

**BOARD OF SELECTMEN
MEETING MINUTES
May 24, 2010**

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 Beaudoin, J. Worthen, J. Forbes, J. Lessard, S. Marsh, and Chief Carrier.

There were technical difficulties at the start of the meeting (no video/audio)

Public Announcements

- Friday, May 28th the Department of Transportation is holding a pre-construction meeting at the Town Offices starting at 9:00 a.m. to discuss pavement rehabilitation along Rt. 111 from Rt. 121 to Rt. 121A.
- Friday, May 28th Kathe Cussen will be holding a wild flower walk from 4:00 p.m. to 5:00 p.m. the meeting place will be at the West Road parking lot.
- Memorial Day Observance to be held on Monday May 31, 2010, at 11:00 am at Meetinghouse Park
- Saturday, June 12 from 8:00 to 4:00 the Kent Farm Facility is open. A sticker is required and can be purchased at the Town Clerk/Tax Collector's office.
- The Hampstead Garden Club will be holding a pot recycling day from 10-12. Unused plant containers can be brought to them clean
- 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 from 8-1

Special Presentation: Selectman Hartung presented a certificate of recognition for service to the Hampstead Cert team from Derry Region 10. The certificate is for Derry Region 10's appreciation during the H1N1 Health Response. There were 4 clinics at which Hampstead CERT members volunteered. Acting CERT Co-Coordinator, John Salliday, was presented the award on behalf of Sandy Koleque-Spalaris (EMD) and the CERT Team.

Selectman Hartung motioned to formally appoint Mr. Salliday as the CERT Coordinator. Selectman Lindquist seconded the motion and the motion passed unanimously.

Department Heads

Police Department- Chief Beaudoin-

Chief Beaudoin asked if the Selectmen would allow him to withdraw \$9,800 from the Special Duty account to purchase radios for 4 cruisers. Last week Rockingham Dispatch changed channels and he was hoping that would help, but the change did not make any difference. 2-Way Communication has given them the estimate to put a repeater into each trunk. This way when the officers use their radios, it bounces off their car instead of the tower.

Selectman Lindquist motioned to authorize the Chief to spend up to \$9,800 from the Special Duty Account for repeaters for 4 vehicles. Selectman Hartung seconded the motion and the motion passed unanimously. Chief Beaudoin explained that if an officer is chasing someone in the woods, the radio will pick up the repeater in any of the other cars in the area.

New Business

RFP-Ambulance- There were 4 bids received.

- | | |
|--|--------------|
| 1. Sugarloaf Ambulance- Carrabesett Valley, ME | \$170,665.00 |
|--|--------------|

| | |
|---|--------------|
| 2. Autotronics- Whitman, MA | \$147,833.00 |
| 3. Professional Vehicle Corp. - Rumford, ME | \$163,737.00 |
| 4. Greenwood Apparatus- N. Attleboro, MA | \$149,984.00 |

Selectman Hartung motioned to forward the proposals to Chief Carrier for recommendation. Selectman Lindquist seconded the motion and the motion passed unanimously.

Chief Carrier took the 4 bids and stated that the ambulance committee was at the fire station to review the bids and would hopefully be coming back with a recommendation tonight.

Chief Carrier did return later in the meeting and requested that the proposal be awarded to Greenwood Apparatus. He explained that in reviewing the bids the two lowest are at \$147,830 and \$147,984. (\$2,000 less than what was read when bids were opened due to the difference for trade in value). The difference between the two is that the bid for \$147,984 includes air bags. He would like to recommend Greenwood Apparatus and the Horton vehicle. He would also like to be able to use the whole \$150,000 as the warrant article was written to purchase a few more options.

Selectman Hartung motioned to accept the recommendation of Chief Carrier and the committee to award the proposal to Greenwood Apparatus and to allow the amount of up to \$150,000 to be spent. Selectman Lindquist seconded the motion and the motion passed unanimously.

Tel Noar PILOT Program

Mr. Lessard and Mr. Marsh were both present from MRI tonight to respond to any questions about the PILOT program. The current program is that Camp Tel Noar (Cohen Foundation) gives a \$25,000 payment in lieu of taxes instead of paying based on assessment. Selectman Hartung noted that what he saw as paperwork from the Cohen Foundation was different than in past years and he was wondering if something has changed. Mr. Lessard responded that nothing has changed. In a PILOT program, both parties can change their mind and they have not heard from Tel Noar that this was the case. Selectman Lindquist motioned to leave the PILOT program in place for 2010 at \$25,000 and review it again in 2011.

