

**BOARD OF SELECTMEN
MEETING MINUTES
April 12, 2010**

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PRESENT: JAMES L. STEWART, CHAIRMAN; RICHARD H. HARTUNG, SELECTMAN; PRISCILLA R. LINDQUIST, SELECTMAN; SALLY THERIAULT, ADMINISTRATIVE ASSISTANT

Chairman Stewart called the regular meeting to order at 7:00 pm

Present at the meeting: P. Williams, Chief Carrier, S. Harms, Chief Beaudoin, J. Worthen, K. Colbert, K. Farrington, D. Paquette, and J. Forbes

Public Announcements

- Fire Chief Mike Carrier will be at the Senior Drop In on Thursday April 15, 2010, at 9:30 a.m. to talk about the "Vial of Life" program. The Senior Drop In is located at the Hampstead Public Library. All are welcome and refreshments will be available.
- Saturday, April 24th is the Fishing Derby at Shop Pond sponsored by the Civic Club. Pick up your trash collecting bags up at the Fishing Derby for the town wide clean up.
- By April 30th all dogs need to be registered with the town. Please register the dogs at the Town Clerk/Tax Collector's office.
- Saturday, May 1st is the trail system clean-up day with the Conservation Commission.
- Saturday, May 8 from 8:00 to 4:00 the Kent Farm Facility is open. It is the second dump day of the year. A sticker is required and can be purchased at the Town Clerk/Tax Collector's office.
- Saturday, May 8th from 9:00 to noon, Household Hazardous Waste Day, Plaistow, NH
- Waste Oil, fluorescent light bulbs, car batteries and thermostats are collected at the Town Garage on the first and third Saturdays of the month. Books may be dropped off at anytime.

Visitors Comments

Kelli Farrington- 5 Marilyn Park Drive- Mrs. Farrington asked if Diane Paquette could speak for her. The Selectmen agreed that it would be fine.

Diane Paquette- She explained that she is a resident of Salem and that she has had family property on Big Island Pond for about 50 years and has always enjoyed the area and the water. She stated that it is known that water seeks its own level. She was instrumental in getting the Pelham Road Bridge fixed in Salem NH, which was an 11 year issue when the culvert collapsed. The new culvert opened in 2009 under the Red listed paved program. She noted that there have been no major issues with the new culvert. She read the article in the paper about the issues the Farringtons were having with the flooding and felt that she needed to help them. She noted that she wishes she had an advocate when she was going through the process and felt she could lend her experience to them. She noted that the State has offered no remedy to the Farrington's and she would like to help resolve the issue. She doesn't believe that Mrs. Farrington will back down until there is a resolution. She noted that they have stated that they want to stay in the home they are in and that Hampstead is lucky to have them as residents.

Ms. Paquette explained that there is a gentleman in Salem named Dennis Burke that is an expert on culverts and water mitigation as well the effects it creates into flooding. He has a website called www.endtheflooding.com. She explained that he is self taught, with no geology or hydrology background, but is proactive and likes to trace the source from end to beginning. Ms. Paquette explained that this past weekend Mr. Burke examined the water ways around Marilyn Park Drive. He noted that the waterway behind Sherry Lane has a beaver dam in Johnson Pond. This is creating rerouting of the water back across Route 111 eventually leading to the Farrington's property. The culvert is full of silt (across Route 111). There is an old grist mill that might be contributing to the

problem. Ms. Paquette asked that the Selectmen take a pro-active approach and work with DES on behalf of the Farringtons.

She went on to explain further that there is a huge watershed at Wellington Street with running water on one side of the culvert and dry dirt on the other side. She explained that this is where the water was supposed to be flowing and it isn't. She has full faith in the work done by Mr. Burke and stated that he can speak to the Board if needed. According to Mr. Burke, the flooding is not normal. She went on to state that the culvert did not need to be replaced or enlarged, this just gave the water an opportunity to flow quicker onto the Farrington's property.

Chairman Stewart stated that the beaver dam issue is new to them and that it will be looked into. The culvert issue addressed problems that were occurring on the road and that affected the neighborhood. He noted that this house was built in what is now a flood zone. He also explained that the town can't use public funds for a private purpose. He noted that the town will do what ever is possible to help. The Selectmen do not want to see a family having issues such as this. The culvert under Route 111 is a DOT issue. Mrs. Farrington stated that she spoke with DES and that someone did come on Friday. Ms. Paquette asked if the Selectmen replaced the culvert because of the water going over the top. Selectman Hartung explained that the culvert became structurally unsound. Ms. Paquette asked if they examined the culvert before replacing it or did the town just replace it without research. Selectman Hartung stated that it replaced what was there and that it is similar in size. Ms. Paquette asked that the town look into the beaver dams and waterways at Johnson Pond as well as the culverts there. The Selectmen agreed to look into the issues they could. Chairman Stewart asked if DES recognizes Mr. Burke. Ms. Paquette stated that he is known by them. She believes that when he tells her the water on Wellington is dry when it should be wet, then she believes that is an issue, and that the town should fix it. She asked that the town pledge to work cohesively to resolve the problem with DES and the DOT. Chairman Stewart thanked them and stated that the Selectmen will be a part of the solution.

