

**BOARD OF SELECTMEN  
MEETING MINUTES  
November 8, 2010**

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

Chairman Hartung called the regular meeting to order at 7:00 pm  
Present at the meeting: J. Worthen, P. Thrasher, P. Williams, P. Bracken, P. Lachapelle (Waste Management), M. Hastings (Bestway Disposal), K. (Dorado Services), S. Murphy, Chief Carrier

**Public Announcements**

- Saturday, November 13<sup>th</sup> is the last day for the year that Kent Farm Facility is open. Hours of operation are from 8-4, a sticker from the Town Clerk/Tax Collector's office is required.
- Saturday, December 5 is the Senior Dinner at the Granite Rose starting at 1:00 p.m. (approximately 60 tickets are still available)
- Saturday, December 12 is the Christmas Parade; the theme is Christmas around the World and starts at 2:00 p.m. For more information on participating in the parade, go to the Town's website, which has a link to the fire department's website.
- 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.
- The Annual Ecumenical Service will be held at the Meeting House on Sunday November 21<sup>st</sup> at 4:00. There were be refreshments.

**Visitors Comment**

There were none

**Department Heads**

*Police Department- Chief Beaudoin:*

Chief Beaudoin announced that the winter parking ban is now in effect. Cars left out on the main roads overnight will be ticketed on first offense and towed on the second offense.

Police Special duty rates- Chief Beaudoin asked for the Selectmen to increase the rate billed to the vendors for special duty pay. He recently had an incident with a local vendor. He had a detail to fill, but had no available officers, so an officer from Plaistow covered the detail. The Town of Plaistow has a higher detail rate and the vendor is refusing to pay the difference in the cost because the agreement was with Hampstead and our rates. He explained that the area towns need to be at the same rate. Currently the rate to a vendor is billed at \$46 for an officer and then \$56 when a cruiser is added. He would like to see the rate be increased to \$50 for an officer and \$60 for a cruiser/officer. The cost to the officer is staying the same. He also explained that there are over 200 roads in town and there are only about 14 roads that require a detail officer on them. Some vendors have an internal policy that requires a detail officer for any work done in that community. Chief Beaudoin would like to see this rate effective immediately. **Selectman Lindquist motioned to accept the Chief's recommendation and to increase the detail rates going from \$46 to \$50 and \$56 to \$60 effective 11/18/10. Selectman Stewart seconded the motion and the motion passed unanimously.**

Chief Beaudoin announced that the funds he was approved to have withdrawn from the special duty account for \$10,000 for the new radios won't be happening. The radios did not work properly

Road Agent- Jon Worthen:

Mr. Worthen talked about paving the parking lot at the town office. He asked if the Selectmen wanted to get it done this year, whereas there are only a few good weeks left to do the work. The weather needs to be around 50 degrees. He is looking to grind down the pavement and then repave it. He talked about the current parking area having been backfilled with a different type of material, which is what could be causing the fault line. He talked about textile to slow down the cracking. He also noted that he doesn't know what is actually under the parking lot- there might be water lines or septic lines.

Selectman Lindquist stated that if the money is available and the weather is good, then he should move forward. There is money in the town office repairs line to help offset the cost. It was estimated the cost for paving would be \$7,350 plus \$875 which would be a total of \$8,100. Mr. Worthen would handle the striping.

**Selectman Stewart motioned to do as recommended, which is paving the south side parking lot (by main entrance), which is currently a hazard to the public. They understand that this is not a complete fix, but should help. Selectman Lindquist seconded the motion. The motion passed unanimously.**

Mr. Worthen discussed doing it around Veteran's Day when the office would be closed. He will tape off the driveway when the work is to be done.

