

BOARD OF SELECTMEN
MEETING MINUTES
August 11, 2014

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

Visitors: Dan Brickett (EMD), Chief Beaudoin, Terry Sullivan, Lyn Rockwell, Paul Carideo and P. Williams (Tri Town News)
The meeting was called to order at 7:00 pm

Public Announcements

- Tuesday, August 12th, 60's Invasion Band is performing at Meetinghouse Park starting at 6:00 p.m.
- Compost bins are available at the Town Offices. The cost for each bin is \$50 each.
- 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

Department Heads

Police Department- Chief Beaudoin

Chief Beaudoin announced that he gave Mrs. Theriault a copy of the check for doing the siding at the new police station so that the process of the public hearing could start.

Chief Beaudoin presented the Selectmen with a new SOP for deadly force and pursuits to review.

Selectman Lindquist asked who wrote the SOP and the response was Officer Conway and Lt. Frazier. He noted that the last time this was updated, William Letoile was Chief.

Last item is that the police special detail account will have about \$26,000 (if everyone pays their current bills) and he would like permission to look into using some of those funds to purchase items to outfit the new police station. He noted that there is no money left in the warrant article for equipment and furnishings. He is looking to use about \$14,000. The Selectmen asked for the overall plan of what they are looking for so that they can see the total amount that they will be looking for. Chief Beaudoin responded that he can have it put together for next meeting, but didn't want to go through the process if the Selectmen were not going to allow them to use the funds in the account. The Selectmen agreed that they were okay with using the funds but want to see the complete plan first.

Chief Beaudoin said that the check he will be donating to the Town will be used to update the computers in the new station and to pay for a sign at the station (about \$1700). This will be discussed more at the public hearing to accept the donation. Selectman Lindquist asked if there was an estimated open date yet. Chief Beaudoin said it looks like things are on track for mid- September. He said that a lot of the interior work is getting completed and suggested that the next step is some of the grounds work to make the station look cleaner. Selectman Hartung noted that they would like to have a ribbon cutting ceremony.

Planning Board- Chairman Paul Carideo

Mr. Carideo noted that the Planning Board has received the new tax maps. Mrs. Hastings is currently reviewing them for the corrections. He also noted that he is in the process of getting the website for the planning board up to date and getting some of the forms, updated master plan and eventually the maps on it. There is one large file with the master plan file that they may have to not be include in order to get it up on the website. The Selectmen thanked him for the update.

New Business

Concurrence of Emergency Operation Plan and Hazard Mitigation Plan

Selectman Hartung stated that he along with new EMD, Dan Brickett, have been going over the EOP (Emergency Operations Plan) and looking at what changes needed to be made. He also noted that Mrs. Theriault made some updates. One of the changes made was on page 11 on the chart of responsibility

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with the thought process being that the Cert team has historically handled the shelters. Mr. Brickett also spoke to this change saying that in the past when the shelter was open, the EMD at that time chose to spend the situation time at the shelter. He believes that he should support it, but not run it, and that his time may be better spent on other aspects of the situation. It is not the primary responsibility of the EMD to run the shelter. The concurrence needs to be completed in order to apply for grants. Mr. Brickett noted that in looking over the supplies he saw that there are new cots that are higher off the ground and wondered if they were purchased with a grant because he would like to purchase more. Mrs. Theriault responded that they were purchased with a grant that was 50/50 through the State of NH. Mr. Brickett noted that Chief Carrier is currently working on a grant and will try to incorporate the need of the cots and if it isn't accepted, Mr. Brickett will look at using the budget.

Selectman Hartung motioned to accept the EOP (Emergency Operations Plan) and HMG (Hazard Mitigation Grant) as presented in the current green binder. There is a list for the various departments to sign off on. Selectman Lindquist seconded the motion. The motion passed unanimously.

Discussion concerning maintenance and repairs of cemeteries

Selectman Lindquist said that she asked for this to be on the agenda. At the last Historic Commission meeting there was a complaint brought forward to them regarding the condition of the Old Cemetery on Main Street and thought for historical significance the Historic Commission would be able to do something. The person submitted pictures of stones in varying conditions such as tipped over, cracked, moss growing over them, as well as broken trees fallen on some of the them. The Cemetery Trustees were asked to be present tonight whereas it was outside the jurisdiction of the Historic Commission, along with the person that was concerned with the condition, Lyn Rockwell.

Ms. Rockwell spoke to the Selectmen stating that she walks around town a lot and noted that the stones are hard to read. She took pictures to show the poor conditions of the some of the sites. She noted that it was sad to see the condition whereas this was a lot of the history of Hampstead. She understood that the Historic Commission had nothing to do with it, but was concerned about the history of the town through the stones. She also noted that she wasn't there to be critical but wasn't sure of how the process works or what the long range plan was.

