

BOARD OF SELECTMEN  
MEETING MINUTES  
July 13, 2015

PRESENT: SEAN P. MURPHY, CHAIRMAN, PRISCILLA R. LINDQUIST, SELECTMAN; CHAD BENNETT, SELECTMAN

Chairman Murphy called the meeting to order at 7:00 PM.

Public Announcements

- 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

Mr. Steadman, Chairman of the Patriotic Purposes Committee and Mr. Richard Tripp, Chairman of the VFW were at the meeting to present the Eagle Scout of the Year award to Michael Grimm. He competed on the State level and won an award from Patriotic Purposes as well as the VFW. Mr. Tripp said that the VFW is 100 years old and has worked with the scouts since that time. The VFW sponsored the very first Boy Scout troop #1. Michael Grimm's Eagle Scout project was analyzing the landing zones for emergency helicopters and worked with Dartmouth Hitchcock in this endeavor. Michael thanked everyone for their support. The members of the Board congratulated him.

Julia Forbes, Ordway Park said that signs are missing from the park. The Road Agent and Buildings and Grounds Department Head will be asked if they know the whereabouts of the signs.

Department Heads

Chief Joe Beaudoin said that there will be training held at the firing range with Atkinson at the Kent Farm Facility on July 23<sup>rd</sup> and July 25<sup>th</sup>. An officer will advise one of the residents who resides near the shooting range.

The Chief also advised that 17 people responded to the FT/PT officer(s) position. He also made a recommendation to appoint a retired Patrol Officer as a part-time dispatcher to fill-in every other Friday and on occasional vacancies to due vacations, etc. The Chief would also like to add another 4 hours onto the Monday dispatch schedule.

Chairman Murphy made a motion to appoint Steven Ranlett as a part-time dispatcher for the Hampstead Police Department. Selectman Lindquist seconded the motion. The motion passed unanimously.

The Chief also mentioned that his office got inundated with telephone calls regarding fireworks. There is a permitting process that needs to be followed.

### New Business

The MS535 Report was available for the Selectmen's review and signatures.

**Chairman Murphy made a motion to sign the MS535 as audited by Vachon, Clukay and Company. Selectman Lindquist seconded the motion. The motion passed unanimously.**

### Liaison Reports

**Chairman Murphy**

No report

**Selectman Lindquist**

No report

**Selectman Bennett**

No report

### AA Report:

The Following surveys (4) have been completed:

- A Survey was completed at the request of Health Trust regarding how changing our policy to a July enrollment might affect the Town. The only potential problem might be due to the union contract and our current budget cycle.
- Census data concerning salary information was also provided to Health Trust. This enables Health Trust to set the rates for life insurance, long-term disability and short term disability premiums.
- A Wage and Salary Study is being conducted by Thornton Associates for Alton, NH. Thornton Associates requested Hampstead's participation. As a result of our participation, Thornton Associates will share its findings with Hampstead. Of the 25 towns that Alton chose, Hampstead had 12 of those same towns when it completed its study back in 2009. (The only towns that are missing from this study are Atkinson, Amherst, Hollis, Plaistow and Raymond). Since the Board did not want to spend \$10K to up-date our 2008-2009 study, Thornton Associate's information might give the Board an idea of whether or not it is on track with other communities. However Alton's study will consider towns that are closer in size and proximity. So although it will be helpful, the study is not intended for Hampstead specifically.
- A Schedule of exposures has been completed and sent to Primex. This is an inventory of property to be covered under our Property Liability Insurance so that Primex can set the rates.

### Cell Tower Lease Update

The RFP for wireless communications towers had been sent out to the Board last week. Chairman Murphy asked about the real estate clause. Ms. Theriault said that it is an option that can be placed into the contract.

### Request for quotes for updating the Emergency Operations Plan

Ms. Theriault is working with Emergency Management Director to get quotes to update the EOP, which is a requirement and is to be updated every five years. Although the Town may get partial funding, it is usually a 50/50 split. Chairman Murphy suggested that the Rockingham Planning Commission be contacted to see if the Commission would prepare the EOP for free.

### Meeting Minutes

## Selectmen's Meeting Minutes

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The May 27 and July 1, 2015 meeting minutes have been signed and are ready for your approval. There are a couple of non-public meeting minutes for your review as well.

### Meeting Minutes

Selectman Lindquist motioned to approve the minutes of May 27, 2015, and July 1, 2015. Selectman Bennett seconded the motion. The motion passed unanimously.

### Activity Log

The activity log was reviewed. No changes were made. The work session for the Road Agent job description will be taking place after the non-public meeting.

### Re- Appointments/Appointments

Selectman Lindquist made a motion to appoint Debra Della-Silva as an alternate member to the Recreation Commission. Selectman Bennett seconded the motion. The motion passed unanimously.

Chairman Murphy made a motion to appoint Benjamin Clark, William Waters, Charles Schafer and Matthew Dube as per diem 24/7 coverage for the Fire Department. Selectman Lindquist seconded the motion. The motion passed unanimously.

- 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

None

### Visitors Comments

There was none

### Nonpublic Session

Selectman Lindquist motioned to enter into a nonpublic session at under RSA 91A: 3 II (c) reputation. The motion was seconded by Selectman Bennett.

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

Selectman Lindquist motioned to come out of nonpublic session under RSA 91A: 3 II (c) reputation. The motion was seconded by Selectman Bennett.

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

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

Selectman Lindquist motioned to come out of nonpublic session under RSA 91A: 3 II (a) employee matters. The motion was seconded by Selectman Bennett.

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

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

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Selectman Lindquist motioned to adjourn. Selectman Bennett seconded the motion. The motion passed unanimously.

Work Session:

Each of the Selectmen was given copies of job descriptions from towns that responded to a list serve inquiry. Nine job descriptions were reviewed including Hampstead's. Selectman Bennett said several towns require a CDL as part of the job requirement such as New Durham, Stratham and Allenstown the other six did not. Selectman Bennett was also interested in drug testing. Selectman Murphy said that if drug testing was required for one position it should be required for all. Selectmen Murphy and Lindquist thought that this might be expensive and unnecessary. Ms. Theriault will incorporate the suggested wording from the other job descriptions into a draft job description for Hampstead's Road Agent.

A True Record.

Approved By:



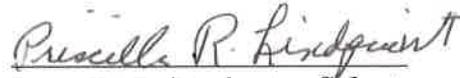
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Sally Theriault, CPM  
Administrative Assistant



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Sean P. Murphy, Chairman



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Priscilla R. Lindquist, Selectman

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Chad Bennett, Selectman