

**BOARD OF SELECTMEN  
MEETING MINUTES  
February 23, 2015**

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

Visitors: P. Williams (Tri Town News), D. Hiatt, J. Guthrie, J. Mesa-Tejada, J. Worthen, J. Beaudoin and D. Green

The meeting was called to order at 7:00 pm. There was no meeting on February 9, 2015.

**Public Announcements**

- Tuesday, March 10<sup>th</sup> – Second Session Annual Meeting – polls will be open from 8am – 8pm at the Hampstead Middle School.
- Compost bins are available at the Town Offices. The cost for each bin is \$50 each.
- Waste Oil, 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 asked the Selectmen if they would allow one of his part time officers to enter into the Police Union. Jim Perry has been a part time officer for the department for a long time and is currently working one regular shift for a total of 16 hours per month. The Police Union has agreed to allow him to join, with permission from the Selectmen. Chairman Murphy noted that he wasn't sure of the process. Selectman Lindquist stated that being regularly scheduled is the primary criteria and she had no problem with it. Chief Beaudoin explained that there would be an increase in the pay of about \$3 or \$4 dollars per hour which based on what Mr. Perry works would be \$800 per year. Chief Beaudoin also explained that the union has to accept him into it and they have. Chairman Murphy asked if anyone had been denied in the past. Chief Beaudoin stated no there have not been. Selectman Lindquist asked if a grievance would follow if the Selectmen were to deny a request. Chief Beaudoin thought that would be the case.

**Selectman Lindquist motioned to authorize James Perry to enter into the Police Unit effective March 1, 2015. Selectman Hartung seconded the motion. The motion passed unanimously.**

Chief Beaudoin reported to the Selectmen that after the recent snowstorms he had to hire Auger Property Maintenance to shovel off snow on the back of the building. He noted that there was about 4 to 4 1/2 feet on the back section and the company did a great job and very quick. Chief Beaudoin also mentioned that the address for the new police station was not listed on the town's website.

Library – Debra Hiatt, Librarian

Mrs. Hiatt reported that the Library Trustees have approved a new vision and mission statement. She explained that there was a long range planning committee with 12 members. (Selectman, Parent, Student, Teacher, Senior Citizen, Home school parent, area business member, Special Ed, Library patron along with the Library Director and Assistant Directory). She thanked the individuals that were the participants and read the new mission statement which can be found on their website. She explained that over the next few months they will go over goals and objectives for the next 3 years. Mrs. Hiatt announced that if anyone had any questions or concerns there was a direct link to her email from the library's website. ([www.hampstead.lib.nh.us](http://www.hampstead.lib.nh.us))

## **New Business**

### **Resignation and Vacancy in State Representative Office-**

Ann Howe recently submitted her resignation to the Speaker of the House of Representatives in Concord and he has accepted it. The process is that the Selectmen need to request a special election to be held by writing the Governor and Executive Council. The election would require an open filing period, a primary and then the election. Selectman Lindquist stated that she spoke with the Town Clerk and that the last time there was a similar situation, they elections were held at the town office. There wouldn't be any additional costs and the state would pay for the ballot. Mr. Mesa-Tejada reported that there would only be a primary if there were two people from the same party signed up to run, otherwise it would be just the election. Chairman Murphy stated that when he talked with the Town Clerk the cost would be under \$100 so he was okay with holding a special election.

**Selectman Hartung motioned to petition the Governor for a special election per RSA 661:8, II to fill the State Representative seat. (Chairman Murphy read the letter) Selectman Lindquist seconded the motion and the motion passed unanimously.**

State Rep Joe Guthrie thanked the Selectmen for their support and stated that there were some important items coming up. The letter was given to Mr. Green who was going to hand deliver it to Concord along with State Rep. Ken Weyler.

