

**BOARD OF SELECTMEN
MEETING MINUTES
Oct. 24, 2011**

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

Chairman Hartung called the meeting to order at 7:00 pm. Chairman Hartung thanked all those that helped in the search for the missing Hampstead child last week. Selectmen Lindquist and Murphy also offered their thanks to all the employees, volunteers and businesses that offered their help and support during the search.

Guests: J. Worthen, J. Beaudoin, Kim Colbert, M. Carrier, P. Williams, P. Bracken, B. O'Brien, J. Stewart, Steve and Sabrina Londrigan, M. Hastings, P. St. Hilaire, R. George, B. Nugent, E. Cabral, C.Kowalski

Public Announcements

- Tickets for the Senior Holiday Dinner are available at the Town Clerk's office. The cost for the ticket is \$5.00 and residency will be verified.
- Household Hazardous Waste Day is scheduled for Saturday, October 29th from 9 am to 12 pm in the Town of Chester located at the Chester Transfer Station at 50 Dump Road Chester.
- Saturday, October 29th between 10:00 a.m. to 2:00 p.m. the Hampstead Police will be sponsoring its annual drug takeback event at the Fire Station on Little's Lane.
- Halloween will be observed in the Town of Hampstead on Monday, October 31st from 5 pm to 8 pm.
- 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 at this time.

Department Heads.

Police Station Building Committee- Chairman James Stewart

Mr. Stewart stated that the committee is still making progress and there should be a formal update coming soon. There is a resident that has shown interest in the committee and would like to be appointed. Steve Londrigan has marketing experience and business development experience. Mr. Stewart stated that Mr. Londrigan's expertise will be a value to the committee and asked that the Selectmen appoint him.

Selectman Lindquist stated that she had seen Mr. Londrigan at the last committee meeting and spoke with him.

Selectman Lindquist motioned to appoint Steve Londrigan to the Police Station Building Committee. Selectman Murphy seconded the motion. The motion passed unanimously. Mr. Londrigan spoke and stated that he was glad to be able to participate.

Police Department- Chief Joe Beaudoin

Chief Beaudoin stated that the Town of Hampstead did itself proud during the most recent incident, a search and rescue. He stated that it was a Phase II logistics wise situation and when he realized the scope of what was needed, he contacted Selectman Lindquist (5:30 am) and she told him to do what ever he needed to do to find the child. Chief Beaudoin thanked his officers

that worked 12 hour shifts and then went back on. He acknowledged Chief Carrier and the fire department. There was one fire officer on a four-wheeler most of the day/night and that the HFD stepped up and offered the station for the command center. He stated that Chief Carrier was incredible. He is hoping to write a large thank you to the community with Penny Williams. He stated it was amazing the way the town stepped up. There was State Police, Fish and Game, Sheriff's Dept and SOU members. The command couldn't believe the outpouring of residents and volunteers that came out.

New Business

Recreation Budget- Presented by Kim Colbert

Mrs. Colbert gave a brief overview of the Recreation budget. She did note that the Memorial Gym will be very busy this winter and asked that anyone using the gym not park across from the gym on the West Road side. There is a new business in town on the corner of West Road/Main Street and they are CPA's and the winter is their busy season. There were some reductions made in the Recreation budget such as the elimination of the soccer program and reductions in the senior trips. She reduced the community program line to zero. This line hasn't been used and serves no purpose. The budget for 2012 is at \$81,831.00 which is down \$3,925.55 or 4.58% decrease from 2011. Selectman Murphy asked about the fee for the website. The Recreation Commission asked to have access to the website to update their information and due to the number of licenses we have, it would cost an additional \$150 for the license. They included this into their budget and he questioned whether or not they should. There are no other departments that pay for their license. The other members of the Board agree that it is important for recreation to be able to update their web page and we are still small enough that the individual department should not be charged. It is an item that they could look into down the road, if needed. It was agreed that the \$150 in line 45201-56000 could be removed.

