

**BOARD OF SELECTMEN
MEETING MINUTES
Sept. 26, 2011**

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

The Selectmen met in non public session with Town Counsel from 6:15 pm until 6:45 pm
There was a motion made by Selectman Lindquist to go into non public session at 6:50 pm under RSA 91A:3 II (c) reputations. Selectman Murphy seconded the motion.

Roll call vote:

Selectman Murphy: yes; Selectman Lindquist: yes; Selectman Hartung: yes

The Selectmen met Town Clerk Tax Collector Tricia Curran to discuss potential tax liens for a couple of residents and potential waivers.

Selectman Lindquist motioned to come out of non public session under RSA 91A:3 II (c) reputations at 6:59 pm. Selectman Murphy seconded the motion.

Roll call vote:

Selectman Lindquist: yes; Selectman Murphy: yes; Selectman Hartung: yes

Selectman Lindquist motioned to seal the minutes of the non public session under RSA 91A:3 II (c) reputations. Selectman Murphy seconded the motion and the motion passed unanimously.

Chairman Hartung called the meeting to order at 7:00 pm

Guests: J. Worthen, J. Beaudoin, J. Graham, J. Stewart, P. Williams, M. Carrier, K. Colbert, B. Vass, T. Curran, T. Dzmien (White Columns), J. Tabbi, and N. Lynch

Public Announcements

- The U.S. Presidential Primary is coming early next year. If you desire to un-enroll from your present party you should do so in the near future at the Town Clerk/Tax Collector's office. You will then be able to select a party on Election Day.
- Saturday, October 8th is bulk disposal day at the Kent Farm Facility from 8:00 a.m. to 4:00 p.m. A permit is required and may be purchased from the Town Clerk/Tax Collector.
- Wednesday, October 12th at 6:30 p.m. the Selectmen will be meeting with the department heads regarding the first draft of the department's budget.
- State Representative Birdsall will be doing a new chatting with your legislators on September 28th. She will be chatting with Rep. Ken Weyler and Cathy Hoelzel, State Rep. from Raymond to discuss the voter ID bill. The broadcast schedule is unknown at this time.
- Saturday, October 29th is Household Hazardous Waste Day at the Chester Transfer Station from 9:00 am until noon.
- 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

There were none

Department Heads.

Police Station Building Committee- Jim Stewart, Chairman

Mr. Stewart asked for a work session to bring in the stakeholders on the idea of an Emergency Operations Center (EOC) - Fire Chief, Police Chief, EMD, the BOS, the Building Committee and

the Administrative Assistant. Mr. Stewart has talked to several people and there seem to be different ideas on the EOC and its location. The Selectmen agreed on Thursday, September 28, 2011, at 6:30 at the town office.

Mr. Stewart also responded to a letter to the editor in a prior paper. He explained that the voters of Hampstead did approve the new police station, but it needed a certain majority and that wasn't met in order to go for a bond. He explained that he is aiming to get 100% approval this time. He explained that there is a new 12 person committee and they started from square one. They are trying to be as transparent as possible and would like anyone with questions to get in touch with him. His email address was in the recent article in the Eagle Tribune oksofar@comcast.net.

New Business

Internet Kiosk- Town Clerk/Tax Collector

Tricia Curran presented the Selectmen with an agreement from Avitar for an internet kiosk for the tax collect system. She explained that this is the first step in order to allow residents to pay their tax bill with a credit or debit card. The kiosk will be accessible to the resident by using the invoice number on their tax bill. That number will bring up their history. Avitar is tweaking their current program to meet her request. She stated that the information is public, and anyone can contact her office to request information on a parcel, but doesn't feel that all the information should be readily accessible. Once the agreement is signed, it would take about a week to 10 days, she can start the process for accepting the credit/debit cards. This process could take up to 6 weeks. The resident incurs all the fees for paying with a credit card. There is a one time cost of \$600 for setting up the kiosk and then an annual cost of \$.10 per parcel or about \$800 to keep it running. Avitar will work with the third party company, Go Volution, which is the credit card company. There will be two charges for every transaction a resident makes with a credit/debit card one for the tax payment and then one for the convenience fee.

Selectman Lindquist motioned to sign the initial agreement with Avitar for the internet Kiosk. Selectman Murphy seconded the motion. The motion passed unanimously.

RFP- Beach Drainage System

Road Agent Jon Worthen asked that he be allowed to delay the recommendation on the beach drainage proposal. There are some financial issues that need to be resolved first regarding the engineering. He hopes to be able to bring it back for the 10/10/11 meeting, as long as the Beach Committee has a chance to meet.

Selectman Lindquist asked if the proposals were within the money budgeted. Mr. Worthen responded that he had to meet with the engineer to determine that. Selectman Murphy stated that potentially, there was not enough money. Mr. Worthen will be meeting with SFC Engineering on September 28th.

