

**BOARD OF SELECTMEN  
MEETING MINUTES  
November 14, 2011**

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

Guests: J. Worthen, J. Beaudoin, E. Reschberger, P. Williams, P. Bracken, B. O'Brien, B. Vass, C. Hastings, J. Stewart, R. Davis, R. Nugent, E. Cabral, Recycle Bank Coordinator Jason Buck

**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.
- Kent Farm Transfer Station is open for brush on Saturday November 19<sup>th</sup> from 8 am to 4 pm
- Annual Ecumenical Service at the Meeting House is scheduled for Sunday, November 20<sup>th</sup> at 4:00 p.m.
- The Annual Hampstead Firemen's Parade will be held on SATURDAY, December 10<sup>th</sup> at 2:00 pm with a snow/rain date of Sunday, December 11<sup>th</sup>. This is a new day for the parade. Those wishing to be in the parade can go to the Town of Hampstead website to the Fire Department and follow the link for parade.
- January 10<sup>th</sup> is the Presidential Primary. The polls will be open from 8:00 a.m. to 8:00 p.m. at the Hampstead Middle School.
- 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- Chairman James Stewart*

Mr. Stewart announced that the committee had a work session with the Selectmen prior to the meeting tonight asking for an RFP to go out for Architectural plans. They are at the point where the committee has done what it could and needs to go out for professional support to be able to get the cost for town meeting. They expect that the cost will be more than \$5,000 and therefore are following town procedure in asking to go out to bid. They would like to be able to have the proposals back in time for the next meeting of the Selectmen, November 28<sup>th</sup>. There is no funding for the architectural services right now. The committee along with Chief Beaudoin would like to see two articles on the 2012 warrant with one asking for the new police station and all the costs and the second just for the architectural services. The second article would be null and void if the police station passes. If the second article does pass, it allows the firm to be paid for their services and allows the town to own its own set of plans for the first time on a new police station.

He also noted that members of the committee are still going around to groups in town to explain the new station. They have been trying to incorporate as much of the concerns and input from the residents they have spoken with. They will be meeting with anyone interested at HMS and HCS in the morning for about ½ hour. This is not an endorsement by the SAU, just the ability to use the library for meetings, as any public group could.

Mr. Davis of Angle Pond Woods asked why this was coming forward again whereas the town voted it down and why spend money when it could be defeated. Chairman Hartung explained

that the votes were positive for the new station in the past it just didn't meet the number needed for a bond article (3/5ths of voters of voting on that article). He also explained that this is a new design and plan with a new outlook. They need to get a cost estimate in order to bring it to the voters. Selectman Murphy added that no taxpayer money has been spent on this, just the funds that were donated for this purpose. He also explained that there are no upfront costs to be paid. The services will be paid pending the passing of either article. If they both fail, the architect will not get paid. Chairman Hartung also noted that in the past, we did not own the drawings that were used to bring to the public, and this time we are hoping to do so.

### **New Business**

#### **Recycle Bank- Recycling and Waste Disposal Committee**

Ellen Cabral from the RAWD committee explained an exciting opportunity for the residents of Hampstead. There is a program called Recycle Bank that rewards residents for recycling. There is a grant opportunity available to one community in each state, offered by Recycle Bank in conjunction with one of their sponsors, SC Johnson Company. Ms. Cabral explained that there would be no cost to the program for the two years of the grant and to participate without the grant cost about \$19,000 per year. It is hoped that the grant will help increase recycling, which in turn lowers the tipping which currently costs \$70 per ton. To participate in the grant process, the Selectmen need to approve the grant by signing it.

Jason Buck, the Northeast Regional Coordinator, explained the grant process. He confirmed that there is to be one from every state and that actually Hampstead is the only town from NH that has been in contact with him so there is a good chance we could be the NH community chosen. The grant allows Recycle Bank to work with bringing the reward system to the residents.

