

**BOARD OF SELECTMEN  
MEETING MINUTES  
October 26, 2015**

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

Budget Committee Members Present: J. Mesa-Tejada, W. Keating, S. Londrigan, J. Skidmore

Visitors: P. Williams (Tri Town News), Chief Beaudoin, J. Worthen, N. O'Donnell, D. Della Selva, T. Lindquist, K. Emerson, M. Terrile and two other H.A.S.B. members

**Public Announcements**

- Senior Dinner tickets are sold out
- Supervisors of the checklist will be in session on the 30<sup>th</sup> from 7 pm to 7:30 pm for last day changes of political party.
- Halloween is scheduled for Saturday, October 31<sup>st</sup> from 6 pm until 8 pm
- Veteran's Day will held on Wednesday, November 11<sup>th</sup> at 11 am at HMS.
- 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 no visitors' comments

**Department Heads**

**Jon Worthen – Road Agent**

Mr. Worthen reported to the Selectmen that he looked into the cost of taking down the old police station and he has been told that it should be under \$15,000 to tear it down and haul away the debris. There are potential extra costs such as the septic system, the water shut off, oil tank, the air conditioner and the generator. The bushes should also be moved from their current location. There would need to be an asbestos abatement done and the estimated cost is \$900.

Mr. Worthen asked the Selectmen if they had reviewed the sanding contracts and plow contracts. He needs to get the process going on getting them to the drivers and signed. Town Counsel had reviewed them and only made a few minor changes and the insurance wording was changed so that the town is listed as an additional insured not just a certificate holder. Mr. Worthen explained that on the sanding contracts, the hours are based on 89 hours and without workers compensation the amount paid is \$5,139.75 in four installments of \$1,284.94. With workers compensation the amount is \$5,560.75 or four installments of \$1,351.69. He noted that he could wait until the next meeting. In 2014-2015 the sanding contractors did not use up all of the 89 hours. Mr. Worthen explained that most of the snow came in day after day cycles so it was more important to keep the roads cleared instead of sanding/salting them only to plow them the next day. The Selectmen asked to put it to the next meeting.

Mr. Worthen also reported that he has been in contact with three dealers for Chevy, Ford and Dodge to get the 2016 prices. The cost of the dump body is \$13,000 for the Ford and Dodge. The Chevy price is quoted all together. The cost for the Ram 3500 diesel is \$40,623 plus \$13,000 for the dump body is \$53,623. The Ram 3500 gas model is \$30,637 plus \$13,000 for the dump body for a total of \$43,637. The Ford F350 gas model is \$32,072 plus \$13,000 for the dump body for a total of \$45,072. The Chevy 3500 gas truck is \$46,736. Mr. Worthen said that he sat in all the trucks and would prefer the Ram 3500 gas model and explained that he wasn't comfortable in the Ford, the visor on the Chevy was in his way for visibility and the

Selectmen's Meeting Minutes

Oct. 26, 2015

Page 2 of 6

Dodge was better fit. He noted that he wouldn't be the primary driver of the new truck, but someone of his size could be. Selectman Bennett stated that he had a quote from Banks Chevrolet for a Chevy 3500 2016 Red truck chassis only at \$30,331. It is estimated that the delivery for any of the three truck types is 12 – 15 weeks. Selectman Bennett was asked if the quote was for a local government and he responded that it was. Mr. Worthen stated that he did not call a bunch of Chevy, Ford or Dodge dealers, but spoke to one of each to get an estimate. Mr. Worthen said that he would be happy with any of the trucks but that it was up to the Selectmen to decide which way to go.

Chairman Murphy motioned to accept the recommendation of the Road Agent and to move forward with the 2016 Dodge Ram 3500 gas model at a cost of \$43,637. Selectman Lindquist seconded the motion. The motion passed with two in favor (SM, PL) and one against (CB).

