pm. The motion was seconded by Selectman Bennett. The motion passed on a roll call vote.

Selectman Bennett asked what the process would be to have a parcel of land that was turned over to the Conservation Commission be sold. He thought this may be a piece of land that could be used to help with the potential Community Center. S. Theriault will need to look at the history of the lot and do some research.

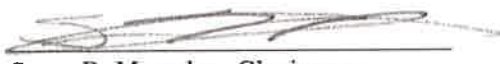
A motion was made by Chairman Murphy to close the non-public session under RSA 91A:3 II (d) properties at 10:20 pm. The motion was seconded by Selectman Bennett. The motion passed on a roll call vote.

Selectman Guthrie made a motioned to adjourn the meeting at 10:20 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