Normally the process would be the recycling is weighed and the person is rewarded based on the amount they recycle. In the grant program, the total recycling collected would be divided by the number of households eligible to participate and all residents that want to participate call into Recycle Bank or via website, that they recycled, then they would be given a portion of the recycling collected that month into their account. The account can be used to receive gift cards from participating vendors such as Macy's, Sears, McDonalds, Dick's Sporting Goods, Olive Garden, etc. Mr. Nugent asked about the privacy of the information given on line. Mr. Buck stated that it is protected. They do not sell or rent the information. People can also call in to give the information. There is some communication that comes from Recycle Bank, such as a newsletter and ways to increase recycling, but the person has the ability to opt out of it.

Selectman Lindquist asked who pays for the cost of the flyer that would go out to residents to explain the program. Mr. Buck stated that it would be a cost to the community. Ms. Cabral stated that the committee has been sending out flyers the last two years and have built the cost into their budget. The cost for this would come from the educational line (misc). Mr. Bracken asked if Mr. Buck could expand on the \$100,000 green grant awarded as part of the grant program. Mr. Buck stated that one of the communities chosen in the 50 states would win a \$100,000 green grant for a community project.

Mr. Davis of Angle Pond Woods asked if a family of 5 would receive more recycling credit than a family of 2. Mr. Buck explained that the normal process would be the more you recycle, the more points you earn, but right now it is cost prohibitive to do for Hampstead and the best way to reach the residents to the value of recycling and to educate them is to do the recycling on a per capita basis in which all receive the same share. Anyone with any questions can reach him at [jbuck@recyclebank.com](mailto:jbuck@recyclebank.com). He also noted that anyone can sign up to win points even if your community does not participate. The RAWD committee was asked if they would be willing to take on the responsibilities for the program and Ms. Cabral stated yes. The 2 year time frame kicks off on Earth Day 2012, so Mr. Buck would like to have the grant request signed off within the next 30 days if possible! Everyone thanked Mr. Buck and asked that it be placed on the agenda for November 28<sup>th</sup> with the intent to discuss and sign the agreement.

2012 Recycling and Waste Disposal Budget- Presented by Pat Bracken

Mr. Bracken presented the 2012 proposed budget for the Recycling and Waste Disposal Committee. They went through each line item. The clerk salary is up about \$231 to cover the cost of additional time getting numbers to the Recycle Bank, if approved and any increases due for 2012. Mrs. Harrington noted that the additional time is during the day and that her time would be allocated to RAWD and the line for her regular salary could be reduced by the extra funds. The miscellaneous expense line is reduced to \$2,900, which covers the educational expenses. The committee removed the cost for recycling bins and compost bins and will try to purchase them in 2011 with remaining funds. The curbside pickup and tipping fees were budgeted with the new contract numbers for 2012 and are down a total of \$50,582.54. The fuel cost was level funded. There has not been a complete year charged yet and it is unknown where fuel will go. With the new contract, the fuel adjustment kicks in after \$4.00 whereas now it is after \$3.50. Chairman Hartung asked that this be reduced to \$10,000. The Kent Farm salaries are currently budget at \$5,000 for 2012 and that is almost spent now in 2011, but it was agreed to leave as is. The household hazardous waste is set at \$5,000 even though it has not been spent in 2011 completely. There is still one bill to come in. The 2012 budget as amended for RAWD is \$582,519.36 which is down from the 2011 budget of \$643,155.01, down 9.43%.

2012 Selectmen's Budget- Presented by Sally Theriault

Mrs. Theriault began the discussion on the budget by going over each line beginning with administration. On internet expense, it was noted that the cost for the website is shared 50/50 with the Cable Committee. The amount for 2011 is high because the amount to be paid by the town was not in the budget. The cost of postage is up slightly, based on 2011 usage. It was suggested that paychecks be put into mailboxes, instead of mailing to save on costs. Mrs. Theriault explained that under equipment, in order to meet the request of cutting the budgets, she moved the budget to \$1.00. The copier used the most in the meeting room is approaching 7 years old and there is no current lease on the copier, just a maintenance agreement. She was hoping to have money in the budget in the event the copier needed to be changed out. The Selectmen agreed to leave the budgeted item at \$1.00. Selectman Murphy asked if the budget included the decrease needed to cover the raises. Mrs. Theriault stated that it did not. She explained that there are some departments that will not be able to reach that number. The Administration proposed budget is at \$156,572 down by \$1,192.56 from the 2011 budget.