Mr. Worthen also told the Selectmen that he looked at the cost of loaders. He based his research on what he has discovered he needs based on the current one being used. At 11 feet 3 inches, the bucket on the one in use now is just tall enough to load the trucks so he would like one a little taller. The estimates he had are for a John Deer at 13'2" at \$129,000. One is a Hyundai at 11' 11" for \$116,500 with no coupler which would be an additional \$8,000. The 3<sup>rd</sup> one is a Komatsu that is 12'9" and cost \$130,000. The 4<sup>th</sup> one is a Caterpillar that is 13' 2" for \$99,900 with no coupler. The last one is a Case at 11' 8" for a cost of \$157,750 with no coupler. Chairman Murphy asked if he was able to look for a used one. Mr. Worthen responded that they are hard to find. Selectman Bennett agreed and said that the spring is the time to look for one. Selectman Lindquist asked if was possible for the town to purchase the one that is currently in use. Mr. Worthen responded that the one in use now is old and near its end of life. He also noted that there are things they could do with a newer loader such as push back snow banks in the winter. Selectmen Bennett suggested that on the Caterpillar, Mr. Worthen look at the 924 instead of the 910.

Chairman Murphy directed Mr. Worthen to look at the lease prices and to size up the Caterpillar to be more comparable at the 2.7 HP.

Mr. Worthen also noted that there are two lights out along the wall at St. Anne's and there was a question as to who was responsible. He believed that they belonged to St. Anne's. Selectman Lindquist also noted her concern about the one that is out that shines on the town office parking lot. She suggested that Eversource be told that we are unhappy about it not being fixed yet and to tell them it was a safety issue for the parking lot.

*Kris Emerson- Chief Building Official*

Mr. Emerson stated that he had been asked by Mrs. Theriault to gather the cost to build comfort stations at the site of the old police station. He presented the Selectmen with some quick plans he drew up and a breakdown of potential costs. The estimate is \$86,000, which is for a couple of bathrooms and a small storage room. The view would be from the field and it would be 16 feet wide and 40 feet long. He suggested a roof coming back over the field to cover the handicap ramp. Each of the bathrooms would be handicap accessible. He noted the storage could be used for the sports that currently use the field such as the T-Ball or little soccer programs. The numbers ultimately depend on what the Selectmen want to see there in the bathrooms and how the building looks. Some of the cost drivers are the excavation costs and the elevation of the building and grades for drainage. Chairman Murphy said that they should get rid of the peninsula and the plantings in the front. Selectman Lindquist suggested a work session and that they would also need to work with the Historic Commission. Mr. Emerson reported that more time is needed to look at this carefully and come up with a concept site plan and building design to build the specs. He suggested to move forward with the demolition and in the spring start putting the plans together to get specs done and a cost for the 2017 budget season. Mrs. Theriault said that based on a quick calculation it costs about \$3,000 to run the building unoccupied. There is money in the repairs and maintenance line that could be used to knock the building down and then the \$6,000 in the budget could be taken out for 2017. She suggested that the money be found in the 2015 budget to take the building down now. It was stated that the current capital reserve fund is more for emergency type situations and not for taking down the building. Selectman Lindquist will bring the information forward to the Historic Commission for their next meeting and see what they think.

Selectmen's Meeting Minutes

Oct. 26, 2015

Page 3 of 6

Someone suggested that they do the demo in the spring and shut the water off to the station for the winter. Mrs. Theriault reported that the water runs from the town office to the police station and then to the Meeting House. It was also believed that the spot to cap it off is under the sally port, or in the field. Chairman Murphy motioned to move forward with the demolition of the old police station if there are funds available in 2015 and to get a cost for the additional items needed for the demolition. He also motioned to get the information together and put it out to bid. Selectman Lindquist seconded the motion and the motion passed unanimously.

Recreation Commission- Nicki O'Donnell

Mrs. O'Donnell was present this evening to present the Recreation Commission budget whereas they were not able to make the previous budget meeting. The budget is down \$8,582 mostly due to the work being completed on the tennis courts and the funds being removed for 2016. She went through the line items and noted some of the changes. The supplies are up \$400 because they are now required to do background checks on all employees for the recreation program. The athletic fields is funded for \$3,200 so that they can do work annually. There was a question about the fact that the line is currently not spent. Mrs. O'Donnell noted that there are some bills in the process for work that was done. She also stated that members of the HASB (Hampstead Area Softball and Baseball) were present tonight because they are looking for a field with the loss of the field on West Road and that there is no second field for farm softball. They are in the early stages of where to put it. She mentioned this because there could be a change to the budget for supplies and equipment. They hope to have the information in December. The Recreation Commission has voted to move forward with the project.