### **Personnel Policy Signature Page**

Mrs. Theriault stated that the updated personnel policy went out to all employees including the union. There was some concern from the union that signed the receipt and acceptance of the personnel policy would be a conflict for them, especially where it speaks to "at will employees" and discipline. They had an additional line added to the second paragraph that referred to the union contract first. Mrs. Theriault also added the same line to the section that spoke about the benefits because the benefits are set in the union contract. Selectman Lindquist suggested that the verbiage added by the union be placed at the last sentence at the end of the last paragraph. It was agreed to send to town counsel and table until the March meeting.

### **Lease Agreement on Police Vehicles**

There is a lease agreement for the two new police cruisers. The funds for the lease are in the 2015 budget and in the 2015 default budget so the process can begin to get the new cars.

**Selectman Lindquist motioned to enter into a lease agreement with Ford Motor Credit for the two new police cruisers. Selectman Hartung seconded the motion. The motion passed unanimously.**

### **Vachon Clukay**

There was a letter of commitment from Vachon, the Town Auditors for the fiscal year end 2014 audit.

**Selectman Hartung motioned to enter into an agreement with Vachon, Clukay for the 2014 audit. Selectman Lindquist seconded the motion. The motion passed unanimously.**

## **Old Business**

### **Cell Phone Policy**

Mrs. Theriault presented the Selectmen with a cell phone policy, which they reviewed prior to the meeting. She made a couple of adjustments to the policy that was sent to them. Mrs. Theriault asked that the wording of 24/7 be taken off the policy. She reviewed the ranking of tiers for different cell phone plans and considered that a position that is 24/7 should not be considered a category. Selectman Hartung reported that he reviewed the policy and believes it is a good policy and should bring the reimbursements into line and maybe reduce some of the costs. Chairman Murphy asked about the "approved" phone. Mrs. Theriault said that it is not specific, but whatever is required to do the job the employees does. She noted that some have phones that do more than they need it to do. She further explained that she wasn't suggesting that the phone be taken away, but if someone wants

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their own phone the reimbursement won't be as much. She also stated that right now as presented the policy lists the employees but upon approval, it will be changed to the position.

**Selectman Murphy made the motion to accept the Mobile Phone Policy as presented tonight and to make it effective April 1, 2015. Selectman Hartung seconded the motion. The motion passed unanimously.**

### Liaison Reports

#### **Chairman Murphy**

No report

#### **Selectman Lindquist**

No report

#### **Selectman Hartung-**

Selectman Hartung suggested a time to sit down with the other Selectmen to go over the boards that he sits on that are out in the community representing Hampstead such as CART.

CART- There is an RFP out for operational services. RPC-TAC cancelled their recent meeting but they are looking at the 10 year plan.

Chairman Murphy asked that the work session be placed on the agenda for after the election.

Chairman Murphy asked to see if the NHRS webinar about the state of the Retirement System would be available on line later.

### **AA Report:**

#### **January Storm**

Mrs. Theriault stated that she has completed the preliminary damage assessment for the State to apply for FEMA funds. A rough estimate is that the storm cost approximately \$40,000 for snow removal and storm coverage. We will be advised if FEMA will be covering any costs associated with the storm. If so there is a 75% reimbursement, which would provide the Town with \$30,000 grant.

#### **Town report at printers**

The Town Report has been completed and it is at the printers. We will be getting copies in time to comply with the required March 3<sup>rd</sup> due date.

#### **HealthTrust**

The Town is in receipt of the surplus for 2014 premiums for dental and medical insurance in the amount of \$39,792.48. Mrs. Theriault will determine how much will be reimbursed to the employees, retirees and self-pay and how much will go into the general fund.

#### **Meeting Minutes**

The meeting minutes of November 10, 2014, January 12, 2015, January 14, 2015 and January 26, 2015 have been signed and are ready for approval.

**Selectman Hartung motioned to accept the minutes as amended for November 10, 2014, January 12, 2015, January 14, 2015 and January 26, 2015. Selectman Lindquist seconded the motion. The motion passed unanimously.**

#### **Activity Report**

Mrs. Theriault read the items on the report and stated that the cell phone policy will be taken off.