Recycling and Waste Disposal Budget- Presented by Pat Bracken

Mr. Bracken explained that he prepared the budget for 2012 but without knowing who the new hauler would be. He built the budget based on the current contract in place. Selectmen agreed to have him prepare the 2012 budget once the proposals have been awarded.

2012 Salary Increases- presented by Selectman Murphy

Selectman Murphy asked that the 2012 increases to salaries be on the agenda so that a discussion could be held as a board as to whether or not they should be adjusted. He explained that given the economy there should be no adjustment on salaries unless it is by contract or promotion. He said that times are tough and cuts need to be made where they can. The country is still in a down turn there should be a moratorium on increases. Selectman Lindquist read from an article in the Union Leader that talked about how towns are struggling and with the expected revenues from the State unknown (Rooms & Meals, Highway Block, etc) some towns are withholding increases. Some of these communities have been without increases for 5 years. Chairman Hartung stated that times are tough all over the place. The Town does have a merit plan which includes step increases and the COLA. He gave the department heads a chance to present their budgets down 2% from the 2011 budget and most did that incorporating the increases. As a board, they have no control over the school and on the town side the Police have a Union contract that can't be changed. Regarding the library, the Selectman can curtail the purse strings but how the money is disbursed is up to the Trustees. He suggested that one way to control the costs might be to have a furlough process and allow the COLA. At the end of the year the net difference might be a wash. He thought maybe a furlough of 3 days to a week with out pay. He also noted that there might be other options but that no decision should be made tonight.

Selectman Lindquist asked that the office do the budget but to take out any raises (merit and cola) and see where the bottom line is at. The Selectmen also asked that the office get feedback from the department heads on furloughs and offered for the public to give input.

Chief Carrier asked to speak and stated that the impact on his budget is \$6,000 and as a department head he would prefer to find the money elsewhere in his budget. He did not want to see some town employees receive increases when other are not. He believed that you would be penalizing the non union employees. He also stated that in the budget is his increase for about \$2,000 (by contract) and offered that up for his staff if needed. The subject will be added to old business for the next meeting.

Old Business

RFP for Recycling/ Waste Disposal/ Tipping- Chairman Pat Bracken

Mr. Bracken read a letter explaining the process the committee has gone through in reviewing the proposals and the reason for their recommendation. After some of the issues that came up in 2011, the committee adjusted the proposals and actually asked that if a hauler wanted to bid on the whole package (curbside MSW, Recycling and tipping) and that they were contingent on getting the whole package to note that. The overall low bidder was Zero Waste, but according to the RFP, 5 years of municipal experience is required and they did not have it. The next low bidder was a company called Northside Carting of North Andover Mass. They were low because they offered an alternate from the original proposal. The original proposal asks for pickup no less than once per week for curbside MSW and recycling. Their alternate proposal offer is for biweekly recycling, with tipping going to Covanta in Haverhill, MA. The recommendation from the committee is to move forward with the third low bidder, which is Bestway Disposal. They met the criteria of the RFP. The committee had an issue with going to an every other week cycle. They have been working hard to get the town to increase recycling and did not want to see it decline due to frustration. Northside Carting would provide totes for the recycling, which could be an issue for those residences that don't have the storage ability. Mr. Bracken called the towns in New Hampshire that Northside Carting currently services, and they are happy with the service and have no issues with the company, they did find that in some cases the recycling went down a little and the tipping went up a little. The difference between the 2nd low bidder and the 3rd low bidder is significant over the three year cycle. Selectman Murphy asked if the committee was able to get the numbers of how the recycling changed. Mr. Bracken stated that it was not asked for. Chairman Hartung explained that Hampstead did have a bi weekly collection at one point. Mr. Bracken explained that a few years ago there was alternating recycling- paper in red bins one week and co mingled in blue the other week. It led to a lot of confusion at the time.

Selectman Lindquist motioned to accept the report from Mr. Bracken and the recommendation of the committee. Selectman Murphy seconded the motion. The motion to accept report was passed unanimously.

