

**BOARD OF SELECTMEN
MEETING MINUTES
December 9, 2013**

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

The public meeting began at 6:30 pm. The meeting began with a public hearing on the 2014 proposed budget.

Budget Committee Members- M. Murphy, P. Wentworth, S. Londrigan

Guests: P. Williams (Tri Town News), Chief Beaudoin, Chief Carrier, J. Worthen, K. Colbert, E. Reschberger, D. Hiatt, J. Dimando, S. Johanneson

Public Announcements

- 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 anytime.

Visitors Comment

There were none present

Department Heads

Library Trustees- E. Reschberger

Mrs. Reschberger announced that the library had an issue with its well a few months back. The well that they use is the same for the whole complex of buildings at Mary E. Clark Drive. The water pump needed to be replaced over Columbus Day and they are responsible for a fourth of the cost. The estimated cost is \$6,685.84 to the library. Mrs. Reschberger explained that this is an expense that they were not expecting and don't have the money in their budget to cover it and asked if it was possible for the Town to assist in paying it whereas it was a town building. She also explained that their Building Maintenance Fund was spent on the new furnaces and it has a balance of about \$500. Selectman Hartung stated that as the liaison to the Library and that this was an unexpected expense that they could look at authorizing the payment under extraordinary circumstances. He also asked Mrs. Reschberger if they planned a warrant article to replace the funds spent in the Building Fund and she responded yes and it was set to replace the carpets down the road. Chairman Murphy took the invoice and said that they would look to see where they might be able to come up with the money. Selectman Lindquist suggested that the invoice get processed in 2014 and add the money to their budget. She also asked why they don't use the library funds that they are holding. Mrs. Reschberger thanked the Selectmen for any help they could provide and that it was appreciated.

Conservation- T. Lovell

Mr. Lovell told the Selectmen that the Conservation Commission would be interested in the donation of land on Buttrick/Stoney Ridge being donated by Jim Gilmartin. He stated that there are roads on all sides of the property (Buttrick/Stoney Ridge and Holts Point). The water draws down into that area and is not a buildable lot. He also stated that the soils wouldn't hold a building and that if they wanted to sell the lot for a buildable lot, it would require a lot of fill. The Conservation Commission would be interested in the parcel and that there are other CC properties in the area. Selectman Hartung motioned to allow the Conservation Commission to acquire the property. Selectman Lindquist seconded the motion. The motion passed with all in favor. The Conservation

Commission will follow the required process for acquiring the property and there will be a Public Hearing on December 23rd.

Mr. Lovell also announced that they had a request from Brent Ebner to be appointed as an alternate to the Conservation Commission. Mr. Ebner has been to meetings and has over the years done work with the Commission along the Darby Brook Trails.

Selectman Murphy motioned to appoint Brent Ebner as an alternate to the Conservation Commission for a three year term (to expire in 2016). Selectman Hartung seconded the motion and the motion passed unanimously.

Recreation Commission- K. Colbert

Mrs. Colbert reported that the Commission recently held two very successful events. The first was the First Annual Turkey Trot on Thanksgiving morning. There were about 400 registered participants and the HRC would like to thank the participants and all those that helped make it a successful event. The second event was the annual Senior Dinner held at the Granite Rose on December 8th. There were about 300 seniors in attendance and the Civic Club again sponsored their \$5 give back program. Selectman Hartung agreed that it was a great time and also thanked the Hampstead Firemen's Association for making alternate arrangements for the parade and it was great how all the organizations worked with each other. He thanked all for their cooperation.

New Business

2014 Budget Presentation

Conservation Commission - Tim Lovell

2014 Budget is at \$2,817 the same as in 2013. Mr. Lovell explained that due to scheduling conflicts they were not able to make the annual workshop/training they attend, but will be planning on attending in 2014. Most of the other lines are spent. There was some discussion about the Town Forest line with Mrs. Theriault stating that they would need to have money in that line to be able to move money to the Town Forest Account so the line item was increased from \$0 to \$1 and to offset it they reduced postage by \$1 to keep the bottom line at \$2,817.

Fire Department - Chief Carrier

The budget for 2014 is at \$733,062.77 which is up \$11,337.45. Chief Carrier explained that the major increase is in personnel costs such as the Retirement System and insurance. M. Murphy asked Chief Carrier when the last time was that the health insurance went out to bid and whether or not he looked at going into a pool with the other departments. Mrs. Theriault explained that the insurance has not gone out to bid for quite a while and she held off this year whereas there were refunds coming from LGC Healthtrust to current active members and she didn't want to forfeit any refund. She may look into it again once all the refunds have been dispersed. She also noted that all the town employees are in the same pool through the Healthtrust.

