

**BOARD OF SELECTMEN  
MEETING MINUTES  
May 23, 2011**

**PRESENT:** RICHARD H. HARTUNG, CHAIRMAN; PRISCILLA R. LINDQUIST, SELECTMAN; SEAN P. MURPHY, SELECTMAN; SALLY THERIAULT, ADMINISTRATIVE ASSISTANT

Chairman Hartung called the work session to order at 6:30 pm

Present: Harold Williams, Treasurer and Bob Vachon, CPA

Purpose: To discuss auditing processes and requirements

Mr. Vachon advised that a single audit will not be required this year and probably not next year because the fire truck was partially paid for in 2010 but was not in the Town's possession until 2011.

The Town's financial records are reviewed, audited and financial statements are prepared. The audit does not examine each transaction. However the audit process does test controls and checks sample transactions. Risk is also assessed. The audit doesn't guarantee the finding of fraud. Mr. Vachon is not aware of any problems. The Board of Selectmen supervises the work of the auditors. It doesn't mean however that the Board has to be accountants.

Mr. Vachon also advised the Board of the changes for next year under GASB 54. The fund balances will be included in the general fund. This will include capital reserve funds. The Town will not have to change what it does. It is the reporting by the auditors that will change. The Library may be included. The reasoning behind the change is that the definition of the funds was too wide and varied and some funds were set up separately in some towns and should not have. In the past, funds were set up so that it didn't appear that departments had that much money. Now the only separate funds should be the ones where donors request that such funds be separate. GASB 54 is still in the works.

Selectman Lindquist asked Mr. Vachon's opinion regarding the auto dealer's ability to register cars. Mr. Vachon has no opinion but said that the auto dealers won't do this for free and it will only be done for new cars. There is a pilot in place. Selectman Lindquist thought that this could actually save the town some money. Chairman Hartung thought that people might start financing registration fees. Mr. Vachon said that there will be a document fee and this will probably include the registration costs. Mr. Vachon doesn't think that people should be too concerned at this time. This is being done in other states as well.

Mr. Vachon referred to page two of the auditor's letter. The auditors looked at the internal controls, samples were tested and there was a strong analytical review. Money coming into the town from prior years was reviewed. The controls in Hampstead are good. Minutes from the Selectmen are reviewed. Accounts payable and receivables are confirmed, and revenue and expenses are tested.

Mr. Vachon asked the members of the Board if they had any questions or concerns. Chairman Hartung said no he had nothing to report. Selectman Lindquist explained how the Library employees are paid. Mr. Vachon said another alternative would be to let the Library handle all of the payments since it gets the full appropriation anyway. There is no law regarding the way payroll is to be handled. Selectman Hartung said that payroll is done by the Town to reduce costs. Selectman Lindquist also mentioned that the Library encumbered things this year and

they are not allowed by statute. Mr. Vachon said that encumbrances should not be allowed in the future. Mr. Williams added that this is part of the GASB 54.

Mr. Vachon answered a couple of questions regarding 1099s and the MD and A. He said that the Management Discussion and Agreement is an internal report card of the Board of Selectmen. It is prepared for residents who would not normally read through the entire audit. The report basically outlines how the town did financially regarding recent abatements paid or expected to be paid and the money that should be set aside in the overlay. Chairman Hartung will make sure that happens next fall when the tax rate is set.

Regarding contractors hired by the Library, Mr. Vachon said that Library would be responsible for preparing the 1099 if the Library has its own Federal Tax ID#. Regardless, someone must prepare the 1099s. When asked who shares the Town's tax id number, Mr. Williams said that at one time the Police Association did. The Town's number still appears on the reports; however the Association does have its own ID#.

A five-minute recess was taken.

Chairman Hartung reconvened the meeting at 7:00 p.m. and advised that there is no video transmitting. Following the announcement, the audio was turned off.

Pledge to the Flag

Chairman Hartung read the Public Announcements

Visitor Comments

None

Department Heads

Peggy Thrasher, Library Director provided updates concerning the programs and museum passes at the Library.

Joe Beaudoin, Police Chief, would like the cost of the police details scheduled for St. Anne road race and the fireworks display to come out of the Special Duty Fund.

**Selectman Lindquist made a motion to take the cost out for this from the revolving/special duty fund for the police details for the two events for St. Anne's road race and the fireworks display. Selectman Murphy seconded the motion. Motion passed unanimously.**

Chief Beaudoin also asked for permission to sell the old ACO car and take an old cruiser and use that as the new ACO vehicle, if needed.

