

HAMPSTEAD BOARD OF SELECTMEN
Work Session MEETING MINUTES
May 29, 2019

Members Present: Selectman Bennett, Selectman Murphy, Selectman Guthrie

AA to Board of Selectmen: S. Theriault

Visitors: J. Worthen, C. Cote and P. Williams

Chairman Bennett opened the meeting at 6:30 pm. He noted that they would be entering into a nonpublic session for the purpose of interviewing people for the Animal Control Position and then would be entering into a work session. This meeting was not televised. The work session began at 7:00 pm.

Wage and Salary Classification Study

S. Theriault explained that with the results of the pro forma from Gary Thornton, there is a recommendation for 8 positions to be reclassified. This is the result of the external and internal equity study that was done. Selectman Murphy asked what the annual cost would be if the recommendation was taken on the eight positions. Selectman Guthrie asked for clarification in that he sees 7 positions. S. Theriault noted that there are two people in one of the positions. Selectman Murphy asked why there was a difference on the two firefighter rates. S. Theriault responded that there is a difference in years of service. The estimated cost for a full year is \$18,386 and if the Selectmen were to institute the change it would be for half a year which would cost about \$9,193. S. Theriault was asked if the money was in the budget and she responded that it was under employee benefits. Selectman Guthrie recapped his understanding that the report is giving the Selectmen what grades the various jobs should be at based on the questionnaires that were completed, the job description, internal and external equity. The Selectmen are under no obligation to give any increases and could just move the position to the adjusted grade. They could also accept the recommendation and give the rate changes along with the grade changes.

S. Theriault noted that there is 5.6% difference between the grades and that it would take someone about 17 years to go through the grade if they started at the bottom. There were some questions as to why some jobs jumped two job grades. S. Theriault indicated that it could be based on both internal equity, comparing one position's responsibilities with another's as well as external equity. She told the Selectmen that she would leave the information on the counter for them to review.

The Selectmen also discussed the possibility of adjusting the wage matrix by bringing the COLA up to date. The current process is to take a five year history of the cost of living and use the average. Prior to that it was a five year history of the cost of living and it was adjusted by half of the average. The Selectman could adjust the matrix without giving any pay changes but this would open up the ceiling of the grades and potentially allow those that are maxed out the ability to get increases.

Selectman Murphy wanted to know that if someone is currently at the max of their grade, where they fall in line with other towns. His noted that if someone is higher than all the other towns, then increasing the grade doesn't help. S. Theriault will try to put that information together for the next meeting. It was decided to hold on making any decision and move it to the next meeting.

Memorandum of Understanding (MOU) with the Library Trustees

S. Theriault gave each member the revised MOU that she received from Town Counsel. She noted that D. Gorrow reviewed the MOU from the Library Trustees and cleaned it up by removing the history and the repetitive RSA's listing. She presented the Selectmen the edited copy as well. Selectman Guthrie stated that he was comfortable sending this back to the library for their review. Selectman Murphy noted that the contention they had aside from the disparity in terms of job classifications falls under the purview of the Library Trustees and is not a show stopper. Selectman Guthrie noted that at the last meeting the Trustees presented all the work they have been doing on the building and if they are

willing to continue, he had no issue. Selectman Murphy explained that he thinks the Selectmen should be consulted when work is to be done on the building whereas they hold the liability. S. Theriault was asked if she does the Request for Proposals (RFP) for the library. She responded that she hasn't and that she only posts them internally when she is sent the copy. S. Theriault noted that at the last meeting, Library Trustee Chairperson, Natalie Gallo stated that the library has taken all required permits for work that has been done. According to the property folder in the building department there have been no permits taken out in the last few years. K. Emerson had been asked to advise the library on some changes they were looking at, but no permits were filed with him. Selectman Murphy noted his concern that the current work the library is looking to do is not the work that may need to be done, or may be a more costly job than what the fix would be. He would like to have in the agreement that the Selectmen should be contacted before any RFP is awarded. They understand that the library is under the control of the Trustees, but want to be consulted when it comes to work on the building. *It was agreed to add #5 to state that the Library Trustees agree to consult with the Selectmen on any major repairs and all work needs to have the proper permits and inspections.*

Chairman Bennett asked what other towns have in place. S. Theriault had been sent the Peterborough agreement when she asked on the list serv. In that MOU it states that whereas the libraries are town buildings, they are maintained by the town in conjunction with the Trustees. S. Theriault will write it up and the Selectmen can look at it at their next meeting. Selectman Guthrie will see R. Krol tomorrow and mention it.

Sign Letter to NHDES to request Public Hearing on LGWR for Angle Pond Well #3

The Selectmen received the report for the large ground water withdrawal for the new well located in Angle Pond Woods known as well #3. It came in on May 22nd and the Selectmen had 15 days to request a public hearing. The Selectmen signed the request to start the process.

S. Theriault asked to be able to make a comment regarding a recent article in the Tri Town News from the last Library Trustee meeting. At that meeting one of the trustees make a comment about the Selectman stating that the Trustees as women were not as capable as the Selectmen. She took offense at the comments that were attributed to Chairman Bennett. She stated that for the record, she has a female, did not believe that transpired. She noted that the selectmen were working in their roles seriously and that they were just asking pertinent information. Chairman Bennett stated that it doesn't matter who does the work, but it matters that it is done right and that is what his concern was.

The work session was closed at 8:55 pm. They then went into a nonpublic session under RSA 91A: 3II (b) hiring and RSA 91A: 3 II (a) employee matters. The night ended at 9:47 pm

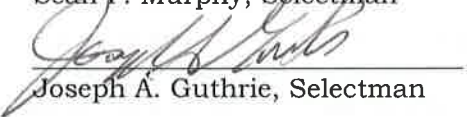
A True Record:


Tina Harrington, Recording Secretary

Approved By:


Chad R. Bennett, Chairman


Sean P. Murphy, Selectman


Joseph A. Guthrie, Selectman