

**BOARD OF SELECTMEN  
MEETING MINUTES  
December 12, 2011**

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

Budget Committee Members: P. Wentworth, B. Vass, M. Murphy, B. O'Brien  
Guests: J. Worthen, E. Reschberger, P. Williams, J. Beaudoin, M. Carrier, S. Harms, K. Emerson, K. Colbert, T. Ramsey, J. Stewart, S. Johannesen, J. Dimando

**Public Announcements**

- January 10<sup>th</sup> is the Presidential Primary and the polls will be open from 8:00 a.m. to 8:00 p.m. at the Hampstead Middle School.
- January 11<sup>th</sup> Public Hearing on the budget at 7:00 p.m. at the Town Office Building.
- 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.
- Chairman Hartung congratulated Mr. Sheltra on his clothing drive that he held for his Eagle Scout project. There is a letter addressed to Mr. Sheltra stating that he has followed through on his project. **Selectman Lindquist motioned to allow Chairman Hartung to sign the approval of completed project. Selectman Murphy seconded the motion. The motion passed unanimously and Chairman Hartung signed the letter.**

**Visitors Comment**

There were none

**Department Heads**

**New Business**

**Recommendations for RFP on engineering and architectural services for proposed Police Station-Jim Stewart**

Mr. Stewart passed out a recap of the RFP's that were received. He explained that there were 8 proposals received with 4 low bids and then a big jump to the next four high bids. There was not much difference between the overall 8 proposals so they decided to focus on the low four bids. They would like to recommend that the proposal be awarded to Barker Architects, which were not the low bidder. The low bid is at \$46,500 with the next low bid, Barker Architects at \$64,000. In looking at the low bidder there is limited experience in the commercial or municipal areas. Barker Architects work with MHF Design Consultants as the civil engineer. Both of the companies worked with Stonehill Builders, the developers of Irongate, which is the development that abuts the area for the new police station. They are familiar with the area, terrain and can get started quicker whereas there will be a smaller learning curve. It is the recommendation of the Police Station Building Committee to urge the Selectmen to accept their recommendation. Selectman Murphy mentioned that he had not had time to look over all the proposals and wanted to know if the references for the low bidder were checked out. Mr. Stewart stated that he had not checked them out but they based their decision on what was in the proposal. Selectman Murphy stated that with \$18,000 different, it was worth looking at the experience of the low bidder. Mr. Stewart stated that there is a member of their committee that had experience with the company that was the low bidder and was vocal in not using them.

Selectman Lindquist stated that when the bids are way out of line, there is usually some reason for it. There were concerns on the committee that there was something that may have been missed by the low bidder and would become an issue down the road. Chief Beaudoin stated that there was an \$18,000 difference, but overall given the scope of the job, it wasn't much and that it would be better for the town to deal with someone that knows the area, zoning, and the area where building is to be built.

**Selectman Lindquist motioned to accept the recommendation of the Police Station Building Committee and award the proposal to Barker Architects, Inc. for \$64,000.**

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

Recommendations for quotes on the roof and carpentry work on the existing Police Station-Chief Beaudoin

Chief Beaudoin explained that he passed the proposals to Mr. Harms to review whereas Chief Beaudoin knew all the companies. There is a concern because there is no money in his police budget to cover the cost and it is work that needs to get done. He stated that he hates having to put money into the building not knowing what will happen to it if the police station passes, but he needs to make it air tight and stop the roof from leaking. The low bidder is AJ Wood at \$10,000 and Dube Construction at \$11,574. Mr. Harms stated that either would do a good job and recommended that the low bidder be awarded the job. After some discussion it was agreed that the funds to do the work would be taken from the Buildings and Ground Budget, line 1001-41942-43000, which is Repairs and Maintenance- town offices.