**Selectman Lindquist made a motion to allow the Chief to sell the old ACO cruiser and the money would go into the General Fund. Selectman Murphy seconded the motion for discussion.**

Selectman Murphy asked if the car was needed. Chief Beaudoin said that if the car is needed, they will take the oldest cruiser and change the lettering on it.

**The motion passed unanimously.**

Chief Beaudoin said that they had a great turnout for the building committee. There were six new faces there. The meetings will take place at the library or another facility with a large meeting room since the police department is too small. The Committee will start from scratch by reviewing different locations. Selectman Lindquist wanted to appoint those individuals who are interested in serving.

Jon Worthen, Road Agent, said that the reconstruction of the roads will start on June 6<sup>th</sup>, with paving beginning on the 8<sup>th</sup>. The following roads will be paved: Marilyn Park, Baywood, Kimberly, Valley and James. Each will be ground, graded, compacted and paved. He also asked if the cul-de-sac on Baywood could be made to measure 85 feet instead of 115 feet. Baywood is currently used as a medivac site and would continue to be used even if the cul-de-sac was 85 feet across. The hot top area will be reduced by 10-15 feet on each side. The Road agent will make sure that abutters don't encroach into the Town's right-of-way.

#### New Business

Chairman Hartung opened the public hearing and read the following:

- Public hearing 7:15 p.m. donations from the Fire Association to the Fire Department Pursuant to RSA 31:95e, the Hampstead Board of Selectmen will hold a public hearing on Monday, May 23, 2011 at 7:15 p.m. at the Hampstead Town Office Building, 11 Main Street, Hampstead, NH for the purpose of hearing public testimony and gathering information on donations to the Hampstead Fire Department in excess of \$5,000.

Chairman Hartung read a letter from Mr. John Curley, Hampstead Firemen's Association, which listed the donations as follows:

Kitchen remodeling,  
Ice rescue equipment,  
Stair Chair,  
EZ-10 Power Driver and supplies,  
O2 Resq CPAP mask,  
RAD 58 CO monitor,  
Turn Out Gear Lockers and  
Abbott IV Pump, for a total value of \$16,159.

The Firemen's Association was thanked for its contribution. Fire Chief Carrier said that he greatly appreciates the Association. The Board of Selectmen thanked the Association as well.

The public was invited to comment. No one from the public came forward to speak. The public hearing was closed at 7:22 p.m.

#### Old Business

- Liaisons Reports

Selectman Lindquist said that the Assistant ACO is taking over the job responsibilities of the ACO position and everything is running smoothly. The ACO position is at a grade 3. The assistant was asked to step forward and she did. As the interim ACO she should be given a temporary raise until the ACO position is filled. She is being placed at the middle of the grade, which equates to approximately five years of experience. The applications for the position are being accepted with a cutoff date of June 3<sup>rd</sup>.

**Selectman Lindquist made a motion to increase the Assistant ACO wage to \$15.38 per hour. Selectman Murphy seconded that motion for discussion.** The Board reviewed the grade level of the position. Chief Beaudoin explained that logs and timesheets are submitted and he signs off on both. This has been an economical transition. There are no telephone costs, mileage is paid and the job is being done with minimal hours. **The motion passed unanimously.**

Recycling and Waste Disposal – Selectman Lindquist said that there have been discussions about a recycling container to be located at the Town Garage for a trial basis. Jon Worthen, Road Agent said that he would like to have the Board's permission to do this. **Selectman Lindquist made a motion to have a trial period of a dumpster at the Town Garage. Selectman Murphy seconded the motion. The motion passes unanimously.**

Selectman Lindquist provided a list of individuals who are interested in being members of the Police Station Building Committee. **Selectman Lindquist made a motion to appoint Joseph Beaudoin, Judith Graham, Dean Howard, Neil Lynch, Rick Foulke, Kris Emerson, Anthony Ramsey, Paul Wentworth, Joseph Tabbi and James Stewart to the Ad Hoc Police Station Committee. Selectman Murphy seconded the motion. The motion passed unanimously.**

Chairman Hartung said that he attended the CART meeting, Junior ROTC awards, Public Health meeting in Derry and will be going to the Hazmat meeting tomorrow.

Selectman Murphy said that the Selectmen's classes are going well.

#### Visitor Comments

Chairman Hartung recognized Mr. Richard Gaudette. Mr. Gaudette said that he had read in the newspaper that the way to get around an item not supported by the voters is to lease it.