Chief Carrier, at the request of Chairman Murphy had looked at the cost to have someone at the station 24/7. Chief Carrier reported that the most cost effective way was to add two per diem people from 6 pm to 6 am with no benefits at \$13.50 per hour. This would cost about \$118,000. If the Board of Selectmen are interested, Chief Carrier would suggest that the new coverage start on July 1st of 2014 to avoid a large impact to the budget. Chairman Murphy said that he asked for the Chief to look into this when he recently found out that even though Trinity Ambulance is at the Hampstead Central Station 24/7, they may be on another call when Hampstead has an EMS call and after 6 pm it is the call department that responds. The current process is they must report to the station to get the equipment. Chief Carrier said that they reviewed the response times and in the day it runs about 6 minutes with calls and have a response time as much as 15 minutes and some cases every second counts. Chief Carrier also noted that on 20% of the calls, Trinity may already be engaged elsewhere. Chief Carrier suggested that the per diem personnel be EMS along with Fire personnel because the

faster response is also important during a fire. M. Murphy asked if this was already in the fire department budget and was told no, it was only an estimate for discussion. Selectman Hartung asked if they would be able to staff it that way. Chief Carrier suggested that it start that way, look down the road and if it works, leave it alone, if not look at other options.

The cost to add two full time Firefighter/EMT's could run as much as \$224,000. Chairman Murphy thanked him for the information and said that he needed time to think about it and they can decide at the next meeting what to do. Chief Carrier also noted that they are looking at finalizing the new contract with Trinity at no cost to the town for three years.

Recreation- K. Colbert

The Recreation budget for 2014 is at \$82,894.19 which is down by \$132.81 from 2013. Mrs. Colbert had some concerns with the Senior Drop In budget being in their budget and the increase in the budget impacting theirs. It was explained that it is a function of the Recreation Department, even though they don't handle it, and that is why it is in their budget. Mrs. Colbert noted that they have no say or control of the program and sees that they are looking into a coordinator. She was concerned about what would happen if the current personnel choose not to continue the program. She said her commission doesn't have the ability to take on the program and neither could the current Recreation Director. It was noted that in most towns, it is the Recreation Director's responsibility and that maybe down the road that is what will need to happen. Selectman Lindquist asked who asked for the line item and was told Mrs. Dimando. Mrs. Reschberger, as one of the volunteers that staff the center asked to speak about the request. She explained that they have regular participants and the number varies between 18-20. They meet each Thursday at the library (was originally at the Civic Club) from 9-12. She explained that there is a real need in town and it is growing especially with the population aging. She said that the program has been going since the Speak Out Hampstead was held almost 10 years ago. The current volunteers have been helping out for 6 years or more but their needs are changing and they are suggesting that someone open the room for the seniors and get things going for the first hour and they estimate it would cost about \$500 to get someone to do it and they also budget \$400 for food/supplies. They haven't spent all the funds this year but they do have more receipts to turn in. The rest of the program can run on the volunteers that are there. Everyone thanked her for the information. Mrs. Dimando came in later to answer any questions. Chairman Murphy asked her how they planned to go about filling the position. She responded that they hadn't explored it yet and that they were waiting to see if the money was available.

M. Murphy asked Mrs. Colbert about the senior dinner whereas not all the funds are expended. She explained that it was just held and not all the bills are in. She also stated that they collect \$5 from each person attending the dinner.

Mrs. Colbert stated that HRC would be looking for a warrant article in the amount of \$24,500 for a basketball court on Veterans Way. They are doing fundraising to make up what the potential difference would be from the \$24,500 and the cost. They have received rough estimates from \$28,000 to \$38,000. She also asked to speak to a few items under Buildings and Ground budget. There is an increase in playground equipment (41948-43004) to fix the playground instead of just putting bandages on it. There are parts that need replacing. M. Murphy asked about the courts at the Central School. Mrs. Colbert responded that they are not allowed to use them during school hours.

General Maintenance (41948-43003) line was increased from \$2,500 to \$5,000. Mrs. Colbert explained that they will need about \$2,500 to redo the infield of the baseball diamond under the new rules for distance. This year the budget is overspent due to unanticipated costs such as the repair of the irrigation system at Depot Road and the roofs on the sheds at Holiday Lane. M. Murphy asked where the money came from to cover the over expenditure on that line in 2013. Selectman Lindquist and Selectman Hartung both said that they allow it to overspend to show the true history of the budget rather than move money from one line to another.