**Selectman Lindquist motioned to award the work to AJ Wood and to use the funds from 1001-41942-43000. Selectman Murphy seconded the motion. The motion passed unanimously.**

GASB 54/Fund Balance Policy- Harold Williams

Mr. Williams explained that there is a new GASB requirement that speaks to the fund balance. It is a policy that is making things more transparent and consistent. We are required to have a policy in place for 2011. The policy explains how the fund balance is determined and the spending priorities of the Town and Selectmen. He offered to draft a policy for the Selectmen to review. There were two draft copies from the two auditing firms sent to each Selectman for review. Mr. Williams will do a draft and come back to the Selectmen in January to hopefully get it adopted.

Investment Policy reaffirm RSA 41:9 VII- Harold Williams

Mr. Williams asked that the Selectmen reaffirm the Investment Policy that was adopted in 2009. There have been no changes to the policy and that it is required that the Selectmen accept the policy annually.

**Selectman Lindquist motioned to reaffirm the Investment Policy for the Town Treasurer adopted May 11, 2009 for the 2011. Selectman Murphy seconded the motion. The motion passed unanimously.** It was noted that they will need to do the same action again in 2012.

Annual Concurrence Emergency Operations Plan

The EOP needs to have an annual concurrence and there has not been one for 2011 yet. Mrs. Theriault was waiting to get Selectman Murphy a copy. He stated that he had one. They asked for her to review the table of contents and see if any of the contacts need to be changed and if so to update it.

**Selectman Murphy motioned to reaffirm the Emergency Operations Plan. Selectman Lindquist seconded the motion. The motion passed unanimously.**

**Old Business**

Final Budget meeting/encumber funds/present warrant articles- the departments were called as they came in

Recreation- Chairman, Kim Colbert

Mrs. Colbert stated that there were no changes to their budget from the previous presentation. Budget Committee member Matt Murphy had a few questions for her. He asked that the COLA for Recreation Director, Angie Ingraham be withheld whereas, she is an employee of the school district where she was receiving a COLA. He then went over the line items that were overspent and stated that he had concerns with their budget as a whole. He felt that the overspending (town wide as well) puts the town in a bad way. He noted that everyone is stepping up wanting pay raises, but that the line needs to be held on the raises. He noted that people are losing their homes and asking the Recreation Director to forgo her increase would not be a big deal.

Mrs. Colbert explained that the process of giving COLA and merit increases are polices set by the Board of Selectman, not the Recreation Commission. She clarified that the positions are two separate positions. Mr. Murphy explained that it was nothing personal, but that he was trying to reduce the spending so that the town does not have to bond in order to pay for the new police station. He also stated that the COLA should be suspended and that this is the first year Social Security has one, but that it is eaten by the increase in the Medicare program. He also stated that the revenue for the program needs to be considered and that the town should not be subsidizing the program.

The recreation budget is set at \$81,831 for 2012, which is down \$3,925.55 from 2011.

Later in the meeting Mrs. Dimando asked that the Recreation Commission reconsider the cut in the line for Senior Activities which has been \$500 and was reduced to \$100. After some discussion it was agreed that the line item would be increased to \$500 but that the \$400 had to come from somewhere in the Recreation budget so that the bottom line would remain the same.

Mrs. Colbert stated that they would review the budget and see where they could make the change.

Animal Control- Sheila Johannesen

The ACO budget was presented at the first budget meeting and they are no changes from the original presentation of \$ \$26,744.91, the same as 2011, but with the funds moved around. There was a question about the line budget for fines that was not spent yet in 2012. Ms. Johannesen explained that when a fine is collected, the ACO is given half the fine and the policy in 2011, was that this wouldn't happen. She noted that the salary line was up about \$1,000 from 2011. She is paid hourly whereas the previous ACO was paid a salary. She is averaging about 14-16 hours per pay period and had spent a lot of time on getting the dog licenses. She noted that all but three dogs are licensed this year. She was asked how many dogs there are and was told there are 1507 dogs. M. Murphy asked if the assistant ACO couldn't be handled by a part time police officer. It was explained that the assistant ACO is on call for when the ACO is not available. If neither were available, then the PD would handle the call. Chief Beaudoin was asked if it would be a burden on his officers to take the ACO calls. He responded that all of his officers, part time and full time would be required to be given the rabies vaccine. There is revenue from the dog licenses of about \$15,000 which covers the salaries.