*Wellington Drive*-Mr. Worthen stated that he is in receipt of a letter from DES regarding Johnson Pond and the culvert under Wellington Drive. The DES believes that the culvert under Wellington Drive will need to be increased in size to handle the dam. He explained that there is a 42 inch culvert under Route 111 and the water flows 90 cubic feet per second. The new culvert on Route 121 near Cambridge Road now flows 300 cubic feet per second. Wellington Drive is in the middle and the current 24 inch culvert flows 38 cubic feet per second. In order to get Wellington to flow more, they will need a 3 foot culvert at a certain slope to flow about 100 cubic feet per second, (which is recommended by DES). He looked at the lowest points near the culvert and it is 3" lower than the garage under the first house on the right after culvert. He believes that if the current culvert stays and the water flow becomes too much for the culvert, it will back up to that house. Selectman Lindquist asked Mr. Worthen if there have been issues with that culvert. He responded that he has been concerned about it, but that there haven't been any problems with it. He noted that it is maxed out and estimates that it would cost about \$4,000 to replace it. Selectman Stewart asked if the culvert could be changed at any time. Mr. Worthen stated that it needs to be hot topped when completed, so it would need to be done now while the weather is still good or wait until spring. The Selectman noted that the dam is not being breached until spring and asked if this could wait until then. Mr. Worthen stated that there would be some lead time in between when they drop the dam, as long as it doesn't breach quickly. He will be there monitoring the breach when it happens. He is not concerned about the culvert until the dam is brought down. Chairman Hartung suggested that he take a look later and to get a hard quote on the cost to replace the culvert. If available they could look at encumbering the funds. Mr. Worthen stated that the West Road culvert that was recently changed was around \$3,000 and that was a 4 foot culvert.

*Fire Department Driveway*- The driveway at the fire department gets water under the garage doors and is all broken up. He would like to have plans drawn up to change the drainage slightly. The survey costs are around \$500 and a site plan would be \$1,500, document fee of \$1,500 (documents such as plan pictures etc.) the cost would be \$3,500 for a set of plans to bid the job. Chairman Hartung noted that there is a lot of unevenness in the parking lot/driveway and no one knows what is underneath. It is believed that there is a lot of clay near the top and no gravel under. With this, the pavement will continue to crack even if the area is repaved. Chief Carrier noted that he doesn't believe it will be cheap to fix and that the drainage needs to be addressed

so that the water is diverted away from the building. Mr. Worthen explained that a lot of this work could be done even with snow on the ground. It was suggested that he get the plans done if he has the funds to do so. Mr. Worthen will get information together for the next meeting.

Fire Department- Chief Carrier.

Chief Carrier asked if the town was going to hold a public hearing for acceptance of the grants. Mrs. Theriault stated that she can schedule one for the November 22<sup>nd</sup> meeting or the December 13<sup>th</sup> meeting. Chief Carrier stated that he was asking so that he could ask for the remainder of funds from the exhaust grant.

**New Business**

Recommendation from Road Agent for Winter Salt proposals

Mr. Worthen asked the Selectmen to award the winter sand proposal to REP Landscaping at \$11 per yard delivered. They were the low bidder.

**Selectman Stewart motioned to accept the recommendation of the Road Agent to award the winter sand proposal to REP Landscaping at \$11 per yard delivered. Selectman Lindquist seconded the motion and the motion passed unanimously.**

Recommendations for proposals from Recycling and Waste Disposal Committee

Pat Bracken, Chairman of the Recycling and Waste Disposal Committee explained that the committee has been reviewing the RFP's for curbside trash, recycling and tipping fees. They have also reviewed the proposals for the Kent Farm Transfer Station and curbside bulk pickup. Mr. Bracken would like to discuss with the Selectmen the Committees recommendation to have the proposals for curbside pickup, recycling and tipping fees all thrown out. He asked to go into non public with the Selectmen to explain what has been discussed with legal counsel.