Mr. Gaudette said that the motorcycle was "not going to cost the Town anything". He was advised that the money comes from the special duty fund. The Town voted to establish this. Selectman Murphy explained how money is put into the account. Mr. Gaudette said that if Town enters into a lease then it doesn't have to be placed on the ballot. Selectman Murphy said that the fund was designed to purchase equipment and the Police Department is applying for a grant for the manpower.

- **Administrative Assistant's Report**

Update on Communications Assessment

Contact was made with Mr. Sansoucy. He advised that the cost for the update would be \$5,000 and this is expected to be a wash when compared to the revenue received from the updated value on the telephone polls and conduits. The State is not preparing its own update of values for communications. Should the legislature decide to change its opinion about taxing telecommunications, Sansoucy will not charge the town for the work.

#### Survey to LGC Regarding Wage and Salary information

On a yearly basis, the Local Government Center requests an update from each of its member towns for wage and salary information. Sally is presently working on submitting this information, which is due this Friday.

#### Energy Suppliers

I did some more research on the energy suppliers and contacted a couple of people for their input. The next step would be for the Board to give me several dates in which to schedule a work session with several energy supplies (brokers). The Board should probably have three companies come in to discuss the process for changing over and the potential savings.

#### Rockingham Planning Commission draft of *Locally Coordinated Public Transit Plan*

RPC has drafted a Locally Coordinated Public Transit Plan and asks for the Board of Selectmen vote to approve the document as amended. The Core requirements in the document and are as follows:

Assessment of transportation needs for individuals with disabilities, older adults and persons with limited income,

An inventory of available transportation services identifying areas of redundant service and gaps in service,

Strategies to address the identified gaps in service,

Identification of coordination actions to eliminate or reduce duplication in services and strategies for more efficient utilization of resources, and

Prioritization of implementation of strategies.

#### ACO job has been published

Applications are due in the office on June 3<sup>rd</sup>.

#### Minutes

Non-public meeting minutes need to be reviewed.

- Action Items

The items on the activity log were reviewed. Snow plowing was added to the activity log.

#### Re- Appointments/Appointments

- Call for candidates :
  - Ordway Park, full members and alternates
  - Cable Committee volunteers
  - Recycling and Waste Disposal Committee

- Capital Improvements
- Rockingham Regional Planning Commission/Technical Advisory Committee

Correspondence

None

Visitor Comments

None

**Future Agenda Items**

- Energy Committee
- Hampstead Senior Committee
- Town Administrator

Non-public pursuant to RSA 91A:3 II (c), (a) and (e), reputation, employee matters and litigation, respectively

**Selectman Murphy made a motion to go into non-public session pursuant to RSA 91A:3 II (c) reputation. Selectman Lindquist seconded the motion. Roll Call: Selectman Lindquist, yes, Selectman Murphy, yes. Chairman Hartung, yes.**

**Selectman Lindquist made a motion come out of non-public Selectman Murphy seconded the motion. Roll Call: Selectman Lindquist, yes, Selectman Murphy, yes. Chairman Hartung, yes.**

**Selectman Hartung moved to seal the nonpublic minutes. Selectman Lindquist seconded the motion and the motion passed unanimously.**

**Selectman Murphy made a motion to go into non-public session pursuant to RSA 91A:3 II (a) employee matters. Selectman Lindquist seconded the motion. Roll Call: Selectman Lindquist, yes, Selectman Murphy, yes. Chairman Hartung, yes.**

**Selectman Lindquist made a motion come out of non-public Selectman Murphy seconded the motion. Roll Call: Selectman Lindquist, yes, Selectman Murphy, yes. Chairman Hartung, yes.**

**Selectman Hartung moved to seal the nonpublic minutes. Selectman Lindquist seconded the motion and the motion passed unanimously.**

**Selectman Murphy made a motion to go into non-public session pursuant to RSA 91A:3 II (e) Litigation. Selectman Lindquist seconded the motion. Roll Call: Selectman Lindquist, yes, Selectman Murphy, yes. Chairman Hartung, yes.**

Selectman Lindquist made a motion come out of non-public Selectman Murphy seconded the motion. Roll Call: Selectman Lindquist, yes, Selectman Murphy, yes. Chairman Hartung, yes.

Selectman Hartung moved to seal the nonpublic minutes. Selectman Lindquist seconded the motion and the motion passed unanimously.

Adjournment

Selectman Lindquist made a motion to adjourn. Selectman Murphy seconded that motion. Motion passed unanimously.

A True Record.

Approved By:

  
Sally Theriault, Administrative Assistant

  
Richard H. Hartung, Chairman

  
Priscilla R. Lindquist, Selectman

  
Sean P. Murphy, Selectman