RFP's for the Recycling and Waste Disposal Committee:

The proposals have been extended until Thursday October 6th, 2011 and to be opened on Monday, October 10th.

RFP-Fire Station Paving

There were 5 proposals received.

1. Hawkins Construction- New Ipswich, NH	\$57,300
2. Craig Bennett Const. - Hampstead, NH	\$64,452
3. Geo Merrill & Sons - Salem, NH	\$83,051
4. Busby Construction- Atkinson, NH	\$62,530
5. All Phase Construction- Raymond, NH	\$56,870

Selectman Lindquist made the motion to take the proposals under advisement and give them to the Road Agent for his recommendation.

Selectman Lindquist asked where the funds were coming from- highway or fire. Mr. Worthen stated that he was hoping to encumber funds from this year for some of the work and budget for the rest of it next year. Selectman Murphy asked if the drainage issue in front of the bay where it settles is the only issue. He stated that he was in the area recently with all the rain and only saw it puddle in front of one bay. Both Mr. Worthen and Chief Carrier explained that it pools in front of all 4 front bays. Mr. Worthen stated that he had plans that Selectman Murphy could review. He suggested that one drive across the front of the bays with a coffee on your lap and you will be able to feel the problem.

Selectman Murphy seconded the motion. The motion passed unanimously.

RFP- Police Radios

Mrs. Theriault noted only one bid was submitted for the proposal. Chief Beaudoin announced that he didn't expect many. He told the Selectmen that there weren't many companies out there when he was told to put it out for bid. He has done business with Wright Communications in the past. The proposal was in the paper and there were some calls on it. The Selectmen agreed to open the proposal.

1. Wright Communications- Pembroke, NH \$8497.74

Chief Beaudoin stated that when he was in about a month ago the cost of the Motorola's were about \$14,000. His officer Doug Mullin found out that the sheriff's department changed their radios to the ones in the proposal and they like them and can also repair them when needed. The funds for the radios will be coming from the police detail fund.

Selectman Lindquist motioned to award the proposal for the police radios to Wright Communications and that payment come from the special duty fund. Selectman Murphy seconded the motion. The motion passed unanimously.

Snow Plow Drivers/ Routes and Sign IN

Mr. Worthen stated that he is still reviewing the routes and is not ready to present it. He did say that he has started a time clock system that he is testing now. It requires the drivers to sign in and out when doing their plow routes. He announced that he does need to prepare a policy regarding the use of the time clock as well. Selectman Murphy asked if this was the norm in other towns. Mr. Worthen said not a lot have it. He explained that practice is that he calls all the drivers when it is time to go out and gives them one hour paid to get out of the house and on the road. He may need to look at this policy and how it can be done with the time clock. He may need to run it for a few storm to get it to work correctly. The drivers will go to the garage to sign in and out, but in some cases, the drivers will need to drive by their routes to get to the garage. It was suggested to adjust the rates for those circumstances. He gave an example of how two drivers could live near each other and one took ½ hour and the other took an hour, what do you pay.

The route consolidation is still being reviewed and Mr. Worthen explained that he is trying to balance it out and that it is a work in progress. The consolidation may cut down the number of trucks.

Chairman Hartung announced that the State of NH has backed off its plan to limit the plowing from 11 pm until 4 am. They will continue the policy they had in the past.

Mr. Worthen explained that the Town of Hampstead will now be in two districts for the State. We will be in district 5 which will run from Route 111 to the Atkinson line and Route 121 to the Chester line. District 6 will be the rest, which is east of Route 111/Route 121.

Mr. Worthen asked Chairman Hartung if there has been any more discussion regarding the guard rails along West Road. Chairman Hartung and that according to the engineer from the state it was a change in the regulations. He explained that the location of the guard rails near

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the new intersection will make it difficult to plow and the driver may have to back onto Route 111 to clear West Road. The lights at the intersection of Route 111 and West Road are ready to go live soon and residents should be aware of the change in the traffic pattern.

Selectman Murphy asked Mr. Worthen about the policy regarding the cutting edges and if he was looking at changing it. Mr. Worthen and Chairman Hartung said no, the current policy is that the town will pay for the cutting edge, as it has done historically. Mr. Worthen explained that you want to get a good clear path and the driver shouldn't have to worry about the edge. Selectman Murphy asked if other towns do it because he knows that Salem and Atkinson don't provide edges. Mrs. Theriault said that it was on the spreadsheet that she had put together for a prior meeting and they will check it. Mr. Worthen will check on his public works network.