Ms. Johannesen noted aside from her budget that she currently has a dog that was abandoned and has a medical condition that will require surgery. She is raising funds for the surgery from donations and that there would be no cost to the town. There is an article in the Tri Town News about it.

Conservation- Tim Lovell

Mr. Lovell had one change from his first presentation of \$9,303 and that was regarding the Town Forest Maintenance for \$5,000. It was decided that they could use the money from the Forest account and the \$5,000 in the original presentation could come out of the budget. This reduces

the budget to \$4,303. M. Murphy stated that he believes it is not the time to buy land and that any land the town is holding should be sold and money put into the general fund. He stated that he would rather have a taxpayer than conservation land. Mr. Lovell explained that it is better to have conservation land than a subdivision with a home full of children. He also explained that the purpose of the Conservation Commission is to protect the natural resources. M. Murphy noted that many of the line items in the Conservation Budget are not expended in 2011 and yet the same amount is being budgeted for in 2012. As they went through each line, most were reduced to a bottom line of \$2,157. Selectman Murphy noted that in the lines reduced to \$1, if more were needed, the money would need to be found somewhere else. It was agreed in most cases, land purchase expenses would come from the Land Purchase Fund. There was a question about the difference between a stipend and a salary by Mrs. Dimando. Mrs. Theriault explained that it is when the person is paid for the job, not by the hour and there are a few positions still paid with a stipend. There was also a question as to who decides if it is a stipend or hourly. The answer was town meeting in some cases (Selectmen's Salaries) or by the Selectmen.

Highway Department- Jon Worthen

Mr. Worthen noted that he had amended his Fuel for Equipment line to \$7,696 since the last meeting. His total budget is at \$791,330 for 2012, which is \$42,368 less than the 2011 budget. M. Murphy asked Mr. Worthen if he has looked into not doing the line painting and also looking into what the State does. He was wondering if the State did it on an annual basis. Mr. Worthen stated that he tried one year to skip and the fog lines became an issue and there were complaints. Chairman Hartung noted that at night those lines on the road are very important to the driver. M. Murphy expressed his surprise at there not being paint that could last more than one year. He asked if the painting could be done every other year. Mr. Worthen stated it was the same issue the paint fades too much after one year. Selectman Murphy asked Mr. Worthen if he could reduce his salt budget for 2012 to \$60,000 whereas he has only spent \$53,669 in 2011 year-to-date. Chairman Hartung suggested that this be looked at during deliberative session. At that point some of the winter expenses would be in. M. Murphy asked for an explanation as to what is in the contract labor line for summer maintenance. Mr. Worthen explained what was in there such as the excavators and trucks that haul dirt as well as the use of his truck. There was a question on the installation of snow plows. The 2012 budget is at \$2,000 and in 2011 there is no year to date expenses. There was a suggestion to take it to \$1,000 and it was agreed.

Mr. Vass asked Mr. Worthen how often equipment is purchased versus leased. Mr. Worthen explained that it is the big equipment. A few years ago the town leased a pick up truck and then last year a chipper. Mr. Vass noted that Mr. Worthen is being proactive in looking at things to keep in house. It was agreed that the line for Leased equipment could be reduced from \$13,800 to \$12,000. M. Murphy asked about the account called garage cleanup. Mr. Worthen explained that it is for the water tank and the waste oil tank. There are DES and EPA requirements regarding the hazardous waste removal. It was suggested that the name change for this line item and asked that Mrs. Theriault look into it.