Mr. Lessard will contact Camp Tel Noar and see if they had a different intent this year. Chairman Stewart asked about a multi year contract that increased or decreased by the percentage of the tax rate. Selectman Lindquist asked if that could be done. Mr. Lessard responded that there are towns that have escalator clauses in them and he was asked to get the wording on them.

Selectman Hartung seconded the motion and the motion passed unanimously.

Award RFP- Tree Removal

Mr. Worthen recommended that the Selectmen award the proposal to the low bidder, Top Notch Tree. Their bid was at \$8,250.00. He has worked with them last year and they did a good job.

Selectman Lindquist motioned to accept the recommendation of the Road Agent to award the proposal to Top Notch Tree Removal of Thornton NH at a cost of \$8,250.00. Selectman Hartung seconded the motion and the motion passed unanimously.

Chairman Stewart asked if this is good for the whole year with Top Notch. Mr. Worthen stated that it was for those 9 specific trees. He felt that his workers could do most of the other trees that would need to be removed.

Mr. Worthen also noted that paving on town roads is expected to begin in 2 weeks. The library parking area is prepped and ready to go. The fine grading and paving should be done within the week.

Selectman Hartung asked how the brush cutting was doing this year. Mr. Worthen stated that they have been out there doing the cutting, but if someone has a concern with the visibility at a corner to call the garage and they will look into it.

Old Business

Liaison Report

Selectman Lindquist-

Solid Waste Committee- Ellen Cabral recently did a presentation of Composting 101 for the Solid Waste Committee and it was a great presentation to a pretty good group of interested residents.

Board of Selectmen- Selectman Lindquist stated that after the last meeting, she felt that a general policy about meetings needed to be written up. She has a copy of the Sandown policy and adapted it to meet Hampstead's needs. She gave each member a copy to review for the next meeting.

Cable Committee- The discussion came up about the I-net in the basement that was installed by Comcast (actually Media-One). The two schools are currently using the I-net to talk to each other and it is up to the Selectmen to find out how it could best be used by the Town. She suggested that maybe a consultant could come in and look at what is there. It was suggested to see if the I-net was working during the recent power outages. The use of the I-net might be part of the Continuity of Operations Plan. She suggested contacting the technician that did the school hook up to tell us what we have and how we can improve on using it.

Planning Board- There is a public hearing on the Master Plan scheduled for Monday June 7th.

Selectman Hartung

Patriotic Purposes- There is a Memorial Day Observance on Monday May 31, 2010, at 11:00 am behind the town office. Colonel Steadman and Selectman Hartung are attending a symposium on helping returning veterans. Flags will be placed on the poles by members of the Patriotic Purposes Committee. Some of the flags were replenished by the VFW and Lions Club. On June 2, 2010, there will be a presentation to Middle School teacher Kathe Cussen honoring her as VFW Teacher of the Year. The WWII memorial should be fixed by Memorial Day.

Ordway Park- There was damage to the rock wall from a recent accident. The Committee along with Selectman Hartung and Chief Beaudoin are setting a policy so that the town will be notified when any town property is damaged. Selectman Lindquist asked Chief Beaudoin why the town office wasn't notified originally and the Chief stated that it fell through the cracks.

Chairman Stewart

Conservation- The Sanborn property sale is moving along. Everything is up at the state waiting for approval. There is a required notation for open space and wetlands to be on the plan. Mrs. Theriault noted that the wetland delineation was needed as well as wording in the draft deed that the land is for conservation purposes only. Conservation held a walk to the Heron Rookery recently that went well.

Recreation Commission- The Commission is looking into the 51% rule. Currently the challenger league is the only one exempt from requiring 51% Hampstead residency. Recreation is also interested in looking at a non smoking policy for the beach, and possibly fields. At a recent meeting there was kidding that cigarettes are a big money maker in the concession stand, when according to the Recreation Director, they are not sold there.

Administrative Assistant Report

Action Items- Updated Activity Log- There are currently 10 items on the activity log. The Selectmen reviewed the items and assigned names to them and deadlines. It was asked that they be sorted by date. A copy of the log is part of these minutes.

FEMA update

Selectmen's Meeting Minutes

May 24, 2010

Page 4 of 7

Mrs. Theriault met with FEMA representatives last week. A preliminary estimate of damages that FEMA is considering is \$36,000. There will also be several thousand dollars extra for damages to conservation trails and the cemetery. The Town can expect to get at least \$27,000 (75%) back due to the Windstorm of February, 2010.

In addition, there has been a new disaster declaration for the flood of March, 2010. She submitted the Request for Public Assistance last week and will start the process for that grant as well.

