

**BOARD OF SELECTMEN
MEETING MINUTES
July 26, 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, J. Worthen, Chief Carrier, and Chief Beaudoin

Public Announcements

Tuesday, August 3rd, the Cable Advisory Committee is sponsoring country singer/songwriter Don Campbell and his band at 6:30 p.m. at Meetinghouse Park.

Saturday, August 7th is the Electronic Recycling Collection at Winfield Alloy, Route 111 between 8:00 and noon.

Monday, August 9th is the expected date for work to begin on the culvert on Stage Road. The work will take approximately two weeks and during this time the road will be closed near Cambridge St.

Waste Oil, fluorescent light bulbs, car batteries and thermostats are collected at the Town Garage on the first and third Saturdays of the month 8 am to 1 pm. Books may be dropped off at anytime.

Visitors Comment

Chairman Stewart stated that he has heard from people that were concerned that the Selectmen are not allowing visitor's comments any more. He stated that the people are allowed to speak but that the new policy that was adopted is to prevent comments that don't belong under visitor's comments such as employee matters, reputation etc. He stated that if there is a criticism or something positive, please come in and let the office know, it is not the intent to stop conversation but that they want notification in order to prepare. Both Selectmen Hartung and Lindquist stated that they have had no complaints regarding the policy.

Department Heads

There were none.

New Business

RFP- QUINT-There were 4 proposals received for the new truck, called a Quint. The new truck has various roles and is therefore replacing the need for some of the older trucks.

1.KME Apparatus of Woodville Ma	Stock	\$562,055.00
2. Pierce Mfg. Inc of Appleton, WI	Custom	\$595,978.00
3. Greenwood Apparatus of N. Attleboro, MA	Custom	\$627,854.00
	Stock	\$584,458.00
	Demo	\$568,845.00
4. GSE Specialty of N. Smithfield, RI	Stock	\$536,750.00

The Chief explained that he was hoping in order to save money that each bid would include a stock item cost, a demo cost and a custom order cost. Chairman Stewart was concerned that not all bids were bid the same way.

Selectman Hartung motioned to forward the proposals to Chief Carrier for his review and to come back in two weeks with a recommendation. Selectman Lindquist seconded the motion and the motion passed unanimously.

Old Business

RFP Awards- Cemetery Fencing and Tree Work

Mrs. Theriault announced that the Cemetery Trustees have awarded the contract for tree work to Top Notch Tree Removal of Thornton NH. They are also awarding the cemetery work to Atlantic Coast Fence of Amesbury MA. Mrs. Theriault stated that the companies were already aware that they were awarded the proposals. Selectman Lindquist questioned how a proposal could be awarded without the Selectmen doing so. Chairman Stewart, as well as the others, was questioning the fence award whereas they were not the low bidder. It was agreed to have Mrs. Theriault check into whether or not the Trustees had the ability to award contracts.

Selectman Hartung motioned to award the proposal for the tree work to Top Notch Tree of Thornton NH. Selectman Lindquist seconded the motion and the motion passed unanimously.

They agreed to hold off on the awarding of the fence proposal until they had their questions answered.

Liaison Report

Selectman Lindquist-

Cable- There has been some issues with the replay broadcasts lately. Selectman Lindquist stated that she checked all week and there were no meetings broadcast. She emphasized that the Cable Committee is doing a great job, but she was wondering if it was time to look into a part time cable co-coordinator like some other towns have. She wants this to be placed on the warrant in 2011. Selectman Hartung stated that he was with one of the members and watched him place the disk of the church service in the machine. Selectman Lindquist stated that they weren't working, just a black screen was showing up when meetings were due to be on. Mr. Pangaro came in to explain that he recently heard of the issue and wasn't sure why it wasn't working. He explained that there is a backup plan in place. The issue with the church service not playing is because the disc was in the wrong slot. He went on to say that in Hampstead we are not large enough for a full time person in the cable room. He explained that the skill set needed by someone to understand the system would take time to find. He even stated that included him, because there it would take time to bring someone up to speed. The Committee has been writing things down as to what they do to help down the road. The Board of Selectmen thanked the committee for all that they do, but that the residents are losing out.

Solid Waste- There are several contracts up for renewal this year and the proposals are being prepared by Mr. Bracken. Selectman Lindquist thanked him for his effort on all the RFP's. Chairman Stewart asked if the committee was looking at other avenues. Mrs. Harrington explained that they are looking at getting a cost for doing single stream recycling curbside with or without toters.

