

**BOARD OF SELECTMEN  
MEETING MINUTES  
December 17, 2012**

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

**Selectman Lindquist motioned to go into non public session under RSA  
91A 3: II (e), legal matters at 6:20 pm. Selectman Hartung seconded the  
motion. On a roll call vote;  
Selectman Hartung: yes, Selectman Lindquist: yes, Selectman Murphy; yes**

Present: Selectman Murphy, Selectman Hartung, Selectman Lindquist, Scott  
Marsh (MRI) and Sally Theriault.

Scott Marsh from MRI, Inc. was present to discuss the BTLA appeal case for  
Depot Development. The Town denied the application from Depot Development.  
The company's tax representative said that the parcel was worth \$75,000. The  
Town had the property assessed at \$280,000. Through mediation, which is  
required by BTLA, the company negotiated a reduction of the assessed value to  
\$225,000 for both 2011 and 2012 contingent upon the Board of Selectmen's  
approval. Interest would also be paid.

There was a brief discussion concerning comparable properties. This particular  
parcel is 3.9 acres.

**Selectman Hartung made a motion to approve the recommendation of MRI  
and to assess the property at \$225,000 for the years of 2011 and 2012.  
Vote: 3-0**

**Selectman Hartung motioned to come out of non public session at 6:30  
pm. Selectman Selectmen seconded the motion. Roll call vote:  
Selectman Hartung; yes; Selectman Lindquist: yes, Selectman Murphy;  
yes.**

Regular meeting began at 6:40

Present: Budget Committee members- B. O'Brien, B. Vass, C. Hastings, P. Wentworth, M. Murphy

Guests: S. Wentworth, P. Bracken, C. Kowalski, J. Forbes, T. Lovell, D. Hiatt, E. Reschberger, J. Beaudoin, M. Carrier, J. Worthen, P. Williams

### **Public Announcements**

- The Town Offices will close on Monday, December 24<sup>th</sup> at noon.
- The Town Offices will close on Monday, December 31<sup>st</sup> at 2:00 pm.
- Christmas Trees may be disposed at the Kent Farm Transfer Station on Saturday, January 12<sup>th</sup> from 8 am to 4 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.

### **New and Old Business**

#### Bids for survey work for Conservation Commission

There were three bids received

Cornerstone Survey of Chester, NH \$13,900

Holden Engineering of Bedford, NH \$11,323

MHF Design of Salem, NH \$14,290

**Selectman Hartung motioned to forward the proposals to the Conservation Commission for their review. Selectman Lindquist seconded the motion.**

**The motion passed unanimously.**

### **2013 Budget**

#### *Cemetery Budget presented by Steve Wentworth, Trustee*

Mr. Wentworth went over the current budget first to explain that there are still outstanding invoices for work to be done. There were improvements of \$6,485 still due in and some tree work to be done with a cost of \$3,800. He noted that there is about \$7,400 left in the budget for 2012 budget and with this, the Trustees would like to purchase a new mower with money left in the 2012 and would then take the \$5,000 out of the 2013 proposed budget. He explained that he has been getting estimates and they range from \$9,500 to \$11,500. Whereas it is late in the year, they would like to be able to contact the places in the area that sell the type of mower they are looking for and not go out for proposal. Selectman Murphy and Selectman Hartung agreed that getting 3 competitive bids would be okay.

**Selectman Hartung motioned to waive the requirement to go out to bid. Selectman Murphy seconded the motion. The motion passed with all in favor.**

The 2013 budget was reduced by \$5,000, \$2,000 from labor, \$2,000 from improvements and \$1,000 from equipment. Mr. Wentworth stated that the Buildings and Grounds 2002 truck needs to be replaced and the Cemetery Budget and Buildings and Grounds budget normally share the cost. Selectman Murphy asked if they looked at a lease program for the truck. Mr. Wentworth explained that it is in there for a lease, same as the most recent truck purchased.

*Town Clerk Tax Collector*

Mrs. Curran was not present, but had made a small adjustment to her budget based on what she saw as more realistic needs. The total budget as presented tonight is at \$132,553.