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

- Call for candidates :
  - Ordway Park, full members and alternates – monthly meetings
  - Recycling and Waste Disposal Committee – monthly meetings
  - Recreation Commission, alternate member – monthly meetings
  - Trustees of the Trust Funds, alternate members – meetings as needed

**Correspondence**

**Forest Fire Wardens**

There was a request to reappoint the fire wardens and to add a couple of new appointments along with a couple of removals.

Forest Fire Wardens appointed are Chief Michael Carrier, Deputy Chief Will Warnock, Captain Kerry Clark, Captain Maurie Worthen and Captain Chris Dane. Former Deputy Chief Gilmartin was removed from the list.

Issuing Agents: Ed Clark and to remove Bryan Plante and Steve Morse.

**Selectman Hartung motioned to make the appointments as listed above. Selectman Lindquist seconded the motion. The motion passed unanimously.**

**Visitors Comments**

There were none.

**NonPublic Session**

#1 Selectman Hartung motioned to enter into a nonpublic session at 7:49 pm under RSA 91A: 3 II (a) employee matters. Chief Beaudoin was asked to stay. The motion was seconded by Selectman Lindquist.

Roll Call Vote: Selectman Lindquist- yes, Selectman Hartung- yes and Chairman Murphy- yes.

Selectman Hartung motioned to come out of nonpublic session at 8:35 pm under RSA 91A: 3 II (a) employee matters. Selectman Lindquist seconded the motion.

Selectman Hartung motioned to seal the minutes of the nonpublic session. Selectman Lindquist seconded the motion. The motion passed unanimously.

#2 Selectman Hartung motioned to enter into nonpublic session at 8:35 pm under RSA 91A: 3 II (e) litigation. Selectman Lindquist seconded the motion.

Roll Call Vote: Selectman Lindquist- yes, Selectman Hartung- yes and Chairman Murphy- yes.

Selectman Hartung motioned to come out of nonpublic session at 8:40 pm under RSA 91A: 3 II (e). Chief Beaudoin left at 8:40 pm. Selectman Lindquist seconded the motion.

Roll Call Vote: Selectman Lindquist- yes, Selectman Hartung- yes and Chairman Murphy- yes  
Selectman Lindquist motioned to seal the nonpublic minutes. The motioned was seconded by Selectman Hartung and passed unanimously.

#3 Selectman Hartung motioned to enter into a nonpublic session at 8:41 pm under RSA 91A: 3 II (a) employee matters. The motion was seconded by Selectman Lindquist.

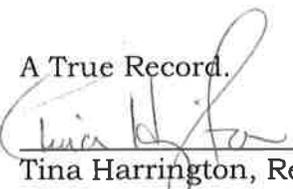
Roll Call Vote: Selectman Lindquist- yes, Selectman Hartung- yes and Chairman Murphy- yes.

Selectman Lindquist motioned to come out of nonpublic session at 9:04 pm under RSA 91A: 3 II (a) employee matters. Selectman Hartung seconded the motion.

Selectman Lindquist motioned to seal the minutes of the nonpublic session. Selectman Hartung seconded the motion. The motion passed unanimously.

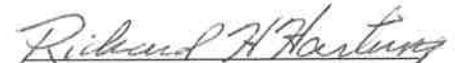
Selectman Lindquist motioned to adjourn at 9:04 pm. Selectman Hartung seconded the motion. The motion passed unanimously.

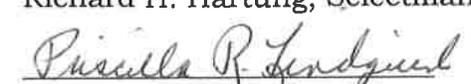
A True Record.

  
Tina Harrington, Recording Secretary

Approved By:

  
Sean P. Murphy, Chairman

  
Richard H. Hartung, Selectman

  
Priscilla R. Lindquist, Selectman