Change in timesheet submission day

The Library has requested that they submit their timesheets on Mondays instead of Fridays. This is because some people work over the weekend and the timesheets will not always reflect actual hours worked. Mrs. Harrington was asked if this would work out. She stated that if she changes payroll to Monday and payables to Friday, there should be no problem. On Monday holidays the payroll will be done on Friday in order to meet the deadline for direct deposits. The office will send out a notice.

No smoking on beach

The Recreation Commission is considering no smoking at the beach. The Commission may do this as part of their rules and regulations concerning recreation property. The Board of Selectmen may also implement rules and regulations for town-owned property as the governing body. Some towns propose ordinances while others change the rules/regulations. See example of alcoholic beverages ordinance. Chairman Stewart asked if the police would be able to enforce a rule set by Recreation. Chief Beaudoin stated that they respond when called. It was suggested to put no smoking on the sign for the beach rules and see how that works. If there are still problems, then the Selectmen could look at adopting an ordinance.

Culvert on Stage Road

Mrs. Theriault spoke with a representative from the Department of Transportation. The RFP for the work has gone out. It is expected that Stage Road will be closed some time between the beginning and middle of August for approximately two weeks. The Road would then re-open before school starts. DOT will keep us posted as they get closer to scheduling the work.

EOP- and Town Office Server- There was an estimate from Mr. Pelletier for a back up server. It was suggested to get a backup drive that can be kept offsite with extra cartridges. This would allow current data to load onto any other server should an emergency arise. The estimate is \$477.00. Selectman Lindquist motioned to follow through on the recommendation of Mr. Pelletier. Selectman Hartung seconded the motion and the motion passed unanimously. Mrs. Theriault stated that she will find the money within the budget.

Minutes

There are two sets of non-public meeting minutes that need to be reviewed and signed

Correspondence

Trinity Letter- A letter came in from Trinity Ambulance regarding recent issues with EMT recertification. It stated that all of the employees that had not been properly recertified were pulled off the line and are not properly recertified. At no time were the services to Hampstead affected.

PSNH- There was a letter from PSNH talking about the program to do energy audits. The Town Garage, Library, Gym and Town Hall have all had them done. The letter was forwarded to Chief Carrier to have them look at the fire station.

Resignation- Doug Hauck, a member of the Dam Committee submitted a letter of resignation effective immediately.

Selectman Hartung motioned to accept the resignation with regret from Doug Hauck and to thank him for his years of service. Selectman Lindquist seconded the motion and the motion passed unanimously.

A letter was also received from Kendra Stanley of the Conservation Commission asking to not be reappointed.

Chairman Stewart motioned to accept the resignation of Kendra Stanley with regret and to thank her for her time. Selectman Hartung seconded the motion and the motion passed unanimously.

Appointments

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

Maurie Worthen has asked to be re-appointed to the Heritage/Historic Commission.

Selectman Lindquist motioned to re-appoint Mr. Worthen to the Heritage/Historic Commission for a term to expire in 2013. Selectman Hartung seconded the motion and the motion passed unanimously.

There was a request from Ernest Trembly to be appointed to the Senior Committee. He would be taking the position held by Mr. Tabbi who has stepped down.

Selectman Hartung motioned to appoint Ernest Trembly to the Senior Committee with a term to expire in 2012. Selectman Hartung seconded the motion and the motion passed unanimously.

Visitors Comment

There were none present.

Future Agenda Item

- Energy Committee
- Hampstead Senior Committee
- Town Administrator

Non-public RSA 91A:3 II (c) reputation

Selectman Lindquist moved to go into nonpublic under RSA 91-A: 3 II (a) employee matters at 8:40 pm. Selectman Hartung seconded the motion. A roll call vote was taken. Selectman Lindquist: yes, Selectman Hartung: yes, Chairman Stewart: yes.

Road Agent, Jon Worthen was in attendance.

Mr. Worthen spoke with the Selectman regarding the allegations made at a previous meeting by Stephen Wentworth. There were 8 issues.

1. Culvert work on Depot Road- Mr. Worthen stated that he had been talking with the homeowner regarding the damage the two new homes were creating at his culvert. Mr. Worthen in looking at the damage felt that this was something that should have been addressed by the Planning Board or tech review in the planning process and was missed. The homes are sending a tremendous amount of water through the culvert. Selectman Lindquist asked why the town was involved. Mr. Worthen explained that he felt it was an error made in the planning stages with offsite improvements. As part of issue 1 and 2, Mr. Worthen will contact the Board of Selectmen before proceeding with any similar work. The issue with the materials, Mr. Worthen did take it to the recycling

Selectmen's Meeting Minutes

May 24, 2010

Page 6 of 7

place, on his own time, in his own truck. Mr. Worthen will take any material to the Kent Farm transfer station. He believes that the \$103 made would have been less, if done on town time in a town vehicle, but will bring to transfer station, and also try to get price.