Animal Control – S. Johanneson

Ms. Johanneson stated that her budget for 2014 has no changes from 2013 and is at \$24,745. Mr. Murphy had a lot of questions on her budget because so many items have no expenditure for 2013. Ms. Johanneson explained that under professional services, there is a lot of fundraising that covers the costs during the year but it is hard to know when that won't happen. The gas line will have some more expenses added to it whereas the assistant didn't know that they could submit for mileage when she used her own vehicle. There are also no expenses under phones but Ms. Johanneson said that she had not yet submitted any bills for the use of her cell phone. Calls go to the police dispatcher and then she is called out. Mr. M. Murphy asked to reduce some of the line items that have not been used. It was agreed to reduce the professional services from \$5,000 to \$3,500. Ms. Johanneson was told to let the Selectmen know if she is going to be coming up short with the fundraising and that they would probably allow her to overspend her line.

Library - E. Reschberger presented the budget but Gwen Glick and Debra Hiatt were also present

Mrs. Reschberger noted that there is a new line added to the Trustees accounts and that is for \$1,000 which is to cover a fourth of the cost for testing, electric costs and maintenance on the new well. She noted that since they have occupied the building, they had never paid a penny towards the well, which they should have paid per their agreement. They reduced the line item for heat based on the cost per gallon from Palmer Gas (\$3.249). They are going into their first year on the new furnaces so there may be reductions in the future budget. There were questions about the building contracts (panic alarm system, elevator inspection, oil burner inspection, ac maintenance. There were also questions about the library contracts which include items such as copier maintenance, audio/e-books costs, circulation software and copy pad catalog. Mrs. Hiatt provided a five year history on some of the accounts as background information.

Mrs. Reschberger also announced that the Trustees will be looking for a warrant article for \$10,000 to fund their building maintenance fund.

2014 Budget Total \$446,130.52 which is up \$10,531.14.

Highway- John Worthen

The budget for the Highway Department is at \$795,931.55, which is down \$71,114.45 from the 2013 budget. Most of the decrease is for the paving and reconstruction of \$85,000 from 2013. Mr. Worthen is looking at replacing the current backhoe that the Town has had since 1999. He will be leasing it for 5 years and will own it at the end. The cost of the lease annually is \$20,531.55. The life cycle of the equipment is about 15 years. There was a question about the engineering line whereas the budget was at \$5,000 and only \$75 was spent. Mr. Worthen said that he has a project that he is trying to get going and may look at trying to encumber it. He is looking at having the water line from the new PD continued to the garage. There is work he needs to do at Shop Pond and is hoping to have that cost shortly.

Proc Wentworth asked for a list of roads to be done in 2014. Mr. Worthen said that tentatively it is East Road to Emerson, Valley, and Ashford for grinding and raising. He is also looking at some of Page Lane and Country Road to do.

Police Department- Chief Beaudoin

The current police budget is set at \$1,095,968.60, which is up \$68,716.60 from the 2013 budget. Chief Beaudoin explained that the majority of the increases are in personnel costs and after speaking with the Selectmen's Office he decided to move his salary line up from \$660,000 on first proposal to \$694,990 and to increase the retirement account from \$115,000 to \$156,000. These changes are in the budget presented tonight. There were some questions about the custodial salary line where most has not been spent this year, yet he is asking for the same amount next year. Chief Beaudoin stated that

he currently is using the prisoners and is not sure what is going to happen in the larger station next year.

Under equipment they are purchasing four more rifles so that all the fulltime personnel will have one and there is more shooting range training, which requires more bullets. He also took the cost of the new cruiser out of the budget and will use the detail account to buy it. There was an increase in the uniform allowance account whereas the new part time officer will need to go to the academy and be outfitted. Chief Beaudoin also asked that his Lieutenant be allowed a uniform allowance of \$850 instead of the current \$750 so that he has the same amount as the other officers (union rate).

Selectman Murphy motioned to allow the uniform allowance for Lt. Frazier to be set at \$850 effective January 1, 2014. Selectman Lindquist seconded the motion. The motion passed unanimously.

Selectman Hartung asked about the rifles stating that when they were purchased a couple of years ago, they were purchased from the detail fund. Chief Beaudoin agreed that was correct but this year he needs to put it in the budget whereas he has expected expenses from the Sp. Duty Account and wants to make sure there are funds in there, such as the motorcycle lease and Sp. Ops dues.

Balance of Budget discussed-

The Selectmen's budget is at \$165,061.45 which is up \$7,493.65 mostly in personnel costs.

Personnel Costs- is at \$310,339.82 which is a decrease of \$8,526.45. It was noted the bulk of the decrease was a change in health plans. The most expensive plan was dropped.

Health Agencies has three organizations going onto the warrant as part of their cycle so they are listed as a zero budget for 2014.

Welfare Budget- There is an increase in the cost of welfare contracts. Due to the increased activity the company handling the human services asked for an increase for the new contract year (November 2013-October 2014). The cost is still below having someone in house handling the claims.