Old Business

Liaison Report

Selectman Lindquist

Personnel- at a prior meeting the Selectmen spoke about having all employees, exempt and non-exempt complete their time on time sheets. The non-exempt employees do, but exempt employees do not. She would like to see the practice continued for all employees and has written up an amendment to the personnel policy clarifying it. Chief Carrier asked if the Selectmen checked with Town Counsel. Selectman Lindquist stated that she has spoken with counsel from the LGC and was told that it is a management tool and they have every right to ask. Selectman Murphy noted that there are some states that require time on all time sheets for the purpose of unemployment. Selectman Lindquist stated that she felt it was good for the employee to record their actual time worked so that there was proof of where they were if ever needed. The amendment will be added to the agenda for the next meeting (10/10).

Selectman Murphy

Recreation- the Commission is working on the Senior Dinner which is scheduled for Sunday, December 4th. Tickets will be available from October 10th until they are sold out, or November 18th. He also announced that the fall soccer program is under way.

Chairman Hartung

He announced that he has been busy working with the highway department and the town clerk's office.

CART- is looking into buying a new bus. There is also a new deviated route running from Salem to Derry.

Administrative Assistant Report

NextEra Contract

References for White Columns have been received and are favorable. The contract was changed to incorporate the concerns of the BOS. The rate setting would be for November 2011 when the change in energy suppliers takes place.

DRA

Mrs. Theriault submitted the MS-4 (estimate for revenue) to the Department of Revenue. The Department now has an automated way of making appointments for setting the tax rate. After the towns and schools have all of their forms received by DRA, the towns are set up in a queue for setting the tax rate. She will check the site and see if all the documents for the town and school have been submitted and received.

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FEMA

Mrs. Theriault also submitted paperwork to FEMA that would allow the Town to be reimbursed for 75% reimbursement of category B work. Category B work includes proactive tasks like culvert/stormwater drain clean out, preparing sand bags, setting up roadblocks, or the Fire Department being placed on stand-by, etc. The total for category B work is \$3,665 of that FEMA should reimburse the Town \$2,787.50

Minutes

The minutes for August 8, 2011 and August 22, 2011 are signed and ready to be approved.

Selectman Lindquist motioned to accept the minutes for August 8, 2011, and August 22, 2011 as amended. Selectman Murphy seconded the motion. The motion passed unanimously.

Activity Log

The activity log was reviewed. The utility pole assessment can be taken off the log as well as the mileage rate change. The thought of moving forward with the school for going out to bid on the fuel for next year is a dead issue. The school is moving forward with the Timberlane School District. It was agreed that we would put a proposal out there for the fuel. Mrs. Theriault stated that she needed clear direction because the maintenance on the equipment needs to be included or not. Selectman Murphy suggested that the bid be prepared 1. Service, 2. oil, 3. combined. They all agreed with that.

The other items are still waiting on updates.

Correspondence

Rockingham VNA- A letter was sent to explain that the blood pressure clinics held at the library at the senior drop in are no longer going to be held. The letter explained that it was no longer feasible to continue the practice especially where a person can have their blood pressure checked at any pharmacy.

Miscellaneous

Scenic By-Ways- Selectman Lindquist stated that she recently talked with someone that worked on the Atkinson proposal and understands the by-way better. She is going to bring the information forward to the Historical Society. She noted that they would be the best to bring forward the application, especially whereas that is how Atkinson's was brought forward.

Selectman Murphy also stated that he sent an email to Julia Forbes of the Friends of Ordway Park, as was requested previously, to see if there was any interest of the committee working on the scenic by-way. The park could be a landmark along the route.

Appointments

Call for candidates:

- o Ordway Park, full members and alternates – monthly meetings
- o Cable Committee volunteers – monthly meetings
- o Recycling and Waste Disposal Committee – monthly meetings
- o Capital Improvements
- o Scenic Byways project

Visitors Comment

There were none present

Future Agenda Item

Energy Committee

Hampstead Senior Committee

Town Administrator

There was a motion made by Selectman Lindquist to go into non public session at 8:22 pm under RSA 91A:3 II (a) employee matters. Selectman Murphy seconded the motion.

Roll call vote:

Selectman Murphy: yes; Selectman Lindquist: yes; Selectman Hartung: yes

There were no guests present.

Selectman Lindquist motioned to come out of non public session under RSA 91A:3 II (a) employee matters at 8:49 pm. Selectman Murphy seconded the motion.

Roll call vote:

Selectman Lindquist: yes; Selectman Murphy: yes; Selectman Hartung: yes

Selectman Lindquist made a motion to adjourn at 8:50 p.m. Selectman Murphy seconded the motion. The motion passed unanimously.

A True Record.



Tina Harrington, Recording Secretary

Approved By:



Richard H. Hartung, Chairman



Priscilla R. Lindquist, Selectman



Sean P. Murphy, Selectman