Non Public Session

**Selectman Lindquist made a motion to go into non public under RSA 91-A: 3 II (c) reputations at 7:36 pm. Selectman Stewart seconded the motion.**

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

**Mr. Bracken was the only other person in attendance.**

**Selectman Stewart motioned to come out of non public at 8:00 pm. Selectman Lindquist seconded the motion. Roll call vote, Selectman Lindquist, yes; Selectman Stewart, yes; Chairman Hartung, yes. Motion passed.**

**Selectman Lindquist moved to seal the minutes of the non public. Selectman Stewart seconded the motion and the motion passed unanimously.**

Mr. Bracken asked the Selectmen to award the proposal for the transfer station as well as the curbside bulk pick up to Bestway Disposal as the low bidder.

**Selectman Lindquist motioned to approve the proposal for the transfer station and for the curbside bulk pick up to Bestway Disposal. Selectman Stewart seconded the motion and the motion passed unanimously.**

After the discussion in non-public, the Selectmen are willing to authorize the Recycling and Waste Disposal Committee (RAWDC) to enter into a one year negotiated extension with Bestway and Waste Management, the current vendors for curbside pickup, recycling and tipping fees. **Selectman Lindquist motioned to allow the committee to enter into a one year negotiated extension with the current vendors. Selectman Stewart seconded the motion.** Mr. Curry of Dorado Services asked to speak to the Selectmen. He stated that he was disappointed with the decision. He asked the Selectmen to reconsider the extension time and maybe consider a 3 month extension. He also suggested that the tipping or disposal proposal should go out first and then the one for the hauler. The proposals stated that the disposal would be at a site approved

by the town. When the bids were done for the hauler, there was no place identified as the disposal site. Everyone agreed that a one year negotiated extension is the best way to move forward for the town.

**The motion passed unanimously.**

This would allow the RFP's to be reviewed and rewritten. Chairman Hartung asked Mr. Bracken to come back next year and to do it slightly different. Mr. Bracken agreed.

Review of Selectmen's budget

Administration Budget is down by \$7,082.06 with the areas of telephone, equipment and town report down. Bottom line is listed as \$157,764.56.

Assessing Budget is up \$30,226.18. There are 27 cases before the BTLA and it is estimated that the cost will be about \$27k to handle the cases with MRI. It was noted that in 2009 there was \$30,000 encumbered for the utility assessment. If that hadn't happened the 2010 budget would be at \$96,593. The budget for 2011 is at \$96,825.

Personnel Administration- is down \$5,817.07 from the 2010 budget. There was a decrease in the health insurance and dental insurance lines. There is \$21,000 budgeted for benefit time to be paid due to a change in the policy on paid time out. The change in policy will limit the number of days people can carry over year to year. This will be a one time expense. If the money is available in 2010, then this line will go to \$1. Total for the line is \$297,512.

Buildings and Grounds is up \$851.71 to a total of \$258,401.36. The big cost is a new mower for the grounds and the cost is to be split between buildings/grounds and cemeteries. There was a suggestion to bring the bottled water line from \$1500 to \$500. This led to the bottom line amount of \$258,401.36.

Chairman Hartung brought up the fact that the heat in the Old Meeting House and Historic Museum is expensive and that maybe they should look at closing them down for the winter. This would include draining the water to make it winterized. Selectman Lindquist stated that it wasn't going to happen and that it was up to the Historic Commission to control.

Ms. McCormick asked what the equipment was and if the repairs and maintenance on the Meeting House is a consistent amount from year to year. Selectman Lindquist stated that there is specific work to be done to the building. In 2011 they are looking to paint the back and westerly side of the building and the repairs on the steeple are still unknown at this time. Chairman Hartung stated that the Meeting House is the soul of the town and that it will always have ongoing projects to keep it protected. He remembered that back 20 years ago the building was in bad shape because it wasn't being maintained.

There is maintenance that will need to be done at the museum. The current furnace and air conditioning unit are not working well and may need to be replaced.

Insurance - the budget is down \$8,834 because the fire department moved their insurance on their vehicles to Property, Liability Trust and realized a savings. Unemployment is up significantly, a lot of it being the sign of the times. There is a new policy in place regarding how unemployment is paid out by Employment Security. All employers of an employee are charged a portion of the employees claim, and the minimum amount of the claims paid has gone up, as well as the length of time one can collect. Hopefully we will see this amount go down over the next few years. The total budget is at \$117,403.