Department Heads

Police Chief, J. Beaudoin- Chief Beaudoin stated that the new cruiser is in and that he would like permission to dispose of the older cruiser. Chairman Stewart asked if the car was in better shape or worse shape than the current ACO car. He stated that the ACO car was in better condition. Selectman Lindquist motioned to authorize the Chief to sell the old cruiser to Fleetmaster. Selectman Hartung seconded the motion and the motion passed unanimously.

*Fire Department, Chief Carrier -*Chairman Stewart announced that the Selectmen have met in non public session to deal with a letter received from the NH Retirement System regarding Chief Carrier. There were concerns from the NHRET on how the Fire Chief's position was structured. The concerns were addressed and they have been corrected and that he is very happy to report that it won't affect Chief Carrier's ability to do the job and that he has 100% support from the Selectmen to do the job. Chief Carrier thanked the Selectmen for their support. Chief Carrier stated that he will be at the Hampstead Public Library on Thursday April 15th at 9:30 am to discuss the Vial of Life program. The Vial of Life program helps first responders know information about the medical needs of the patient. Chief Carrier has packets available at no cost to the residents.

New Business

Fire Department- Open Fire Captain position, recommendation to fill - Chief Carrier
Chief Carrier explained that with the resignation of Gerry Mackey, a Captain's position opened up. He advertised for the position, but only one applicant applied. He would like to recommend Chris Dane to be promoted from Lieutenant to Captain. With that would be a salary adjustment up a grade and between the min. level and mid level. Chairman Stewart asked if Mr. Dane had all the qualifications

for the position. Chief Carrier explained that it was open to all the members, with the qualification listed. He has the confidence in the ability of Mr. Dane to do the job. He currently would meet 30% to 40% of the qualifications, but is attending classes. **Selectman Hartung stated that he has met with the Chief over this and recommends that Chris Dane be appointed as a Captain. Selectman Lindquist seconded the motion.**

Chairman Stewart asked for the logic behind where the Chief placed Mr. Dane. Chief Carrier said that based on his experience he should be at the beginning of the scale not in the mid area. As he gains experience, he will be compensated according to the policy. His current rate of pay is above the min amount of the scale. Chief Carrier stated that the new rate is \$3 less than the mid point and \$1.55 over the min point. He expects to be able to absorb the increase into his budget.
The motion passed unanimously.

Old Business

Ordway park explanation of interest account – Julia Forbes- At the last meeting Selectman Lindquist questioned why the interest from the Ordway Park Maintenance Fund does not come back to the Town as it states in the will. Selectman Lindquist also asked about the \$11,000 in the endowment fund. Selectman Lindquist said the court decree stated that the \$11,000 is to go for maintenance for the park. Mrs. Forbes explained that when Mr. Putnam and she were Trustees of the Trust Fund, as well as members of the Friends of Ordway Park, they had a management policy, but it wasn't in writing. In 2007 the Trustees attended the Trustee sessions which explained the new Investment policies that all Trustees must establish. The \$11,000 was considered the sale of an asset (money received from the piece of land used by the Paz's for their septic system). Because they considered it the sale of an asset, the money was added to the principal. This was explained to Terry Knowles of the Charitable Trust Division of the AG's office. Mrs. Forbes went on to explain how the Trustees of the Trust Fund (TTF) are responsible for managing the money and how to make the money work to last in order to do the function it was created for and protect the value of the principal. The investment policies are to have them invest prudently and to invest for the principal of the future.

Most of the work at the park has been accomplished with volunteer time as well as budget money from the town. The Buildings and Grounds department mows the grass, just like it does for other fields. The consent decree states that there is a duty to maintain the park for use. The park committee does not see why it should reimburse the town for mowing when it mows the other parks. The TTF made a prudent decision to earmark the funds for other maintenance items, such as replacing benches. Selectman Lindquist said that as long as the funds were going to be used, she was concerned that they have been sitting there untouched. Mrs. Forbes stated that there is an RFP out there now for work to be done. Chairman Stewart asked who gets involved in the process. Mrs. Forbes stated that if it was paid by an outside source, such as donated items and the benches or walkway, they would use the funds to replace it. As an example, there are trees donated to the park and if they were damaged, the fund would pay for it.