Selectman Hartung-

Elections- Selectman Hartung recently attended an update on the election law on July 14th and learned some new things. This primary on September 14th, there is a new time table for reporting the results. After the election, the ballots need to be in Concord by 2 am and the numbers finalized by 8 am the day after election. He explained that by 5 pm on Wednesday the 15th, any recount has to be filed and then settled by Friday the 17th. Saturday the 18th, ballots to those out of the country need to be mailed in order for them to be returned for the November election. This is the closest time the elections are ever held, which is creating the new time schedule. Our staff seems to be aware of the time deadlines. New registrations and address changes need to be in the state system ASAP.

EMD- There was a CPR refresher class held at the Library that had about 10-11 people show up.

Selectman Stewart-

Recreation Commission- the HRC met to discuss the sign-ups for field use and the football program as well as the softball/baseball program is having difficulty meeting numbers. The lacrosse program and the soccer program are doing okay. The Commission gave permission for each of the fields to receive a recycling barrel to try to help the recycling program in town. Trash is still carry in carry out.

Library- the Trustees met recently and have put the bids out for the first floor windows. They have reviewed the changes to the personal policy and have no issues other than to note Library Trustees, where it refers to Selectmen.

Conservation Commission- Chairman Stewart did not make the Conservation meeting and asked for Mrs. Theriault to update the Selectmen. She explained that they are working on the purchase of the Sanborn lot still and that they needed a soil scientist stamp on the Mylar, which has been done, in order to record the plan. Mrs. Hastings has the plan and is taking it to be recorded. Mrs. Theriault explained that the registry has been very tough on the documents it has been taking. Selectman Lindquist asked if the state approvals were in and the response was yes, it was the soil lineation that the state was requiring. Mrs. Theriault also explained that the Conservation Commission had some concerns with an easement area at Piccadilly Lane and Marilyn Park Drive. There was a bridge that crossed the river bed that was damaged by a tree that was uprooted during the wind storm. She spoke with FEMA about it, but in order to be able to claim the damage, it needed to be on a trail, which it wasn't. It also needs to exceed the \$1,000 threshold. When it was reviewed, the Conservation Commission realized that it wasn't used much and didn't want to concentrate their efforts there right now. They understood that the bridge is being rebuilt, but there is a concern with the footings, which might need to be placed in the water stream.

Cash Receipts Policy- Selectman Lindquist explained that she had met with the Town Clerk Tax Collector and the Treasurer to go over the policy. They were both happy to see a policy being put into place. They each asked for a couple of changes, which have been added to the new revision. The changes were to make the policy for only the general fund, 3.4 added to have the department count the money in front of the Town Clerk to verify the deposit and to add 4.1 that each department is responsible for its returned checks. A signature block needs to be added to the policy as well.

Selectman Hartung motioned to adopt the Cash Receipts Policy with the corrections. Selectman Stewart seconded the motion and the motion passed with an adoption date of August 1, 2010.

Legislative Policy Review for LGC-The Selectmen agree to go over so many at each meeting. Tonight it is the first 19.

#1, #3, #4, #5, #6, #9, #10, # 11, #12, #13, #14, #15, #16, #17, #18, #19

Agree as written, with the LGC Item #7 is left up to the person attending as the voting member to decide after listening to the discussion.

#2, #8 they disagree with the LGC. Next meeting they will discuss the Municipal Administration and Finance group #1-16

Administrative Assistant Report

Mrs. Theriault stated that she had completed a grant request for signage and barricades for the Highway Department in the amount of \$2,203. PRIMEX has approved the grant and the funds should be received shortly.

In addition, we received the grant money from FEMA in the amount of \$3,535 for the March 2010 storm.

She has also been working on the Hazard Mitigation Grant for the drainage system for the Town Beach. The Hazard Mitigation Grant became available due to the February wind storm of 2010. The due date for the completion of the application is August 20th. Should the Town be awarded the grant the Town will be responsible for 25% of the costs associated with the Town Beach drainage system. She also explained that it is a very difficult grant to receive.

The Household Hazardous Waste Day will be hosted by the Town of Hampstead on Saturday, October 30th from 9:00 until noon. In order to complete the request for grant money, the State requests that the Board of Selectmen authorize the Certificate of Authorization, which basically allows Mrs. Theriault to apply for the grant. The Town Clerk needs to certify the paperwork, as the keeper of the records, to show that it is in the minutes that the Selectmen authorize Mrs. Theriault to sign off on the grant paperwork.