Selectman Bennett asked about the Depot Ballfields parking lot and who was responsible for it. Selectman Lindquist responded that the Recreation Commission is responsible for all parks. Mr. Worthen stated that they have put gravel in the parking lot on occasion and paved the ends onto the road. It was also noted that there is someone doing donuts by field 3 and kicking up rocks onto the fields. A representative from HASB said that they were looking at one of the fields at Depot Road that may be near the swampy area. Selectman Lindquist said that they should talk with the Conservation Commission and that they meet the 3<sup>rd</sup> Wednesday of the month.

Selectman Lindquist asked if the issue with the tennis court repairs had been resolved. Mrs. O'Donnell reported that it turns out it is what it is. The company was supposed to come back and paint on Wednesday and they didn't do it. She noted that if they had come back since then, she hadn't been down to check. The Commission had agreed that if they came back they would release the check.

New Business

RFP-Memorial Gym Septic System

There were 6 proposals received for the new septic system for the Memorial Gym

- |  |              |
|--|--------------|
| 1. Dependable Construction-Hampstead, NH   | \$ 15,975.00 |
| 2. Craig Bennet Construction- Hampstead NH | \$ 9,200.00  |
| 3. Mike's Landscaping- E. Hampstead, NH    | \$ 21,000.00 |
| 4. Britton's Landscaping- Sandown, NH      | \$ 14,750.00 |
| 5. Brantley Corporation- Hampstead, NH     | \$ 12,300.00 |
| 6. Can Brothers Construction-              | \$ 18,935.00 |

Selectman Lindquist made the motion to forward the proposals to the Building and Grounds Supervisor, Mr. Harms for his review and recommendation. Chairman Murphy seconded the motion. The motion passed with two in favor (SM, PL) and one abstained (CB).

2016 Proposed Administration Budget

Mrs. Theriault went over the Administration budget for 2016.

Administration

Board of Selectmen is budgeted has no change.

## Selectmen's Meeting Minutes

Oct. 26, 2015

Page 4 of 6

Administration is up primarily due to salary changes and an increase in Internet/Web site expense. The Internet expense is up due to the fact that the Cable Committee is no longer paying a portion of the website costs. The line for ballot clerks will need to be reviewed whereas there are 4 elections in 2016. Overall the Administration budget is up \$4,032.33 or 2.36%.

### Personnel Administration

The Personnel Administration line is up \$33,184.73 or 10.24%. The medical insurance was budgeted with a 10% increase but due to claims activity the town rate actually came in at 3%. This was great news because on average the other communities went up 8%. The LTD and STD are based on earnings. The calculations for social security and Medicare will need to be double checked whereas there are large changes one going up and one going down. The NHRS will be a whole year on the new rate. The total for the budget is \$33,184.73 (includes one new person on the plan).

### Buildings and Grounds

The proposed budget for Buildings and Grounds is at \$251,933.84 for 2016 which is a decrease of \$41,686.01 or a decrease of 14.20%. Some of the changes are the removal of the money in the budget for the tennis court and leased equipment. The 2010 truck is now paid off. There is also no budget yet for Ordway Park which is \$4,950. The gym has money in 2015 to do the septic system for \$20,000 so that will come out in 2016 along with some reductions in repairs and maintenance for the museum in the amount of \$2,000. They will also be able to reduce the budget for the old police station for the next budget meeting.

Chairman Murphy brought forward a warrant article for the 2016 warrant. He presented to the other two Selectmen the proposed article for a Town Administrator. The article proposed reads, *"to see if the Town will vote to raise and appropriate the sum of \$xx (to be determined later) for the purposes of hiring a Town Administrator effective May 1, 2016, the sum of which represents partial wages and benefits."*

He went on to explain that he believes Hampstead has reached the time that an Administrator is needed and that other towns around us have one in place. He noted that with items such as the EPA Stormwater requirements coming in along with other things, it was time the town moved in that direction. He noted that the Selectmen would need to have a work session to work out the details. Mr. Mesa-Tejada asked about a job description. He was told that it would need to be created. Selectman Lindquist asked what to do about the other two positions and the response from Chairman Murphy was to keep them both.