Mr. Worthen noted that he would like to encumber \$30,000 to pay for some of the work to be done at the Central Fire Station driveway. He was looking to use money he currently still has in line 1001-43121-39000 (Paving and Reconstruction). The total budget is expected to cost \$62,500. Mr. Wentworth disagreed and stated that why was the money not spent on the highways this year. Chairman Hartung responded that the plan on the roads for 2011 was executed. They did the work they planned on doing. Mr. Wentworth responded that the fire station work did not belong in the highway department, but should be under the fire department budget or buildings and grounds. He stated that he believed, given the cost, it should be a warrant article.

Chief Carrier stated that he will take some of the blame. He looked at it as a public works project.

**Selectman Hartung motioned to encumber funds from line 43121-39000 for \$30,000.**

**Selectman Lindquist seconded the motion. The motion passed with two in favor (RH, PL) and one against (SM)**

Mr. Worthen announced that there would be a warrant article to continue doing work at the town beach for \$50,000. He will get the information together. M. Murphy stated that he had an issue with a warrant article that went before the town and now there was not enough money to do the work and the town needs to go before them again. It was explained that the original warrant article had a grant as being the funding source and that if the grant was not received to allow the committee to start some of the work on the drainage issue. Chairman Hartung stated that it goes to the voters to choose whether or not to complete the project. If the article is turned down, then the article fails and the work is not done. The warrant article would be explained to the voters, just as the past one was.

The budget for the highway department for 2012 is at \$788,530 after the changes, which is down \$45,168 from 2011.

Fire Department- Chief Carrier

Chief Carrier explained that there are no changes in his budget from the first presentation. The current proposed budget for 2012 is at \$708,339.82 which is up \$5,559.08 from 2011. He stated that there is really not much room in his budget to make any further cuts. He also explained that he will be looking for a few warrant articles. The first one is a vehicle grant with a 75%/25% cost sharing. He is looking for \$275,000 which would put the town's portion at \$13,750. He is also looking for \$39,000 to upgrade communications and \$25,000 to purchase a new cardiac monitor. He stated that the current monitor is nearly obsolete and there are new requirements for using the cardiac monitor and he did not want to put the money into a machine that is nearly obsolete. He is looking to use the Capital Reserve Fund for all three warrant articles. He also spoke about the need to create a vehicle replacement program. To replace the current fleet would cost about \$1,000,000. He will bring this forward to the selectmen. There has been no money placed in the capital reserve fund for the last 3-5 years. He would like to get the funds back into the program again so that the money is put away without having to create spikes when a piece of equipment needs to be replaced.

On the 2012 budget, Chief Carrier was asked about the shift coverage line. He explained that the 2011 budget is not completely spent yet with one more payroll due in. M. Murphy asked him how much the fire department employee pays towards the medical insurance. Chief Carrier answered the same as the rest of the town.

He was also asked about the Dues and Subscriptions line. Chief Carrier explained that in 2011, he missed budgeting for one of the dues and therefore makes 2012 a larger increase. Chief Carrier also noted that the Hampstead Firemen's Association purchased ½ the dress uniforms, saving the town from paying the full cost. He thanked the Association.

M. Murphy asked the Chief about the dispatch increase. Chief Carrier stated that he was not happy with the increase and they have been in discussion with Derry. All the towns that are dispatched through Derry had a similar increase. Selectman Murphy asked the Chief why he was budgeting for training only a little less than 2011 when he did spend the 2011 amount. Chief Carrier explained that he asked the department to hold the line item whereas other items were going over. M. Murphy asked the Chief if there were raises in the budget for his employees. Chief Carrier explained that if there is a positive evaluation they would be entitled to an increase. If not then the recommendation would be no increase. His current staff exceed the minimum expectations. Mr. Vass asked if the age of the fleet goes down, would the budget for vehicle repair also go down. Chief Carrier responded that you would think that you would be able to reduce the budget based on the age of the fleet. He ended with anyone having any questions to contact him, or stop in and see him.