Selectman Hartung motioned to accept that the Town of Hampstead is hosting the October 30, 2010 collection of Household Hazardous Waste at the Hampstead Fire Department on Little's Lane from 9 am to 12 pm and that they agree to enter into an agreement with DES to apply for a grant and authorize Sally Theriault to sign off any paperwork. Selectman Lindquist seconded the motion and the motion passed unanimously.

ACTION ITEMS

Item 1 is updated and completed. Item 2 is 1/3 done and updated. Item 3 was sent to Wage and Salary, which responded to the Selectmen and there is no further comment, so it is completed. **Selectman Lindquist motioned to accept the policy as written. Selectman Hartung seconded the motion and the motion passed unanimously.**

Item 4 completed 7/26/10, Item 5 goes with item 6. Mrs. Theriault will sit down with Selectman Hartung to review the COOP and EOP. Item 7 is ongoing with the departments bringing in the documents that need to be shredded. Item 8 is ongoing. Item 9 is ongoing and will be completed after the COOP is done, (the contact info needs to be updated) item 10 is ongoing and the date should be changed to October. (Selectman Lindquist will get a definite date). Item 11 is scheduled for completion September 20th. Item 12 is ongoing and Selectman Lindquist suggested that maybe it would be good for another employee to also learn how to do payroll and accounts payable as well, especially whereas Mrs. Theriault has her hands full with everything going on. Item 13 is to go to the Town Warrant for 2011. Item 14 is new, added tonight for a part time Cable Coordinator. GASB 45 will be added to a future agenda. The office is still gathering information but some of the estimates from other towns are around \$5,000.

Minutes

The minutes of June 14, 2010, and June 28, 2010 are completed.

Selectman Lindquist motioned to accept the minutes of June 14th and June 28th of 2010 as amended. Selectman Hartung seconded the motion and the motion passed unanimously.

Correspondence

There was none.

Appointments

- Call for candidates :
 - Ordway Park, full members and alternates
 - Cable Committee volunteers
 - ZBA, alternate (1)
 - Solid Waste and Recycling Committee
 - Capital Improvements
 - Rockingham Regional Planning Commission/Technical Advisory Committee

Visitors Comment

There were none present.

Future Agenda Item

Energy Committee
Hampstead Senior Committee
Town Administrator

Non Public Session

Selectman Lindquist made a motion to go into non public under RSA 91-A:3 II C reputations at 8:55 pm. Selectman Hartung seconded the motion.

Roll call vote, Selectman Lindquist, yes; Selectman Hartung, yes; Chairman Stewart, yes. Motion passed.

The Selectmen moved the non public meeting to the Administrative Assistant's office and discussed the reason behind the move. It was agreed that the Chairman would contact to one of the Department Heads about a recent issue.

The Selectmen reviewed a job description submitted by Chief Carrier. Each member had followed through the process of awarding points to the position to determine the grade. They agreed that the process of going through a new job description is difficult if one is looking at the person in the position. The process should look at the requirements of the job on its own. It was agreed that the total points for the position place it at grade 3 and the title is listed as Fire Department Clerk. This title follows the other clerical positions throughout town. Officially this is the title.

In another matter there was an issue with an employee and their benefit time. The Selectmen agreed with Mrs. Theriault, that the employee could take the time without pay, if needed.

Last matter, the Selectmen discussed the possibility of someone learning to cover for payroll and accounts payable along with Mrs. Theriault. They agreed that it would be added to the person's job description and could be a separate rate for the job.

Selectman Lindquist motioned to come out of non public at 9:24 pm. Selectman Hartung seconded the motion. Roll call vote, Selectman Lindquist, yes; Selectman Hartung, yes; Chairman Stewart, yes. Motion passed.

Selectman Lindquist motioned to accept the job title of Fire Department Clerk and set it at a grade 3. Selectman Hartung seconded the motion and the motion passed unanimously.

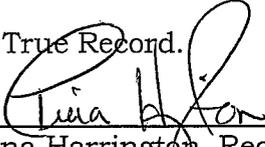
Selectman Hartung made a motion to adjourn at 9:25 p.m. Selectman Lindquist seconded the motion. The motion passed unanimously.

Selectmen's Meeting Minutes

July 26, 2010

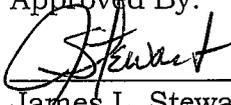
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A True Record.



Tina Harrington, Recording Secretary

Approved By:



James L. Stewart, Chairman


Richard H. Hartung, Selectman


Priscilla R. Lindquist, Selectman