*Police Department presented by Chief Beaudoin*

Chief Beaudoin made a few changes from his last presentation. He added \$35,000 to his officers salary line and reduced the medical insurance line by \$15,000. He also made changes to telephone expenses to \$9,500, Equipment to \$5,500 and Uniforms to \$8,100 for a total budget of \$1,027,252. He also noted that he is asking for a new full time officer in a warrant article with a 6 month cost of \$51,000. Selectman Hartung asked if they would be looking for a full time certified officer and was told yes. Chief Beaudoin also reminded the Selectmen that for the first month, any new officer needs to ride with another officer to become familiar with the Town as well as policies. There will also be an article for a new police station.

*Health Agencies presented by Sally Theriault*

There are two new requests for funding that will go as warrant articles. They are the Sad Café and Family Promises for \$5,000. It was agreed to move these two requests to the warrant. It was agreed to leave the rest of the health agencies in the budget whereas there are two new ones.

*Recycling and Waste Disposal presented by Pat Bracken, Chairman*

The RAWD Committee made some changes to their budget from the last presentation. Mr. Bracken also noted that the Town is almost out of recycling bins so they are purchasing them this year for a total cost of \$1,800. The current contract with Bestway states that fuel is charged after \$4 per gallon and with the price of diesel hovering close to \$4 it would be better to leave the budget at \$10,000 even though this year only \$778.06 has been spent. Mr. Bracken asked that the budget for Household Hazardous Waste be increased from \$3,000 to \$4,000. The current year was higher than expected for the Spring collection and there is no grant associated with the collection. The Fall collection usually runs from \$750 to \$1,500. Mr. Bracken also asked that money be encumbered from the 2012 funds for the Kingston Household Hazardous Waste Day held in October in the amount of \$1,400. Mr. Bracken went over the site maintenance costs for the Kent Farm Transfer Station. Mr. Nugent of Sunset Campground donated a trailer for the employees at the transfer station to use to get out of the elements when needed. With this they would like to have electricity sent to the trailer at a small cost for potential air conditioning or heat. Whereas there is a flat roof, it was suggested a pitch roof would be needed and a discussion of a canopy was held. Selectman Hartung suggested to wait a year before doing anything with the roof in case the trailer doesn't work out. It was noted that the current trailer is a little larger than expected and that Mr. Nugent will donate a smaller one if one becomes available.

Mr. Wentworth stated that he felt a canopy at the trailer was a waste whereas the employees wouldn't be using it much and suggested that the trailer isn't

needed, but just a canopy over the compactor. Mr. Hastings asked why a trailer or coverage was needed. Mr. Bracken explained that the employees are there for a full day regardless of the weather and should have somewhere to go. It was for safety and working conditions. Mr. Kowalski, a member of the RAWD committee, stated that the committee looked at options and felt that a two wall canopy would not really protect from the rain or wind and with the trailer being donated, it was a better financial decision. The cost is minimal to hook up the electricity and have it on. The work on the roof was going to be mostly in the form of donations and maybe just the shingles purchased.

*Conservation Commission presented by Tim Lovell, Chairman*

Mr. Lovell stated that his budget hasn't changed from the first presentation of \$2,817. He went over explaining the changes from 2012 to 2013 which is mostly in the area for maintenance on the trails. They added \$160 to have Buildings and Grounds keep the trail head open by keeping the grass down and \$500 to have the grass cut by an outside contractor. (heavier equipment needed)

*Result of RFP-*

Mr. Lovell asked to address the RFP's at this time. He explained that they would like to hold off on awarding the contract until they speak with the Planning Board and see what requirements they will actually need to have. He said the RFP asked for all potential costs, but not all will be needed. Once they know what is needed, they will contact the low bidder and explain the changes and see if they are still interested.