Library- Emily Reschberger

Mrs. Reschberger explained that there are no changes to their budget. The request for 2012 is at \$421,139.35, which is up \$22,293.61 from 2011. She explained that they were able to prepay some computer support services to help reduce the 2012 cost. She also noted that the dues are up \$800 but that they were able to find the money somewhere else in the budget. At a previous meeting there was a request to see how many people are using some of the material. Mrs. Reschberger stated that the new Director will be monitoring the use and will actually set up a survey of the patrons.

She went on to explain that the mileage and expense line is up. The previous director went to trainings, but where she lived, it was closer for her to go direct to the training than to come from the library. The current director lives closer to the library and will therefore be traveling further for trainings. M. Murphy questioned Mrs. Reschberger on the salaries and the increases. She explained the process that the Town and Library went through to set the policy in place and how the Children's Librarian has completed her education. M. Murphy responded that he understood the process, but questioned giving salaries in a tough economic time. Mrs. Reschberger explained that prior to the current Children's Librarian; they went through 5 employees in 5 years. They have a lot of time invested and she is still on the low side of the scale. The employee got her Master's Degree on her own. Chairman Hartung asked if they expected a similar increase in the following year. Mrs. Reschberger stated that it is a one time jump. M. Murphy asked her about the health insurance and she responded that it was the same as the rest of the town.

Police Station- Chief Beaudoin

There were a few questions for Chief Beaudoin on his budget. The proposed budget for 2012 is at \$985,477 which is an increase from 2011 of \$45,530. The telephone line is increased to cover the cost for the airtime on the new laptop units. M. Murphy asked why that doesn't come from the communications line instead of telephone line. Chief Beaudoin was asked why the communication line has not been spent much in 2011. He explained that he had reduced spending in a lot of his lines whereas his labor lines were up so high. He explained that the economy drives the calls that they need to respond to. His officers have done a great job. He also explained that there might be a change in the way the officers' report to court, which may save on overtime costs. The regional prosecutor will handle the first case. The officer wouldn't need to be there to see how the subject pleads.

At a previous meeting Selectman Murphy had asked for a breakdown of the overtime costs for 2011. Chief Beaudoin gave it to him tonight.

Buildings and Grounds

M. Murphy expressed his concern with the number of lines that were over spent, especially in the buildings and grounds budget. He stated that Mr. Harms should not be entitled to an increase if he can't handle his budget. Mrs. Theriault explained that the lines that are over are over because of electric and heat costs and the only option was to close the buildings down. She also noted that he did not have control of all the items in his budget. Chairman Hartung or Selectman Murphy suggested that the line item for lawn care be reduced to \$30,000 from \$34,000 whereas only \$28,778 was spent year to date in 2011.

Welfare

M. Murphy questioned why the Town would pay charities. It was explained that they are non profit agencies that work on donations and are worthy to be in the budget as determined by the voter. The agencies are placed on the warrant in a rotation, which 2012 has none noted yet. M. Murphy stated that charities did not belong in a budget funded by taxpayers and that it should be up to the individual whom they chose to support.

Selectmen's Meeting Minutes

December 12, 2011

Page 7 of 8

Mrs. Theriault read the list of the agencies that have been voted on by the town since 2007. M. Murphy noted that the Town of Bedford is no longer supporting health agencies. Mrs. Theriault explained that if they were reduced from the budget, then the budget for welfare would need to increase to cover what these agencies provide to our residents. Selectman Murphy noted that it is state law that requires towns to provide for their residents. M. Murphy responded that he would then have to look at getting this law changed.

The 2012 budget stands at \$5,171,908.15 which is down from 2011 by \$90,483.34 or a decrease of 1.72%.