Chairman Stewart asked if and when the land is acquired that abuts the Ordway Park, and there is access into the park for the OHRV, would the fund pay for a gate? Mrs. Forbes said maybe with donated work. Chairman Stewart thanked her for bringing forth the information.

Recommendation for mowing and fertilization bids – Recreation Commission- Chairman Kim Colbert Mrs. Colbert apologized for the miscommunication that occurred with the bids. She stated that the mowing bid had 7 proposals. The Recreation Commission would like to recommend Cantone Landscaping. He is not the lowest, nor the highest. With the mowing and spring clean up the cost is around \$22,604. Chairman Stewart asked if any of the bidders were Hampstead companies and if it was considered to keep it local. Mrs. Colbert stated that they did look at that, but decided to be fiscally responsible and there is a \$1,000 difference between Cantone and the lowest Hampstead bidder. She stated that they had no issue with the Hampstead company that was close in bid to Cantone. Of the 7 companies, one did not include a cost for the spring clean up. Mr. Harms was asked for his opinion and

he stated that he would have recommended one other person, which was a difference of \$90 from Cantone, but they weren't a resident either. He believes all the bidders would do a good job and there were 2 companies he didn't know, but did know the rest and they were reputable.

Selectman Hartung motioned to award the mowing bid to Auger Property Maintenance of Hampstead at \$400 per cut and \$375 for spring clean up for a total of \$22,775. Selectman Lindquist seconded the motion and the motion passed unanimously.

The Recreation Commission would like to recommend the fertilization bid be awarded to Greenskeepers of Plaistow at a cost of \$9,587. They are not the low bidder, but in the past the company that was the low bidder was in charge of the fertilization and that is when there was a huge grub issue. The Greenskeeper was able to bring the fields back. There is a company from Hampstead.

Selectman Hartung motioned to award the bid for the fertilization to Greenskeepers. Selectman Lindquist seconded the motion and the motion passed unanimously.

Liaison Report

Selectman Hartung

Civic Club- There is maintenance going on at the Civic Club building this spring. The roof is being fixed, new screens, fixing the floor in the building and painting it. It is expected to cost about \$5,000. The Selectmen thanked the Civic Club for the good job keeping the building in good shape.

Patriotic Purposes- An issue with the WWII monument was recently brought to Selectman Hartung's attention. He is expecting to meet with Col. Steadman and Ken Clark tomorrow to look at options.

LGC- There are a few dinners going on to update members on events. Selectman Hartung was planning on attending one.

CART is meeting on Thursday and the Fire Chief will be at the library on Thursday morning.

Selectman Lindquist

Historic Commission-Selectman Lindquist noted that the work will get going on the Meeting House once the weather is dry.

Chairman Stewart

Wage and Salary- Chairman Stewart announced that the wage and salary job classification is in effect. They met with the Department Heads and explained the process and had positive feedback. The Department Heads were then supposed to bring the information back to their employees. To date there have been no issues reported.

Administrative Assistant Report

FEMA update

Last week Mrs. Theriault attended the FEMA start up meeting. The necessary paperwork for the FEMA grant application has been submitted. Within the next couple of weeks a FEMA representative will be in contact with us to prepare the necessary paperwork to apply for the grant. It is her understanding that the counties, on a whole, did not pass the threshold to apply for individual assistance. So the assistance that is available is for municipalities and some nonprofit organizations only.

Continuity of Operations Plan

Late last summer Mrs. Theriault started to discuss the continuity of operations plan with the department heads. In light of the busy budget season, which is not uncommon, those efforts were temporarily stalled. More recently Selectman Hartung and Mrs. Theriault attended a work session on COOP (Continuity of Operations Plan), which was directed more towards schools but is equally as

valuable for municipalities. Last Tuesday at the Department Heads meeting she mentioned that she will resume working on the COOP. Each department head was given a template from which to work.

Outline of achievements and goals for 2010

Achievements of note over the last two years:

- Researched assessing practices and recommended to the BOS that the Town re-assess the utility companies, which would allow the Town to have up-to-date assessing information versus out-dated figures from the State. The hope is that this will generate more tax revenue.
- Implement direct billing by the Local Government Center to retirees for their medical insurance instead of doing the work in-house.
- Evaluated and analyzed insurance plans to help implement changes to the medical insurance plans that would lessen the financial burden to taxpayers while also minimizing the potential impact to employees.
- Coordinated the process to establish various accounts such as, AFLAC, Flexible Spending Account and the debit card.
- Worked closely with public utilities companies, State of New Hampshire and Public Safety during times of emergencies. She also organized and attended debriefing and informational sessions with utility companies.

