

**BOARD OF SELECTMEN  
WORK SESSION MINUTES #2**

October 13, 2014

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

Visitors: J. Worthen

Personnel Policy

Mrs. Theriault asked if the Selectmen were ready to accept the changes that were previously presented on the personnel policy. Mrs. Theriault noted that the way it is written now there could be up to three people handling an issue possibly three different ways. With one person being the primary point of contact, it would be more efficient by handling it the same way each time.

The Selectmen went over the process of a sexual harassment complaint. In the current policy it notes that the Selectmen report any findings to the Adm. Assistant. (page 24 of current policy). It was noted that the Selectmen would be kept in the loop. Selectman Hartung stated the he initially had an issue with the changes but after reviewing he is okay with the changes. Selectman Lindquist felt that it should go to the liaison first and didn't want it changed. Mrs. Theriault explained that in going through the classes she has she is learning that information is getting more sensitive and the fewer that handle the information, the better the control of information.

Chairman Murphy asked Mrs. Theriault to go over the proposed process if someone was to come in with a formal complaint. Mrs. Theriault responded that the investigation would begin by gathering the information (or the supervisor depending on the level). Upon any findings the Selectmen would be notified. Selectman Lindquist said that this could be resolved by the Department Head and Liaison as was the situation she just went through and it worked well. If a formal complaint and a follow up is needed, the whole Board of Selectmen would be notified. Chairman Murphy noted that in the current policy it is up to the administration (BOS) to conduct the investigation and do the paperwork and it should be the reverse, the AA to the BOS do the investigation and report findings to the BOS. Chairman Murphy said that he did not want the administrative duty. Selectman Lindquist was okay with the change as long as the liaison is kept in the loop the whole time. Selectman Hartung pointed out that most situations can be handled by the department head. They agreed to move forward with the changes at the next public meeting.

MS-4

Mrs. Theriault reported that it looks like the MS-4 permit changes are getting ready to come down. There was a survey done and she reported that Hampstead seems to be on par with most other communities of our size but that it may be time to gear up with what may be needed in the future. There was discussion on budgetary costs and the best way to do it. Mrs. Theriault said that Plaistow currently budgets about \$10,000 to \$12,000 per year for water testing. A cost for the permit process the first year is about \$58,000 with \$17,000 following years. It looks like this is something that may need to be in the 2015 budget. The EPA has come down on other communities for prior violations. Selectman Hartung asked what would happen if it was a warrant article and the article was defeated. It was agreed to check with Town Counsel. It is not the same as a state unfunded mandate. Mrs. Theriault didn't believe that not supporting it financially would fly with the EPA and if they came down with fines or a judgment they would need to be paid.

Selectman Hartung asked if there was some way to get the water tested while something else was being done such as when the Recreation Director was doing the water test. Mr. Worthen said

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that that wouldn't work because it is the drains or water systems. Selectman Hartung also suggested that maybe Dragon Mosquito could test it while they were out doing the traps. Maybe they could collect the vials of samples and drop them off at the office to be sent for testing. It was also discussed where this would fall in the budget. It was agreed that it should be part of the DPW budget.

This discussion ended with Mrs. Theriault to contact town counsel regarding the questions on funding.

**There was a motion made to enter into nonpublic under RSA 91 A: 3 II a (employee matters) at 9:00 pm.**

**Roll Call Vote- Selectman Lindquist; yes, Selectman Hartung; yes, Chairman Murphy; yes.**  
Mr. Jon Worthen stayed in attendance.

**Selectman Lindquist motioned to come out of nonpublic session at 9:26. Selectman Hartung seconded the motion. The motion passed 3-0-0.**

**Selectman Lindquist motioned to seal the minutes of the nonpublic session. Selectman Hartung seconded the motion. The motion passed 3-0-0.**

**Selectman Lindquist motioned to adjourn the work session at 9:26 pm. Selectman Hartung seconded the motion. The motion passed 3-0-0.**

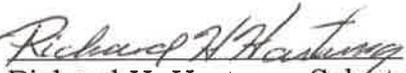
The work session was called to order at 9:26 pm

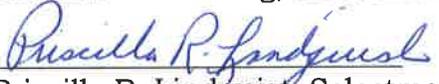
A True Record.

  
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Tina Harrington, Recording Secretary

Approved By:

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Sean P. Murphy, Chairman

  
Richard H. Hartung, Selectman

  
Priscilla R. Lindquist, Selectman