Mr. George of Northside Carting asked to speak. He explained that he had a mother that was the Town Treasurer in Rowley and he used to attend the meetings with her and enjoys going to the various meetings in the towns. He said that he hears a familiar theme tonight and that is asking the departments to make changes to the budget. He explained that to go to a biweekly collection is not a huge thing to do as a home owner. He drove around town and believes that most people put their recycling out every other week now and wouldn't be affected by any change. He explained that doing it bi weekly is also environmentally better, there won't be two trucks running every day in town. He stated that the difference of \$96,000 is a lot.

Mr. Hastings of Bestway Disposal asked to speak. He stated that with the change in the proposal there is already at least a \$45,000 savings from the contract of 2011.

Mr. St. Hilaire asked to speak. He stated that people get frustrated in a biweekly process and will give up. He explained that to see larger savings the town should have a limiting method in place,

such as a pay as you throw system. He also noted that the alternative was not a bid item, but an alternative to the original bid. He stated that the Selectmen had a difficult decision to make.

Selectman Lindquist motioned to move forward with the recommendation from the Recycling and Waste Disposal Committee and award the contract for curbside MSW, recycling and tipping to Bestway Disposal Services. Selectman Murphy seconded the motion for discussion.

Selectman Murphy asked about the RFP, if the way it was written did not ask for a bi weekly collection process, are their hands tied. Chairman Hartung said no but others could probably do the bi weekly process, but did not bid on it. Selectman Lindquist stated that it was not in the proposal and that if the committee wanted bi weekly, they would have asked for it in the RFP. She stated that the recycling is starting to work now and we shouldn't be changing it yet.

The motion passed with two in favor (PL, RH) and one against (SM).

Mr. St. Hilaire thanked the Selectmen, but did emphasize that they should look into limits allowed curbside which is currently 4 barrels or 8 bags.

Selectman Lindquist noted that she agrees with Mr. St Hilaire that the limit should be changed to 2 barrells or 4 bags. Mr. Bracken stated that now he knows the hauler, he will be able to prepare the 2012 budget. Chairman Hartung asked that it be emailed to the office when completed. It will be incorporated into the November 14th budget presentation.

Highway Department- Jon Worthen, Road Agent

Mr. Worthen would like to award the contract for the paving of the fire station parking lot as well as the Town Beach proposal tonight. He explained that the Beach Committee met tonight and there was some confusion regarding the contract for the Engineer and that they were close on the money left. The low bidder for the job was at \$28,260 and there is \$26,000 left in the budget for the beach repair. He would like to take any extra money needed from his budget and use it to complete the job at the beach and get the job done this year. He asked that the Selectmen award the job to the low bidder, Craig Bennett Construction of Hampstead for \$28,260. The Selectmen asked what happened. Mr. Worthen explained that from the time of the initial request to file the permit the Shoreline Protection Act changed and there was an increase in the permit process as well as in the fees. The Warrant Article for the beach asking for \$31,150.60 is non lapsing until 2015 but with damage done at the beach recently during a storm, he believes it is a time sensitive issue. There was some concern about what could be spent on the project whereas the town only appropriated \$31,150.60. Mrs. Harrington mentioned that money could be transferred into a warrant article, but never out. Selectman Lindquist asked for verification of that.

Selectman Murphy motioned to award the contract for the Town Beach to Craig Bennett Construction for \$28,260.00 pending approval from Town Counsel that money can be transferred from the Highway Department Budget to the warrant article. Selectman Lindquist seconded the motion and the motion passed unanimously.

Paving of Central Fire Station-There were 5 bids received and Mr. Worthen would like to award the contract to the middle bid, which is Busby Construction for \$62,530. Mr. Worthen explained that he does not have the money to complete the job this year but wants to be able to encumber funds at year end to supplement what he will have in the 2012 budget. Selectman Murphy asked if they could encumber the funds. Chairman Hartung noted that as long as there was a contract in place. Mr. Worthen was asked why he did not go with the two lower bidders. He explained that he looked into the low bidders and found that there were small issues with them such as showing up late to the job and slow to do work as well as being more of a small driveway firm. He didn't ask much about the second low bidder, but heard that they bid on this job, a distance from where they are located because they have burnt a few bridges in their local area. He explained that he knows the work that Busby Construction does and has confidence in the job that they will do. He was also asked if this was the most cost effective design to do. Mr. Worthen explained that he has worked with an engineer and they agree that just hot topping the area will

not take care of the problems there. There are catch basins that need to be corrected as well as a pipe to the wetlands. They believe there is a lot of clay underneath the paving. In front of the three front bays the area will be dug up and a pitch of 2% from the building out done.