*Ordway Park presented by Julia Forbes, Vice Chairman, FORPARK*

Mrs. Forbes began by commending the Selectmen for looking for ways to save money but noted that she did not attend the last meeting on budgets and found out that the lines for Ordway Park were decreased, mostly because at the time there were no expenses. She explained that they put a lot of volunteer time into the park that would exceed the budget. She asked that the Selectmen consider putting the budget back at \$3,450 for general improvements. She explained all the work that has been done this year and what still needs to be done. After PSNH had the power lines cut back, stumps were left behind at Ordway Park that needed to be taken out in order to be able to mow properly. Hurricane Sandy damaged at least 5 trees that had to be take care of as well. When the trees were cut by PSNH, the wood was left behind for the Park to sell to offset some of the cost of stumping, but all the wood disappeared. Mrs. Forbes explained that to maintain the park takes a certain amount of funds and that years of no maintenance took time to correct along with the various storms and subsequent damage they caused. She also noted that she needs to modify the water pump chamber because it keeps shorting out the electricity and that there was a lightening strike that caused damage on the water control to the pump chamber.

**Selectman Lindquist motioned to increase the budget line (41945-49004) from \$2,000 to \$3,000. Selectman Hartung seconded the motion. The motion passed unanimously.** Mrs. Forbes thanked them.

*Library presented by Emily Reschberger, Trustee*

Mrs. Reschberger gave an up to date expenditure report on the Trustee line items. They made some adjustments from the last meeting on line 45509-11004. She explained that there was a change in the custodian area and there are more hours needed with building issues. The in staff custodians are doing more work instead of having to contract it out.

The library is also asking for \$10,000 to be added to the Building Maintenance Fund in a warrant article. They have two boilers original to the building that will need replacement soon.

*Highway Department presented by Jon Worthen, Road Agent*

Mr. Worthen came in with a request to decrease communications (43125-34101) by \$200 and move it to 43125-34100 (telephones). That change was accepted.

Mr. Worthen presented a print out explaining what the costs would be to do West Road and asked the Selectmen how they want to proceed. The estimated costs are to spread over a two year period is: Shim \$57,400, Overlay & Finish \$133,000 for a total of \$190,400 which would be a one year cost. Year two costs would be \$255,779.25 to grind and bind.

To do in one year would be \$388,779.25. This cost does not include police detail costs, culvert work or any extra work that comes up related to West Road. This is anticipated at a \$10,000 cost.

Mr. Worthen would suggest to do it over two years and he could take the \$10,000 from his budget. Mr. M. Murphy asked what Mr. Worthen was planning on doing with the \$300,000 currently in his budget and if the cost for West Road was included in there. Mr. Worthen explained that this was above and beyond the \$300,000 in his budget. He explained that the \$300,000 was for the regular maintenance on the town roads. He tries to do the roads he can with whatever funds he has. He is looking at Odd Fellows Road, Squire Ridge Road and Scott Drive as maybe roads to do in 2013. Mr. Hastings asked if there was a schedule of replacement for the roads and stated that there needed to be one. Mr. Wentworth stated that he did West Road before he left office and it has only been 10 years. If the work is to be done, Mr. Wentworth stated it should be in the budget. Mr. Wentworth and Mr. M. Murphy asked for a list of what roads need to be done. Selectman Hartung suggested that \$100,000 be added to the budget for 2013 and to review the list of roads. He also stated that he didn't want West Road being the slickest newest road, whereas this could create more traffic on the road. He would like to see the street safe and sound. There was a question about the \$13,000 for street signs and markings and whether or not it needed to be done annually. Mr. Worthen responded that the lines need to be done every year and that he did try going every other year, but that didn't work well. For safety purposes, they need to be done every year.

Mr. Brian Vass noted that each year the line for Senior Trips has decreased (45206-53000). He noted that the trips once a month are good for the price and he hopes that it doesn't continually go down.

Recreation Commission-Mrs. Theriault noted that the Senior Dinner line (45206-53000) needs to be increased. They are charging \$5 per person for the

tickets and then using the money to pay for the gifts. It was agreed that \$1,500 be added to the line item.