Chairman Murphy motioned to bring forward the warrant article as written above for the 2016 warrant. Selectman Lindquist agreed to second the motion to allow the voters to make the decision if they wanted the position or not. The motion to put it on the warrant passed with all three voting in favor.

2015 Tax Rate The tax rate was set and there is no increase from 2014. The Town agreed to keep the rate flat and used \$300,000 of the unreserved fund balance to do so. The 2015 rate is \$22.43. The bills will be going out this week and are due for December 1<sup>st</sup>. Mr. Mesa-Tejada asked if the delay in the school submitting their paperwork had any impact on the tax bills. The response was no, but if it had been submitted any later, it could have had an effect on the timing of the tax bills.

### Old Business

### Liaison Reports

Selectmen's Meeting Minutes

Oct. 26, 2015

Page 5 of 6

**Chairman Murphy**

Attended the Halloween party at the Middle School

**Selectman Lindquist**

There were no updates

**Selectman Bennett**

Attended the Fire Department Awards dinner on Friday night.

**AA Report:**

**Insurance Rates**

The Health Insurance rates came in at approximately 3% increase. Last year the average of the rates was essentially unchanged. Unlike prior years there will be no return of surplus for 2015. Mrs. Theriault have recalculated the rate changes for each of the departments and those are now incorporated into the current budget spreadsheet.

**Update on Emergency Operations Plan**

Mrs. Theriault reported that she met with the representative from Homeland Security for the purposes of updating the EOP and requesting a grant to pay for the update.

**Prime3**

Mrs. Theriault has been in contact with Primex regarding a safety program that is available. If the Town is able to complete the program it will save \$2,500 on the cost of Workers Compensation and Property Liability combined. This represents a 2 ½ percent savings. If time allows, Mrs. Theriault will pursue this.

**Re- Appointments/Appointments**

Call for candidates:

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

**Correspondence**

EMD-Only one person submitted a letter of interest in the open position for the EMD. Chris Dane asked to be appointed to the EMD position.

Chairman Murphy motioned to appoint Chris Dane as the EMD for the Town of Hampstead. Selectman Lindquist seconded the motion. The motion passed unanimously.

**Visitors Comments**

There was none

**Nonpublic Session**

#1

Selectman Lindquist motioned to enter into a nonpublic session at 8:13 pm 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 at 10:00 pm under RSA 91A: 3 II (a) employee matters. The motion was seconded by Selectman Bennett.

Selectmen's Meeting Minutes

Oct. 26, 2015

Page 6 of 6

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 and the motion passed unanimously.

#2

Selectman Lindquist motioned to enter into a nonpublic session at 10:00 pm 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

Mrs. Theriault presented the Selectmen with a request from an applicant for elderly exemption that was denied for 2015. She explained that the resident has received it in the past, but due to unfortunate circumstances did not file timely. The Selectmen reviewed the information and a motion was made to grant the exemption. The motion failed with one in favor (SM) and two against (PL, CB)

Selectman Lindquist motioned to come out of nonpublic session at 10:07 pm 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 adjourn at 10:07 pm. Selectman Bennett seconded the motion. The motion passed unanimously.

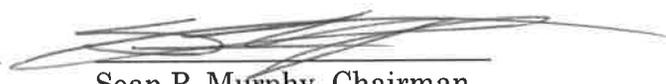
A True Record.



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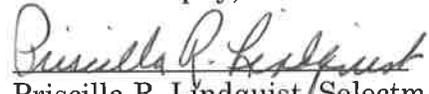
Tina Harrington, Recording Secretary

Approved By:



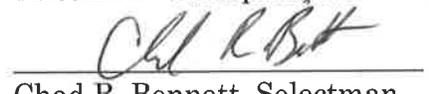
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Sean P. Murphy, Chairman



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Priscilla R. Lindquist, Selectman



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Chad R. Bennett, Selectman