Goals for 2010:

- Keep the BOS informed, such as compiling a list of meetings that are scheduled for the upcoming week. Lists will go out to the BOS on Fridays.
- Revise the current activity log (draft by April 26, 2010).
- Review and update website policies by June 30th
- Complete the Continuity of Operations Plan for the Administration Office by July 30th.
- Learn accounts payroll and payable system by September 30th

The Selectmen would like to look into the health insurance pools and see if there are better deals out there. At the Area Selectmen's meetings there has been talk about the LGC not actually being a pool as we thought. It was suggested that some research be done. Chairman Stewart stated that the current provider would have the history of the employees, which is needed for any other insurance company to estimate the cost. Mrs. Theriault noted that if all the towns were treated as an individual group rather than a larger group through the LGC, why did we all get the same increase?

RFPs sent out

An RFP for paving was recently sent and the bids are due back in the office by April 26th.

Letters for Re-Appointments

Correspondence has gone out requesting if individuals are interested in being re-appointed. We have been receiving favorable responses and will prepare the re-appointment papers within the next couple of weeks.

Minutes

There are two public meeting minutes that have been reviewed and signed and are ready for approval: February 22 and March 8th. There is also one set of non-public meeting minutes dated March 28, 2010 that need to be reviewed and signed.

Selectman Lindquist motioned to accept the amended minutes of February 22, 2010, and March 8, 2010. Selectman Hartung seconded the motion and the motion passed unanimously.

- **Action Items**
 - Disposition of Municipal Records

- o Meetinghouse exterior
- o Shoreland Protection Act

Appointments

Other Openings

- o Ordway Park, full members and alternates
- o Cable Committee volunteers
- o ZBA, alternate (1)
- o Solid Waste and Recycling Committee
- o Capital Improvements

Correspondence

Sanborn Shores- Letter asking for the Selectmen to review some lots that Sanborn Shores would like to have abated. Selectman Hartung will bring it to the Assessor.

Senator Gregg's office- A representative will be in the town office on April 15th from 11:30 am-12:30 pm.

Visitors Comment

There were none present.

Future Agenda Items

- Energy Committee
- Hampstead Senior Committee
- Town Administrator (Chairman Stewart stated that he has the Atkinson job description and that Atkinson had copies from 11 other towns that Hampstead could review).

Non-public RSA 91A:3 II (a) employee matters

Selectman Hartung moved to go into nonpublic under RSA 91-A: 3 II (a) hiring at 8:37 pm. Selectman Lindquist seconded the motion. A roll call vote was taken. Selectman Lindquist: yes, Selectman Hartung: yes, Chairman Stewart: yes.

Chief Beaudoin was present as well as one other individual.

Selectman Lindquist made a motion to come out of non-public session at 8:52 p.m. Selectman Hartung seconded the motion and the motion passed unanimously.

A roll call vote was taken. Selectman Lindquist: yes, Selectman Hartung: yes, Chairman Stewart: yes. Selectman Lindquist motioned to seal the non public minutes. Selectman Hartung seconded the motion and the motion passed unanimously.

Selectman Hartung moved to go into nonpublic session at 8:52 under employee matters. Selectman Lindquist seconded the motion. A roll call vote was taken. Selectman Lindquist: yes, Selectman Hartung: yes, Chairman Stewart: yes.

The Selectmen had request from an employee to have their grade and pay rate reviewed. Selectman Hartung and Mrs. Theriault met with the employee and went over the placement on the new grid and agree that with four years experience the employee should be a little higher than where they are currently placed.

Selectman Hartung motioned to increase the hourly rate for Danielle Forsyth from \$16.37 to \$17.37 effective 4/4/10, which will now become the new date for future reviews. It is to be noted as an equity adjustment. Selectman Lindquist seconded the motion and the motion passed unanimously.

Selectman Hartung motioned to come out of non public at 9:13 pm. Selectman Lindquist seconded the motion. . A roll call vote was taken. Selectman Lindquist: yes, Selectman Hartung: yes, Chairman Stewart: yes.

Selectman Lindquist made a motion to adjourn at 9:13 p.m. Selectman Hartung seconded the motion. The motion passed unanimously.

A True Record.

Approved By:

Tina Harrington, Recording Secretary

James L. Stewart, Chairman

Richard H. Hartung, Selectman

Priscilla R. Lindquist, Selectman