Mr. Sullivan, Chairman of the Cemetery Trustees spoke and stated that he was unfamiliar with the complaint and wondered if this was the normal process for a complaint to come through. Selectman Hartung stated that there was really no normal process. Mr. Sullivan explained that every year there is money spent on taking care of the cemetery as per RSA 289:7. He did note that Ms. Rockwell attended one of their meetings and talked with them about volunteers stepping in and taking care of the stones at the old cemetery and for them to take the lead. Mr. Sullivan emphasized that it is not their job to step in and volunteer to get the work done or to get a group of volunteers together to go in and do work. He suggested that if there are any groups interested in doing anything at the cemeteries, such as boy scouts, they should contact the Cemetery Trustees with their plan. He also noted that the money in the maintenance funds can only be spent on stones or plots with the names on them. Any other work to be done on the plots needs to be budgeted for. In the last 4 years there has been a lot of work done on the old cemetery such as removal of trees, repairing the access road and cleaning up the back of the cemetery. He noted that most of the other cemeteries are in better shape, although there are old graves in the West Hampstead Cemetery as well. He acknowledged that Ms. Rockwell did approach them about some items that are used to clean stones along with a group that volunteers to help clean up cemeteries. He is concerned with using anything on the old stones, but wouldn't have an issue on the newer stones. He also was concerned that more damage may be caused by trying to lift a stone that has been down for many years. They could do it if the owner of the lot agreed to put money into it. They do most of their work in October (or fall) and have someone that goes in and does the work. The issues with the cemetery are mainly in the upper section of the cemetery and that there have not been any burials in there since about 7 years ago. Selectman Hartung asked what it costs to have someone come in. Mr. Sullivan responded that it can run from \$3,000 to \$5,000 and that the town employees do what they can first. He also noted that there were no maps or layouts of that cemetery until the scout project a few years ago that mapped what was there. He also noted that the neglect has been there for a long time and that they are working on what they can. He did state that recently the trustees had taken a walk through the old cemetery and saw fallen trees on stones and had taken care of those. Ms. Rockwell asked to clarify something. She stated that she brought forward the information on the NH Graveyard Association and asked if the Cemetery Trustees would take the lead on the project because it is required by the group to come in and would look better

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that they were in supportive of it. Mr. Sullivan said that anyone that wants to come forward may do so, but that the Trustees will not spearhead or solicit personnel to come in.

Analysis of benefit time to P/T employees

At a previous meeting Mrs. Theriault mentioned to the Selectmen that a recent survey went around communities our size to see who offered time off benefits to part time employees and of the 12 communities surveyed only three didn't and Hampstead was one of the three. At the request of the Selectmen she looked at how many employees would be impacted and determined that there were 6 employees and an additional two that would be questionable. The years working for the Town of Hampstead range from 3 years to 29 years. Currently the only benefits to regularly scheduled part time employees is the ability to pick up the health insurance at the full cost and to receive holiday pay for a day you are scheduled to work that falls on a holiday. She noted that there were a couple of ways paying them benefit time could be done. The first would be to do the same process that is done for full time employees and base what is earned on the seniority and then pro rate it based on what they work. For example an employee with 5 or less years that works 20 hours per week would be entitled to 40 hours vacation (2- twenty hour weeks). The other option would be to just offer two weeks and pro rate it based on the hours they normally would be scheduled to work. She was looking at the employee working a minimum of 20 hours per week and a maximum of 35 hours per week for this benefit. Selectman Lindquist said that she contacted someone familiar with what the school part time employees get. Mrs. Theriault said that she would contact the SAU and get a copy of the support staff contract and see what the school offers its part time employees. The town should offer it, if the school does. Selectman Lindquist moved to take it under advisement and Selectmen Hartung suggested that it be kept on the activity log. Chairman Murphy said that it will be taken under advisement, keep it only as PTO not a separate vacation or sick bank, and to get a copy of the school contract and review it.

Old Business

Discussion on updates to Personnel Policy

At the previous meeting Mrs. Theriault began presenting changes to the personnel policy. The Selectmen each had a policy that had the original information along with the changes in color. The areas in yellow needed to be discussed. There were updates to FMLA and Cobra that were done by Town Counsel after they reviewed it. Chairman Murphy stated that he read the changes and had no issues with them but wanted to make sure that the changes to overtime regarding bereavement pay and jury pay were made. Mrs. Theriault stated that they were so it shows that the two benefit days are counted as days worked for calculating overtime.

There was a lot of discussion regarding the Sexual Harassment portion of the policy. Mrs. Theriault asked that the process be changed a little and that the AA to the BOS be brought into the circle sooner. Currently the process says that any complaint is brought to the department head or supervisor then the liaison. Then when there is a written complaint, the BOS will ask for an investigation and the report goes to the AA to the BOS. She noted that it is part of her job description to act in the capacity of the HR (Human Resource) person and so be more part of the process. She suggested that it be department heads or Supervisor then the AA to the BOS and then the BOS. She noted that this would be consistent in how any case is handled instead of department head to a liaison which involves different people. She clarified that she is not saying it wouldn't be done correctly, but would like it to be consistent. If the Department Head had an issue, then it could go to the liaison. There was discussion as to when it becomes a formal complaint versus an informal complaint. Selectman Hartung emphasized that the liaison needs to be in the loop. It was agreed to table the discussion and allow the BOS to review it and put it on the next agenda.