Selectman Murphy reminded the others that he would be okay with the merit increases and cola being in the budget, if the money was found somewhere else to cover the increase. He asked Mrs. Theriault if that threshold had been met. She responded that it had. At the time the request was made, the budget for 2012 was around \$5,222,000 and the estimate for the COLA and merit increases was \$13,000- \$16,000.

**Liaisons Reports**

Selectman Lindquist

RAWD- There is a request from the Recycling and Waste Disposal Committee to encumber \$1,449 for recycling bins that are on order, but won't be in for 6-8 weeks.

**The motion was made by Selectman Lindquist to encumber \$1,449 from line 1001-43211-89000 for Refrig Pacific. Selectman Murphy seconded the motion. The motion passed unanimously.**

Selectman Murphy

There were no updates

Chairman Hartung

CART- There was a general meeting held and there is no change in the allocation for 2012. Scenic ByWay-He attended the meeting in Chester with Tina Harrington and Rob Morris.

**Administrative Assistant Report**

October Snowstorm FEMA Kick-off

FEMA will be holding its kick-off meeting here on Thursday, December 15<sup>th</sup> at 1:30 for the October snow storm. Previously Mrs. Theriault submitted a Preliminary Damage Assessment to FEMA that listed approximately \$30,000 into early December so this amount might be slightly higher. She is hopeful that FEMA will pickup 75% of the costs, but more information will be provided on Thursday.

Fairpoint court case

A judge recently decided the Fairpoint case in Seabrook, which indicates that the communication utilities is responsible for paying real estate taxes. Hampstead did assess the value of conduits and poles for Fairpoint and this came to \$1.7M dollars.

Meeting Minutes

The following meeting minutes have been signed and are ready for approval at this time: November 10<sup>th</sup> and November 14<sup>th</sup> 6:15 work session and 7:00 meeting, November 21, 2011

**Selectman Lindquist motioned to approve the minutes as amended and as listed.**

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

Additional Property acquired by Tel Noar

A few months ago the Town entered into a PILOT agreement with Tel Noar, since that time they have acquired more property. There is a clause in the PILOT agreement that mentions that if there is acquisition of additional property, it can be renegotiated. Chairman Hartung stated that

he spoke with the Town Clerk/Tax Collector and agrees to wait and send the bill and see what happens.

**Appointments**

Call for candidates:

- o Cable Committee volunteers – monthly meetings
- o Recycling and Waste Disposal Committee – monthly meetings
- o Capital Needs Committee
- o Scenic Byways project
- o Friends of Ordway Park-monthly meetings

**Visitors Comment**

There was none.

Selectman Murphy asked the other members that if this was the last scheduled meeting for 2011 would they be taking a vote on the Chair position. They agreed that they were okay with changing it now. Selectman Lindquist stated that she had no interest and Selectman Murphy stated that he did.

**Selectman Lindquist motioned to nominate Selectman Murphy to the Chair effective 1/1/12. Selectman Hartung seconded the motion. The motion passed unanimously.**

**Future Agenda Item**

- Energy Committee
- Hampstead Senior Committee
- Town Administrator

Non Public Session

**Selectman Lindquist motioned to go into non public session under RSA 91A 3:2 (a), employee matters. Selectman Murphy seconded the motion. On a roll call vote; Selectman Lindquist: yes, Selectman Murphy; yes, Selectman Hartung; yes; The motion passed at 10:12 pm.**

There was a concern regarding an employee possibly being in violation of the personnel policy regarding employees serving on committees. Selectman Lindquist will contact the LGC and ask for clarification.

Selectman Lindquist motioned to come out of non public session at 10:18 pm. Selectman Murphy seconded the motion. Roll call vote;

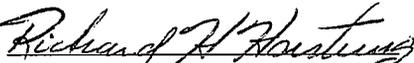
**Selectman Lindquist: yes, Selectman Murphy; yes, Selectman Hartung; yes; The motion passed at 10:18 pm.**

**Selectman Lindquist made a motion to adjourn at 10:18 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