Mr. Matt Murphy questioned line 45202-61000, Athletic Fields Supplies and Equipment. He noted that there have been no expenses posted for 2012 and asked about the prior years. Selectman Hartung reviewed the account and stated that in 2011 and 2010 there were no expenses but 2009 spent \$3,000 and 2007 spent \$4,200.

It was suggested that the account be brought from \$3,250 to \$1,000.

Selectman Murphy suggested that it be brought to \$1.00.

**Selectman Lindquist made the motion to reduce line 45202-61000 from \$3,250 to \$1. Selectman Hartung seconded the motion. The motion passed unanimously.**

#### **Encumbered funds**

*Recycling and Waste Disposal Committee* is requesting that \$1,400 be encumbered for the cost of the fall collection of the Household Hazardous Waste that was held in Kingston.

**Selectman Lindquist motioned to encumber funds from line 43232-51300 in the amount of \$1,400 payable to the Town of Kingston. Selectman Hartung seconded the motion. The motion passed unanimously.**

#### *Historic Commission*

There is a request to encumber funds for work that is being done on the doors at the Meeting House for \$550.00 and for work being done on the columns at the Historic Museum for \$2,200 by David Dupouy.

**Selectman Lindquist motioned to approve the encumbering of funds under 41943-43000 for work at the Meeting House for \$550.00 by David Dupouy. Selectman Hartung seconded the motion. The motion passed unanimously.**

**Selectman Lindquist motioned to approve the encumbering of funds under 41944-43000 for work at the Historic Museum for \$2,200 by David Dupouy. Selectman Hartung seconded the motion. The motion passed unanimously.**

#### *Buildings and Grounds*

Mrs. Theriault noted that the generator that was scheduled to be delivered to the Town Office is delayed due to Hurricane Sandy. She asked that the funds to pay for the generator be encumbered. It is on order and is expected in. The cost of the generator is \$20,860.

**Selectman Hartung motioned to encumber the amount of \$20,860 from line item 41942-43000. Selectman Lindquist seconded the motion. The motion passed unanimously.**

#### *Assessing*

There was some discussion about encumbering funds for the contract on the assessment of the waterfront properties. The assessment was held up due to a lack of sales. It was noted that the cost for the contract is actually in the budget for 2013 and the Selectmen agreed to leave it there instead of

encumbering especially whereas due to the number of BTLA cases in 2012, the line is already over budget.  
Total encumbered from the 2012 budget is \$25,010.

### **Review of 2013 Warrant Articles**

Mrs. Theriault presented the Selectmen with a template of the warrant. The articles listed are the budget, \$10,000 for the Library Building Maintenance Non Capital Reserve Fund, \$5,000 for Family Promise and \$51,000 for a Full Time Police Officer for ½ a year.

The Selectmen asked that the Police Station be added as a warrant article with the cost to be raised in one year for \$1,638,000. Selectman Hartung asked that the language be clear on this article. He stated that he doesn't want to find out that if they are short on the cost, the project wouldn't be able to get done.

It was noted that the Town Facilities Committee should be coming in to ask for an expendable trust fund or something similar to what the Library has, to fund projects on Town Buildings. Selectman Lindquist stated that Recreation was going to be coming in with one as well for a non expendable trust.

### **Discussion concerning job description and additional duties**

There was some concern with work being done by an employee that was outside the scope of their regular job. It was agreed that some language changes needed to be made to the job description to add "additional jobs as required by supervisor" or something to the effect and that it be charged to the proper department and to the proper budget. The current job description has wording, "any other related work".

The Selectmen were okay with the work being done, as long as those two items are done.

### **Liaison Reports**

Selectman Lindquist- the Historic Commission has a member that did not respond to being reappointed and has not shown up for meetings in a long time. There was a request from John Kelley to be appointed to the Commission and the Commission would like to have him appointed.