Depending on what they find underneath he might need to dig down 2 feet to put in good material, but believes there is good material under. He thinks the area tested must have been one bad spot. There was electrical work done later in that location and that might not have been filled in correctly which may have contributed to the issue. The single bay in the front won't be touched. There will be slopes, but not a cement slab there.

Selectman Murphy said that he was there about 3 weeks ago in a rain storm and can see where it settled and could see the drains were not effective. Mr. Worthen stated that the plans are available for the Selectmen to review if they want.

Selectman Lindquist motioned to accept the recommendation of the Road Agent to award the proposal to Busby Construction Company for \$62,530. Selectman Murphy seconded the motion. The motion passed unanimously.

Snow Plowing Policies and Routes-Jon Worthen

Mr. Worthen said that he reviewed his plow lists and had one driver that isn't returning so he took that route and broke it up by consolidating it with others. He doesn't know if it will make much of a difference but he will review it as the season goes on.

He has prepared the contracts for the plow drivers and took out the part of the contract that gave the drivers an hour for maintenance. He will talk to the drivers about buckling down, as well as the fact that they will all come into the garage to clock in. The clock starts ½ hour after they are called in. If he calls them out at 2 and one shows up at 3 the clock will still start at 2:30.

Selectman Murphy asked about the cutting edges. Mr. Worthen stated that he went back over the last 5 years and has spent an average of \$1,300 to \$1,400 per year with some higher and some lower. The higher years are when he has to replace a carbide edge. Mr. Worthen would like to see the practice of the town replacing cutting edges continued. If they don't the drivers might be looking for more money. The Selectmen would like to revisit it again if there is a request for a rate increase on the drivers. If the edges are supplied they are more likely to scrape down. Selectman Murphy noted that some of the area towns do not supply them such as Plaistow, Atkinson, and Salem.

They all agree to continue the practice of supplying the cutting edges.

RFP Fuel Prices and RFP-Maintenance and repair of furnaces and boilers

Chairman Hartung stated that Difeo Oil clarified the rate for maintenance and repair on the furnaces and boilers and the cost is \$85.00 per hour 24/7.

Selectman Lindquist motioned to enter into agreement with Difeo Oil for the maintenance and repair of the furnaces and boilers at \$85 per hour as well as to supply the oil, diesel and propane to the Town of Hampstead at \$3.12 (propane) and \$2.12 for fuel. Selectman Murphy seconded the motion and the motion passed unanimously.

Liaisons Reports

2011 Tax Rate- Chairman Hartung announced that the rate for 2011 is set at \$22.28 which is up \$.78. The Town is at \$3.30, school \$15.58, state education \$2.36 and county at \$1.04. Some of the reason for the increase is that values went down in some areas such as the mobile homes. The assessed values in town were \$992,000,000 and are now at \$998,000,000.

Selectman Lindquist

Meeting House- MMR is currently working on the steeple work. They have discovered some additional work that needs to be done and the committee will be meeting this week to discuss the

work needed. Selectman Lindquist will update the others when she has further information. The additional work will not be done in 2011 due to funding.

Selectman Murphy

Library- The Library Trustees went over their budget for 2012. They also discussed the InterLibrary loan program. The van that drives between the libraries has been suspended, which reduces the ability of the library to borrow books from other libraries. There is a petition at the library for residents to sign to help keep the program in place.

Chairman Hartung

CART- He said he missed the recent meeting but did make the RCC (Regional Coordinating Council) meeting and there were discussions about a proposed shuttle route between Hampstead and Derry/Salem. The hope is that it will cut down on the demand for service. It will be a fixed route and they won't deviate from it. Selectman Murphy asked if the usage for the town matches the request for funding they ask. Chairman Hartung said that he had the statistics and would forward it to the others. They can see if it is proportional to usage.