She went onto the Assessing budget. The cost for the Assessing Company has decreased from the 2011 budget due to less cases going to the BTLA for 2012. The cost for the support staff is also less for 2012 whereas it would just be an update for the utilities. The line item for computer support was reduced from \$4,500 to \$3,900 based on the actual contract from Avitar. The 2012 budget is at \$80,975.00, which is down \$13,851 from the 2011 budget.

The legal budget is level funded. It is always difficult to predict what will be needed. Under personnel administration, the insurance costs are the cost to the employer, the amount paid by the employee is already adjusted. There is one line item for Other Employee Benefits that was budgeted in 2011 for around \$21,000 to cover the cost of paying benefit time to the employees on the change in the PTO program. This year she has budgeted \$5,000 to cover for any potential employees pay out. Mrs. Harrington explained that leaving money in this line item would help them be compliant with some of the areas of GASB 45, which requires funding for post employment benefits.

**Selectman Murphy moved to change the other employee benefits to \$1.00 for 2012. Selectman Lindquist seconded the motion. The motion passed unanimously.**

Selectman Murphy asked if they could discuss changing the amount the employees pay for their insurance. Both Selectmen Hartung and Lindquist said that they would be willing to look at it in 2012, but whereas this is the second year of the agreement, and first time it is going up to the limit, that it shouldn't be changed right now. Selectman Murphy asked if this agreement was in writing and he was referred to the personnel policy. Mr. Davis asked about the insurance benefits. He stated that in the private sector you won't see anyone paying 10% of their cost, but much more. He asked that the Selectmen look into changing this especially whereas the people paying the taxes are paying more than 10% on their own policies. He suggested that they look at 10% up to a maximum amount, and then the employee is responsible for everything beyond that. Mrs. Reschberger asked how many part time employees there were and what they received for benefits. Mrs. Theriault explained that there are about 22 full time employees with 7 in the union. The cost for the police, fire and library has the insurance costs in their budget. This line is for the rest. There are a lot of part time employees and they receive no health insurance, but can buy into at the full cost.

Government Buildings was presented by Mrs. Theriault as well. The \$12,000 for the generator they were asking for is being taken out of the 2012 budget. We were not awarded the grant and it does not look like the availability will be there in 2012. Selectman Murphy asked about the savings there was supposed to be on the electricity. Mrs. Theriault stated that with the new rate from PSNH, the potential savings is only about \$1,000. The numbers on the museum and meeting house are not final yet. The Heritage/Historic Commission is due to meet and discuss the work that needs to be done next year. Mr. Vass noted that if there was some way to save on electricity or heat at the meeting house, it would be worth exploring.

There was a question as to what was being done on the bleachers at the town gym. Mrs. Theriault explained that the best she knows is that they are painting them to correct the peeling issue. There was a question as to whether or not the heat should be increased and Selectman Murphy said no. The Selectmen would like to revisit the lawn care budget, once the final bills are received. It was noted that the proposal for lawn care in 2012 could go out with a not to exceed cost. There is money in the fence line item to cover the cost of any deductible if there is damage to a fence.

The budget for 2012 stands at \$258,182.08 which is down from 2011 by \$12,219.28. Mr. Hastings asked if there was a fee schedule for the use of the gym that could help cover some of the maintenance costs. Selectman Murphy responded that as far as he remembers, if the people using are 51% Hampstead residents, there is no cost for the fields and thinks the gym is the same way.

The bottom line of the 2012 proposed budget is now at \$5,207,160.15, which is currently down \$55,231.24 from the 2011 budget.

### **Old Business**

#### **2012 Salary Increases- presented by Selectman Murphy**

Selectman Murphy explained that last week the Selectmen met with Mrs. Theriault regarding the 2012 COLA and salary increases. It was brought to his attention that the employees that would be targeted would be the non union employees as well as the non library employees whereas the trustees control their employees. It was agreed at the end of the work session that he would like to see that the cost for the increases be taken from somewhere else in the budget and that it was to be brought to the department heads. Selectman Murphy asked if part time employees get COLA and if it is 50% of a 5 year average. Mrs. Theriault replied that they did and it is 50% of the 5 year average. It was agreed that no action was to be taken until they see a finalized budget.