Liaison Reports

Chairman Murphy

Had nothing to report

Selectman Lindquist

Historic Commission

They met last week and they voted to start some of the painting at the museum the front this year with the money left in their budget. She also noted that they voted at their meeting to paint the quill and pen atop the town office with the gold leaf similar to that done at the meeting house. With the passage of the

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warrant article denoting the historic district, the town office now falls under their jurisdiction of the Historic Commission when it comes to changes on the building.

Selectman Hartung-

Fire Department- Chief Carrier submitted a new policy for the Selectmen to review. He explained that there are instances in town when a person needs medical assistance and they unable to open the door. The new policy is to allow the town to place a Knox box at the residence with a key in it to access the building. Only the fire department would know the numeric passcode to access the key. By allowing the placement of Knox boxes at the home saves the department having to break down a door to gain access. The box will be a low cost item and will belong to the town. The procedure is to apply to the Fire Department and they will review it and if accepted, will mount the box at the proper location at the residence. The town owns the box and only fire department personnel can access it, even the homeowner would not know the access code. Chairman Murphy asked what the cost was and Selectman Hartung did not know. It was also asked if a police officer responding would be able to access the code to enter and the answer was unknown.

Highway Department- Mr. Worthen coordinated with the State DOT and Building and Grounds to get some dead trees removed from the Ordway Park, Depot Road area. He noted that there is some cleaning still to be done but that he should be able to get that taken care of next time the grass is cut.

AA Report:

Fixed fuel price

Palmer Gas is offering a price of \$3.379 per gallon for oil as of today. Mrs. Theriault has been calling Palmer periodically and this is the lowest fixed price she has been able to get thus far. She asked if the Selectmen would like to enter into an agreement for the oil for the 2014-2015 heating season. Palmer gas is the current provider of oil to all the buildings with oil furnaces, along with the maintenance.

She also contacted Irving Oil to get their cost for propane and diesel and was told that the propane was at \$1.856 but it is on a daily price change. She asked permission to stay with the current companies whereas changing companies every year is time consuming and requires un-necessary inspections and changing of tanks. She asked if the Selectmen were okay with the pricing to allow her or one of the Selectmen to sign a contract.

Selectman Hartung motioned to authorize Mrs. Theriault to sign a contract for Palmer Gas and to sign a contract for Irving Oil to lock in the price. Selectman Lindquist seconded the motion. The motion passed unanimously.

Certified Public Manager Requirement

As part of the CPM course Mrs. Theriault is taking she needs to identify or have the Board identify a substantive project to research. The project should take approximately 60 hours to complete. An example for a project this size would be to analyze the best use for the old police station, explore the grant process and logistics of a sidewalk down Main Street or something of that magnitude. If the Board of Selectmen couldn't identify a project, she would be able to work with another individual in the program on his/her assignment. Her next class is on August 19th. Projects are going to be discussed at that time. The Selectmen agreed that a project to determine what the best use of the old police station would be appropriate. There have been a few requests for the building that they will pass along to her. Mrs. Theriault noted that it would need to be signed off by her sponsor to show that the project is supported. Chairman Murphy offered to be the sponsor.

Activity Report

The only changes was to add the project for Mrs. Theriault , the Knox box policy, PT employees benefits and Personnel policy changes will be under Old Business for the next meeting,

Re- Appointments/Appointments

Call for Candidates:

- o Ordway Park, full members and alternates – monthly meetings

- o Recycling and Waste Disposal Committee – monthly meetings

There was an appointment for Deputy Fire Chief, Will Warnock. It was explained that when he was appointed last year it was for a one year term and that is how the appointment papers were drawn up. Selectman Hartung explained that the Chief said the probation has been completed successfully and that Deputy Chief Warnock was doing a great job.

Selectman Hartung motioned to reaffirm William Warnock as the Deputy Chief of the Hampstead Fire Department, with no expiration date. Selectman Lindquist seconded the motion. The motion passed unanimously.

Correspondence

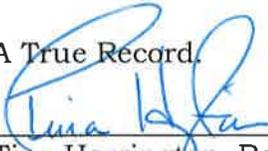
State DOT- The NH Department of Transportation submitted a letter of congratulations on the section of Hampstead that was approved as part of the Robert Frost Scenic By-Way. Mrs. Harrington noted that although the committee had not met recently, they would like to put up some signs along Route 121. They would be looking to get at least two and possibly three, but she will look into the cost.

Visitors Comments

There were none.

Selectman Lindquist made a motion to adjourn at 8:45 p.m. Selectman Hartung seconded the motion. The motion passed unanimously.

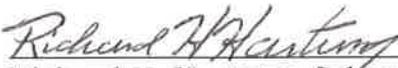
A True Record.



Tina Harrington, Recording Secretary

Approved By:

Sean P. Murphy, Chairman



Richard H. Hartung, Selectman



Priscilla R. Lindquist, Selectman