3. The construction signs disappearing were due to a miscommunication between himself and his workers. They each thought the other had picked them up. He waited a day, notified the office and then notified police. His resolution is to check at the end of day that all equipment is picked up and in place.

4. The sawzall in question was never used personally and was found behind the seat of the truck. His resolution is to keep better track of the equipment.

5. The TV was put upstairs, but there is now one in the office. This is not the same one, and was not placed there by Mr. Worthen, but by another Department Head. The employees watch the TV at lunch. There is no converter box, so that channels are limited. The resolution is to make sure at 7:30 the set is off as well as after lunch. The employee that was abusing the use of the television is no longer working for the town.

6. There was a problem in the past with insurance lapsing on some of the contractors. A plan was put in place that compiles all the information on the contractors that makes it easier to catch the expiration dates.

7. Same as #6. The new spreadsheet and contract require proof of registration. The resolution for #6 and #7 is to be more vigilant.

8. The selling or giving away of salt is not happening. There are some that need it for ballast. They are two plow trucks (large trucks) and a 1-ton truck given mix. The 1-ton does Bloody Brook Road and it needs the weight in the truck to get around the area. There is nobody else he knows about that is doing private road/driveways with this sand/mix. The driver of the 1-ton was told no private contracts with that vehicle while carrying town sand/mix.

Regarding the backhoe- the 10 foot plow was stated as being inappropriate, but Mr. Worthen does use it. He stated that there are three different plows for the back hoe, and each does something different. It is not used a lot, but it is used. He rents the loader from Jamma Realty. The loader is at the garage, but is only billed for time when it is used.

Selectman Hartung suggested that a log be kept of the equipment, such as the generators so that when it was used and started up can be recorded. He also wondered about having a priority list of people that would need a generator in the event of an outage.

Selectman Lindquist asked Mr. Worthen if he is doing a maintenance plan with the culverts. She stated that they used to be cleaned out twice a year. Mr. Worthen stated that doesn't use a sucker truck, but that they are cleaning out the culverts. Selectman Lindquist had someone come to her stating the culvert near them has not been done in years. They told her that they have called the garage and have not had any response. Mr. Worthen asked for them to contact him and he will have it taken care of. Mrs. Harrington noted that there is a log of calls that they keep in the office to keep track of recurring issues. Mr. Worthen was asked to have the employees be more specific in what they are doing and where on their time sheets. Chairman Stewart suggested that a sign be posted at the garage restricting entrance for town business only. He stated that there are too many people that hang around there that have no business being there. The sign should be in the entrance stating for Official Town business only, maybe by the sand pile.

Mr. Worthen left at 9:25 pm.

Chief Beaudoin came in under the same RSA, employee matters. He requested that the Selectmen do job descriptions for two more jobs, even though there is no one in those positions. If there were to be any changes in the structure down the road, there is nothing in place and it would have to be created. The Selectmen agree that the current matrix is based on actual positions, not ones that might be coming down the road. Chief Beaudoin left at 10:02 pm. The Selectmen did not grant the Chief's request

The last issue was that an employee has been ill and there was a request to accept donations on their behalf. The Selectmen would prefer any donations to be sent to something more specific, such as a bank account set up by who ever is doing the fundraising

Selectman Hartung motioned to come out of non public at 10:15 pm. Selectman Lindquist seconded the motion. . A roll call vote was taken. Selectman Lindquist: yes, Selectman Hartung: yes, Chairman Stewart: yes.

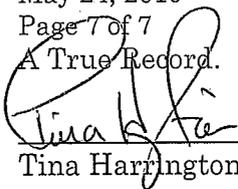
Selectman Lindquist made a motion to adjourn at 10:15 p.m. Selectman Hartung seconded the motion. The motion passed unanimously.

Selectmen's Meeting Minutes

May 24, 2010

Page 7 of 7

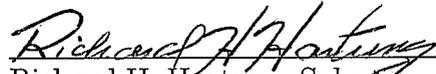
A True Record.



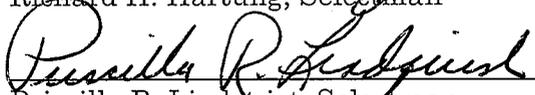
Tina Harrington, Recording Secretary

Approved By:

James L. Stewart, Chairman



Richard H. Hartung, Selectman



Priscilla R. Lindquist, Selectman