Warrant Article- Police Union Contract- there is an agreed amount of 3% increases for each of the two years of the contract. The contract was changed from a three year contract to a two year contract so when the changes for the Affordable Health Care Act (ACA) takes effect with a new contract. There is also a \$1 increase in the detail rate paid to the officer. The cost of the proposed contract will be available for the public hearing in January.

The 2014 budget is currently at \$5,462,802.05 which is up from the 2013 of \$5,368,580.50 by \$94,221.55 or 1.76%.

Old Business

Liaisons Reports

Chairman Murphy- Nothing to report

Selectman Lindquist- Nothing to report

Selectman Hartung-

CART They have been doing test runs for the shuttle in Hampstead and will be looking to roll it out the week of January 13th, weather permitting. They will be running to Derry/Londonderry and Manchester in the shuttle.

Fire Department-Selectman Hartung again thanked the Fire Department and the Fire Association for the flexibility regarding the parade and to congratulate them on the parade this past weekend.

Administrative Assistant Report

Mileage Reimbursement Rate

Beginning January 1, 2014, the US Government will increase the mileage to .56 cents per mile. The reimbursement to Town employees is .51 cents per mile. The Board was asked if they would like to increase the mileage reimbursement to be consistent with the allowable mileage by the

IRS. They agreed to keep the rate at \$.51 cents per mile and to look at the IRS rate in the summer.

Public Hearing Scheduled

A public hearing has been scheduled for donated property and grants for December 23rd. We will also be discussing funds to be encumbered for 2014 at the same meeting.

Warrant

Mrs. Theriault is in the process of preparing the warrant for 2014. The Sad Café wishes to be placed on the warrant for \$5,000. She asked the Selectmen if they would like this organization to appear on the warrant whereas it was placed on the warrant for 2012 and did not pass at that time. The Selectmen agreed to not place it on the warrant this year, but if they requested for 2015, they would consider it then.

Town Report

At the last Department Heads meeting Mrs. Theriault asked that the departments start to prepare the reports. An e-mail also went out to the Committee/Commission chairmen to advise them of the same. The due date for the reports is the beginning of January. Mrs. Theriault asked the Selectmen to also consider if they want a dedication page. The Chairman was notified that it is the Chair's duty to do the annual Selectmen's page.

Minutes

The following meeting minutes have been reviewed and are available for your approval:

October 9, 2013, October 14, 2013, October 16, 2013.

Selectman Lindquist motioned to accept the minutes of October 9, 2013, October 14, 2013 and **October 16, 2013 as amended. Selectman Hartung seconded the motion. The motion passed unanimously.**

Nonpublic minutes- were signed after the meeting.

Activity Log

The EOP and Hazard Mitigation Plans will both be updated in 2014. The Selectmen want to discuss the location of the EOC (Emergency Operations Center) with the EMD. There are no updates on the MS4. The Selectmen asked for a work session to discuss the vendors for the statistical update. Mrs. Theriault did the reference checks on the two companies. The Selectmen agreed to do it toward the end of January and to have the companies present.

Re- Appointments/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 Conservation Commission – monthly meetings

Correspondence

There was a contract for Healthtrust to do the insurance for the Town of Hampstead for 2014 which required the signature of the Chairman.

Library Trustees-There was a request from the Trustees to have John Skidmore appointed as an alternate Trustee.

Selectman Lindquist motioned to appoint John Skidmore as an alternate Library Trustee. Selectman Hartung seconded the motion. The motion passed unanimously.

Visitors Comments

There was none.

Non Public Sessions

Selectman Lindquist motioned to go into nonpublic session under RSA 91 A: 3 II (a) employee matters at 9:02pm. Selectman Hartung seconded the motion.

Roll call vote: Selectman Lindquist, yes; Selectman Murphy, yes:

Selectman Hartung motioned to come out of nonpublic session under RSA 91 A: 3 II (a) employee matters at 9:28 p.m. Selectman Lindquist seconded the motion.

Roll Call vote: Selectman Lindquist, yes; Selectman Hartung, yes; Selectman Murphy, yes:

The motion was made to seal the non public minutes by Selectman Lindquist with a second by Selectman Hartung. The motion passed unanimously.

Selectman Hartung made a motion to adjourn at 9:29 p.m. Selectman Lindquist seconded the motion. The motion passed unanimously.

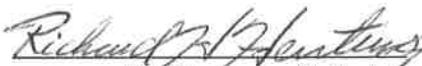
A True Record.



Tina Harrington, Recording Secretary

Approved By:

Sean P. Murphy, Chairman



Richard H. Hartung, Selectman



Priscilla R. Lindquist, Selectman