Selectman Lindquist explained that members of committees serve until they are replaced. She motioned to appoint John Kelley to the Historic Commission to take the place of William Blaine, whom did not seek re-appointment

**Selectman Lindquist motioned to appoint John Kelley to the Historic Commission for a three year term to expire in 2015. Selectman Hartung seconded the motion. The motion passed unanimously.**

### **Administrator's Report**

#### Compliance with the Health Care Reform Act

All the medical insurance documentation has been provided to everyone who is eligible to receive or purchase health insurance. In addition information concerning insurance for children and the Flexible Spending Account has also been provided.

#### Update on generator

The generator pad and propane tank have been installed and we are waiting for the arrival of the generator that has been delayed due to hurricane Sandy.

#### FEMA application

Mrs. Theriault met with FEMA representative to go over storm related expenses. Additional documentation will be provided to FEMA.

#### LGC Health Trust Contribution Holiday

The total contribution holiday/credit from LGC is \$14,527.16. This surplus is based for the most part on a 2011 audit. Mrs. Theriault was able calculate the surplus as follows:

The Town will received a credit this month from the LGC that amounts to \$14K a little over \$10,000.00 is for the Town.

Fulltime Employees (16 people) will receive reimbursements in the amount of approximately \$600. 00. Checks will range from a low of \$15.68 to a high of \$88.98. This will be based on what employees were paying for a contribution in 2011 (ranges from 5% to 10%)

Self-pay employees or retirees (14 people) will receive a little over \$3,500.00. Checks will range from a low of \$67.34 to a high of \$627.17.

It is expected that this will happen again in August of 2013.

There was some discussion about being given a credit versus a check and who made the decision to have a credit. Selectman Lindquist noted in the letter she received stated there would be an option. Mrs. Theriault noted that there was no alternative given. Penny Williams noted that some of the towns complained about not being given a choice and LGC later gave that as an option.

#### Meeting Minutes

The following meeting minutes have been reviewed and are ready for approval October 8, October 10, October 22, and November 7, 2012

**Selectman Lindquist motioned to approve the minutes as amended for October 8<sup>th</sup>, October 10<sup>th</sup>, October 22<sup>nd</sup> and November 7<sup>th</sup> all for 2012.**

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

#### **Re- Appointments/Appointments**

- Call for candidates :
  - Ordway Park, full members and alternates – monthly meetings
  - Cable Committee volunteers – monthly meetings
  - Recycling and Waste Disposal Committee – monthly meetings
  - Town Facilities Committee
  - Hampstead Police Building Committee.
  - Rockingham Planning Commission member

#### **Correspondence**

##### *Town Facilities Committee Mission Statement*

Chairman Murphy explained that there was a request from Paul Murphy, Chairman of the Town Facility Committee to have their mission statement approved by the Selectmen.

Chairman Murphy read the statement:

*"Committed to establishing infrastructure, facility needs and maintenance in a manner that is both cost effective and timely, the Town of Hampstead's Facilities Committee will recommend a plan of action that prioritizes and addresses those needs."*

*Big Island Pond Corp.*

There was a letter requesting that around Big Island Pond the Road Agent use sand of a low salt/sand mix to protect the watershed. A copy was also sent to Mr. Worthen. Mr. Worthen noted that currently he uses a mix of sand/salt around the ponds in town.

*State of NH*

Chief Beaudoin presented a grant to Chairman Murphy to sign for the Police Department for \$3,500 to purchase portable radios.

**Chairman Murphy motioned to approve the mission statement as read. Selectman Hartung seconded the motion. The motion passed unanimously.**

**Visitor Comments**

They are included in the 2013 budget discussion.

**Next Meeting**

The next meeting of the Board of Selectmen is scheduled January 14<sup>th</sup>, which is after the public hearing on the 2013 budget. It was agreed to meet on Thursday, January 3 at 6:30 pm (before the ZBA meeting) to meet with the Road Agent to go over his road plans for 2013.

**Adjournment**

There was a motion made by Selectman Lindquist to adjourn at 9:13 pm. Selectman Hartung seconded the motion. The motion passed unanimously.

A True Record.



Tina Harrington, Recording Secretary

Approved By:

Sean P. Murphy, Chairman



Priscilla R. Lindquist, Selectman



Richard H. Hartung, Selectman