Scenic By - Way- He is waiting to see if Mr. Bogle will be available on November 14th or not. There are more towns that might be interested in getting on board and taking this to the Route 28 by pass to the Frost Farm in Derry.

Administrative Assistant Report

Health Insurance Rates

Insurance rates are due out shortly. The "under 100 group", of which Hampstead is a part, is expected to increase by approximately 10%.

Update on Health Agency

Mrs. Theriault contacted Rockingham VNA. The agency will not be providing foot clinics or blood pressure clinics and therefore will not be requesting funding for 2011 or 2012.

Household Hazardous Waste

The Town of Kingston requests a Commitment Letter from the Chairman of the BOS for the 2012 fall collection. This is needed in order to allow that town to apply for a grant. Chairman Hartung signed the commitment letter.

MRI Contract

Municipal Resources, Inc.'s contract ends on December 31, 2011.

Mr. Lessard of MRI has sent the BOS an updated contract for the next two years. The contract fee is down slightly from 2011, the hourly rates for professional services beyond those outline in the "Scope of Work" will remain the same for the next two years. The BOS should agree to the contract or send out a request for proposal. The Selectmen have no interest in going out for proposal.

Selectman Lindquist motioned to award the contract for 2 years (2012/2013) to Municipal Resources for the assessing services. Selectman Murphy seconded the motion and the motion passed unanimously.

Meeting Minutes

The meeting minutes of September 12 and September 26th have been signed and are ready for approval. There are also non-public meeting minutes that are ready for review and approval.

Selectman Murphy motioned to approve the minutes of September 12, 2011, and September 26, 2011 as amended. Selectman Lindquist seconded the motion and the motion passed unanimously.

Activity Log- The following items can be removed- the exterior of the meeting house and plow drivers.

Tax bills are scheduled to go out on October 31st and will be due December 1, 2011.

Audit Letter- There was a letter from the auditors, Vachon, Clukay et al confirming the audit for 2011 and that all information was given as requested. They all read the letter and were okay with the Chairman signing it, which he did.

Hero- Tree- There was a request for the Hero Tree to be placed in the Town Office again this year. The Selectmen agreed that it would be okay to have the tree this year.

Avitar- There is a contract for the Town Clerk/Tax Collector with Avitar for the clearing house. Previously the Selectmen approved a contract to begin the process allowing tax payments do be done on line with credit cards. Since then, Avitar has found a clearing house vendor that is cheaper and has asked that a new agreement be signed. There is a one time fee of \$300 and no monthly fee to the Town of Hampstead.

Selectman Lindquist motioned to enter into a new contract with Avitar for 3rd party interface as requested by the Town Clerk/Tax Collector. Selectman Murphy seconded the motion. The motion passed unanimously.

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.

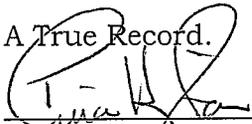
Future Agenda Item

- Energy Committee
- Hampstead Senior Committee
- Town Administrator

The Selectmen reviewed the non public minutes after the meeting was adjourned

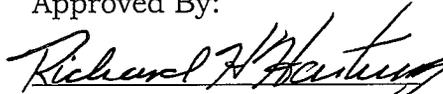
Selectman Lindquist made a motion to adjourn at 9:04 p.m. Selectman Murphy seconded the motion. The motion passed unanimously.

A True Record.

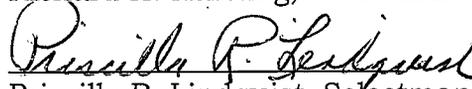


Tina Harrington, Recording Secretary

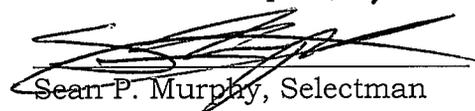
Approved By:



Richard H. Hartung, Chairman



Priscilla R. Lindquist, Selectman



Sean P. Murphy, Selectman