Street lighting- is level funded for 2011

Audit- the cost for the audit is up in 2011 by \$1,425 to \$10,400 and the primary reason is for an audit that needs to be done when a federal grant over \$500,000 has been received, which happened this year with the two grants, one for the Quint and the one for the Exhaust grant.

Cemetery-Mrs. Theriault received a budget from the Chairman of the Cemetery Trustees, but has a question on some of the numbers he gave her, so she is not sure if it is the correct amount. It is listed as being up \$11,500, which is mostly half the cost of the new mower. The new bottom line is at \$21,880. The new bottom line of the budget is at \$5,227,770.59 or down \$18,641.85 (.36%)

The Budget committee asked about the cemeteries. They understood that it was a three year plan to get the cemetery into compliance and asked what the status of the work being done is. Selectman Stewart stated that he believes that a lot of the work this year ended up being clearing trees from the storm. Some work was done on the Pine Ridge Cemetery fence, but not all whereas there were trees in the way. **Selectman Stewart motioned to decrease the salary line of 1001-41952-74000 to go from \$16,500 to \$11,500 a decrease of \$5,000. Selectman Lindquist seconded the motion and the motion passed unanimously.**

Chairman Hartung read a letter from CART regarding their funding request for 2011. The funding request is scheduled to be a warrant article, whereas it was their turn in the rotation, but the request is up \$7,000 to \$17,142. These funds are 100% matched by FTA (Federal Transit Authority). Chairman Hartung explained that there is a two part formula in calculating the funding request and they are the demographics and trips as well as population. From October 2009 through September 2010, there were 1621 trips with 993 into Hampstead. Of the trips 62% were medical, 19% employment and the balance were miscellaneous trips such as social. They are continuing to find ways to provide services and be more cost effective. The director of CART will be present at the Selectmen's meeting on November 22, 2010 to speak about CART. Selectman Stewart stated that a 68% increase is a lot, but for the past few years, Hampstead made out, they paid 5% but received 8% of the cost.

Sean Murphy asked about the Fire Department budget. The budget line for dress uniforms and protective uniforms has no funds spent in 2010 yet they are asking for the same funding in 2011. Mrs. Harrington explained that with the grant for the Quint being a little less than needed, the Fire Department needed to use about \$25,000 from their 2010 budget and have therefore not spent a lot of line items this year.

## **Old Business**

### **Liaison Report**

#### **Selectman Lindquist-**

Historic Commission- Troop 33 worked at the Town Pound recently and Selectman Lindquist wanted to thank them. She explained that they did a wonderful job. Mr. Worthen picked up the trash that was left behind so she also thanked him. She wrote a letter to the Troop leader from the Selectmen and asked permission to send it. They agreed.

Selectman Lindquist asked about the status of Tel Noar and if the PILOT agreement. She had some concerns with the recent addition of a pool to the property and possibly purchase another house on Kent Farm Road. Mrs. Theriault stated that Tel Noar wanted a multi year agreement, but that the Selectmen want an annual contract. She has not had a response from Town Counsel on the it yet.

#### **Selectman Hartung-**

Election- Chairman Hartung noted that the election was a long day, but that there was a good turnout. Due to the results of the polls, the polls will continue to be open from 8 am to 8 pm (not 7 am to 7pm as was requested on the ballot)

#### **Selectman Stewart -**

Highway Dept- Selectman Stewart noted that there have been some calls regarding the length of time that roadside memorials are allowed to stay. With the number of fatalities in town the last few months, more have been popping up. He asked if there were any rules in place and how much time is allowed etc. Mr. Worthen and Mrs. Theriault contacted other communities to see if they have any policies towns are observing. It was noted that there should be some formal guidelines. He would like to see it discussed at the meeting on November 22<sup>nd</sup>. Chairman

Hartung stated that there will be challenges and will need to interface with the state on the state roads.