Selectmen's Meeting Minutes

November 14, 2011

Page 5 of 6

Selectman Lindquist

She has a letter of resignation from Steve Morse, a member of the New Police Station Building Committee. She read the letter.

Selectman Lindquist motioned to accept the letter with regret and thanked Mr. Morse for his service. Selectman Murphy seconded the motion. The motion passed unanimously.

Selectman Lindquist noted that she attended both Veterans' Day services and a wonderful job was done.

Selectman Murphy

School Board- He attended the school board meeting recently and heard that there are projects for the school facilities coming down the road that need to be done.

CIP- He asked about a capital improvement plan and what needs to be done to get one going. Selectman Lindquist stated that it is spearheaded by the Planning Board through the Master Plan and will ask them to discuss it at the next meeting.

Chairman Hartung

He also thanked those that held the Veterans' Day services. He noted that Governor Lynch was at the ceremony at the Middle School

Scenic By- Way is on the agenda for the next meeting. Chairman Hartung has been working with getting Scott Bogle from RPC here.

Administrative Assistant Report

The day after the Thanksgiving Day

In prior years, the office was closed the day after Thanksgiving. Employees were allowed to take the day with paid time off or come in the office for their regularly scheduled day. The Selectmen agreed that the office could be closed, if the Town Clerk office was closed. Selectman Lindquist noted that in the past the day off was driven by that office depending on when tax payments were due.

Plaques for Gold Star girls and Eagle Scouts

Mr. Arnie Sheltra has provided the town with two plaques. One to honor the Gold Star girls and the other to honor Eagle Scouts who live in Hampstead but were part of a boy scout troop that was located outside of Town. The Selectmen would like to see a small ceremony when the plaques are hung up and want to know where they will be hung up. This could be added to the agenda for the next meeting.

FEMA "Irene" windstorm

A grant had been requested for the Hurricane Irene. However only category "B" was considered by FEMA and the Town did not pass the threshold in order to qualify for grant money.

FEMA October snowstorm

Mrs. Theriault prepared the Preliminary Damage Assessment for the October Storm. The cost of that storm has exceeded \$30,000. Whether or not the storm will generate FEMA funds for the Town will be based on the total damages sustained within the county if that amount passes the \$1M threshold.

Meeting Minutes

The meeting minutes of October 10<sup>th</sup>, 12 and 24<sup>th</sup> have been signed.

**Selectman Lindquist motioned to approve the minutes of October 10<sup>th</sup>, 12<sup>th</sup> and 14<sup>th</sup> as amended.**

**Selectman Murphy seconded the motion. The motion passed unanimously.**

The activity log was reviewed. The meeting house painting can come off. Mrs. Vitale has been learning the payables. The plow driver routes need to be on the next agenda for an update. The other items are still ongoing. A CIP will be added to the log.

**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**

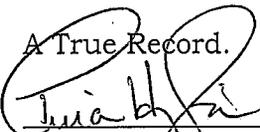
Mr. O'Brien noted some changes that needed to be made to the budget for 2011 under the police department. The salary line needed to be increased by \$6100 and the training needed to be reduced by \$6100. This would bring the increase from 2011 to 2012 in line correctly. Mrs. Harrington will make the correction.

**Future Agenda Item**

- Energy Committee
- Hampstead Senior Committee
- Town Administrator

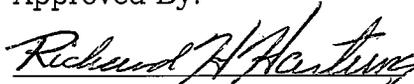
**Selectman Lindquist made a motion to adjourn at 9:41 p.m. Selectman Murphy seconded the motion. The motion passed unanimously.**

A True Record.

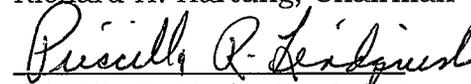


Tina Harrington, Recording Secretary

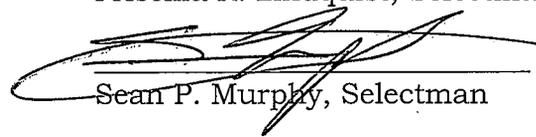
Approved By:



Richard H. Hartung, Chairman



Priscilla R. Lindquist, Selectman



Sean P. Murphy, Selectman