### **Administrative Assistant Report**

#### **Taxation of conduits and telecommunication poles**

The Town was recently notified that effective 4/1/11 Municipalities should be prepared to assess and tax property for conduits and wooden poles owned by telecommunication companies. Mr. Joe Lessard from MRI advised that he thought that this could cost around \$2,000. Mrs. Theriault placed a call to George Sansoucy who appraised the utilities in Town, but have yet to hear from him regarding the potential cost. This was part of SB492, which was not extended in the 2010 legislative session. Chairman Hartung explained that the poles that are owned by the electric company are currently taxed. The poles owned by the telecommunication companies are not taxed, but will be taxed in 2011. The problem is determining the ownership. He also thanked the Representatives that failed to support the extension of the exemption.

#### **Upcoming holiday schedule**

Usually the Town Office building is closed the day after Thanksgiving, employees are allowed to either take a vacation day or work that Friday. Mrs. Theriault asked if the Selectmen were still okay with this. They agreed that the office would be closed on Friday, November 26<sup>th</sup> and those with benefit could take the time, or any employee that wanted to, could work the day.

She also asked about both Christmas and New Year's Day whereas the actual holiday is on Saturday, but the paid holiday would be Friday, per policy. The office hours on Fridays are from 8:00 until noon. In order that the employees receive a full holiday (8 hours), she asked if the BOS would consider allowing the offices to close at noon the day before Christmas Eve and New Years Eve, and if so, Thursday would be a half day and there would be no work on Friday for Christmas Eve and New Year's Eve. Chairman Hartung suggested that the office be kept open and that the staff alternate who takes off which holiday. Selectman Lindquist suggested that the office stay open, but that ½ day benefit time be given to the employees that they can take at another time. Selectman Stewart agreed.

The office will be open on Thursday all day. Those that don't take the ½ day off will be given 4 hours of PTO time on January 1<sup>st</sup>.

### **Minutes**

The meeting minutes of October 11, October 25 1<sup>st</sup> set (12:30 p.m.) and 2<sup>nd</sup> set of meeting minutes from the Selectmen's regular meeting.

**Selectman Lindquist motioned to approve the amended minutes for October 11, 2010, October 25, 2010 and October 25, 2010 #2. Selectman Stewart seconded the motion and the motion passed unanimously.**

### **ACTION ITEMS**

GASB 45- working on compliance

Intranet-working on- waiting for a response with information

Exterior of Meeting House- to be done in the Spring of 2011

Personnel Policy Draft- The changes to the plan will be amended by Selectman Stewart. Mrs. Harrington asked about the change from vacation/sick and personal to a PTO, how that effects overtime in the public safety side. Currently vacation counts as a day worked for calculating overtime, but sick and personal don't. Selectman Stewart stated that he felt it would count just as vacation did.

Warrant Articles- the list was read

Chairman Hartung asked if the health agencies that are on the warrant are aware of it so that they can speak to it. Mrs. Theriault will make sure they are notified.

**Appointments**

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

**Visitors Comment**

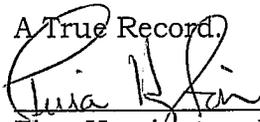
There were none at this time.

**Future Agenda Item**

Energy Committee  
Hampstead Senior Committee  
Town Administrator

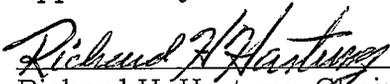
***Selectman Lindquist made a motion to adjourn at 9:22 p.m. Selectman Stewart seconded the motion. The motion passed unanimously.***

A True Record.

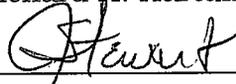


Tina Harrington, Recording Secretary

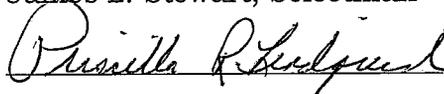
Approved By:



Richard H. Hartung, Chairman



James L. Stewart, Selectman



Priscilla R. Lindquist, Selectman