

**BOARD OF SELECTMEN
MEETING MINUTES
September 26, 2016**

PRESENT: SEAN P. MURPHY, CHAIRMAN: CHAD R. BENNETT, PRISCILLA R. LINDQUIST,
SELECTMAN: SALLY THERIAULT, ADMINISTRATIVE ASSISTANT TO BOARD OF
SELECTMEN

Visitors: T. Lovell, P. Carideo, B. Schmitz, J. Worthen, and P. Williams (Tri Towne News),

The Selectmen began with a meeting with EMD, Chris Dane to discuss the extreme drought conditions in our area (Southern NH). Mr. Dane reported to the Selectmen the results of a recent conference with Governor Hassan, the Dept. of Environmental Services (DES), Homeland Security and some meteorologists. Our section of the State is experiencing an extreme drought and looking at the forecasts out three months, there is no significant rainfall due. We will be heading into the winter months and if there is any rainfall, the frozen ground will not be able to absorb the water. They are concerned that the drought may continue until Spring. The DES is asking for municipalities to look at asking their residents to conserve water with information available on the DES website, or under RSA 41:11-d, to ban any outside watering.

The Selectmen discussed the situation and agreed to ask the residents to look into conserving water rather than banning it, by limiting the amount they use such as no further irrigation, check for leaky faucets/toilets, wash full loads of dishes or laundry etc. There was discussion about the recreation fields in town and the irrigation systems. They were still currently running, but Jack Woods Field and Holiday Lane were going to stop and Depot Road had reduced it to ½ the time running.

Public Announcements

- Household Hazardous Waste Day is Saturday, October 29, 2016 in Chester 9 to noon.
- Community Wide Yard Sale is scheduled for Saturday, October 1, 2016.
- 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

Emily Reschberger- Hastings Drive

Mrs. Reschberger was in to discuss the current process of determining a COLA amount for employees. Many years ago the policy was put in place to take a 5 year history of the SSI COLA and divide it in half. The result would be the COLA increase for employees effective 4/1 the following year. Since that policy has been put in place the COLA has been going down and with half the amount applied, the Town has not really kept up with a Cost of Living. She presented information that showed from 2008-2016 the actual SSI COLA was averaged at 14.30 and the combined total of COLA given to the employees was at 10.67 for the same time frame. She asked the Selectmen to amend the policy by eliminating the cutting in half and continue with the 5 year average. She noted that on the Town side there are a number of long term employees that are at the top of their grades and the COLA is the only increase they receive annually. Chairman Murphy thanked her for the information and stated that they would take it under advisement and that it would be added to the next agenda.

Department Heads

There were no Department Heads that came forward

New Business

Amended Lease Agreement- Blue Sky Towers

Mrs. Theriault stated that there is an amendment to the lease agreement with Blue Sky that has been approved by Town Council. There is an interested carrier and they would like to see some information clarified in the contract before they move forward with an agreement with Blue Sky.

Selectman Lindquist motioned to sign the amendment to the lease agreement with Blue Sky as approved by Town Council. The motion was seconded by Selectman Bennett and it passed unanimously. The Selectmen signed the agreement.

Old Business

Liaison Reports

Selectman Bennett- He noted that the Planning Board Secretary resigned last week.

Selectman Lindquist- No updates

Chairman Murphy- No updates

AA Report:

Emergency Operations Plan

The "Notice of Promulgation" for the LEOP needs to be signed by the Board of Selectmen.

The "Letter of Agreement" needs to be signed by the Board and Department Heads. The purpose of the LEOP is to provide strategic and operational guidance aimed at facilitating the delivery of all types of local emergency management assistance to the residents and visitors of Hampstead and others with whom there are mutual aid agreements in place, and to help reduce the consequences of disasters and emergencies.

This Plan outlines the planning assumptions, policies, concept of operations, organizational structures and the roles and responsibilities of all those involved in coordinating federal, regional, state and local activities. Mrs. Theriault explained to the Selectmen some of the ESF (Emergency Service Functions) and who was responsible for them, such as she is responsible for public information. She noted the work that was done and the participation of the various department heads over 4 meetings to meet the requirements of the grant. She told the Selectmen that they need to review the EOP, which is available electronically and hard copy and to sign the LEOP and the Letter of Agreement.

Selectman Lindquist motioned to sign the Notice of Promulgation and the Letter of Agreement as required for the LEOP. Selectman Bennett seconded the motion. The motion passed unanimously.

Mrs. Theriault will forward an electronic version to Chairman Murphy.

DRA tax-rate setting

All of the necessary documents have been sent to the Department of Revenue Administration. School reports need to be reviewed by the Department of Education before DRA can do its final review after which the tax rate setting can be scheduled.

Budget Session

The department heads were given copies of the upcoming budget schedule. Several department heads will not be able to attend the meeting. In which case, Mrs. Theriault will meet with them to go over their respective budgets in order to discuss the same during the budget meeting. There was a discrepancy on the start time of the October 5th meeting. It is scheduled to be 6:30 but may be listed at 7 on some documents.

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Meeting Minutes

A majority of the Selectmen have signed the meeting minutes of August 22, 2016.

Selectman Lindquist motioned to approve the minutes of August 22, 2016 as amended. The motion was seconded by Selectman Bennett and the motion passed unanimously.

Activity Log

The log was reviewed.

Re- Appointments/Appointments

The Selectmen received paperwork from Chief Carrier to appoint Ryan Erhardt as a new full time firefighter to replace Jonathan Houde. His appointment date is effective today and his first day of work will be October 2nd. Jonathan has submitted his resignation and his last day is September 28th.

Selectman Lindquist motioned to appoint Ryan Erhardt as a full time firefighter. Selectman Bennett seconded the motion. The motion passed unanimously.

Selectman Lindquist stated that she received an email regarding Bill Keating of the Budget Committee in which he gave his resignation from the committee. The Selectmen accepted his resignation with regret and asked that a letter of thank you for service be sent out.

Call for candidates:

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

Correspondence

There was none

Visitors Comments

There were none

MS4 Stormwater presentation – Julie LaBranche, Rockingham Planning Commission

Ms. LaBranche provided a PowerPoint presentation. She works with a lot of communities on the Stormwater Management. The presentation pointed out the changes in the Notice of Intent between the old permit and the new one that is anticipated by the end of this year. The stormwater system includes open and closed drainage ditches, swales and culverts. Once the new requirements of the MS4 permit is issued, the Town will have 90 days to file a notice of intent with the EPA. Ms. LaBranche identified the bodies of water in Hampstead that exceed the total maximum daily limits. She also described illicit discharges would be out of compliance if they enter into a body of water somewhere down the line. Stormwater prevention plans will have to be prepared for each municipal building and the transfer station. If a body of water is found in more than one town, the towns will have to work together to remediate any lake issues.

Hampstead is the headwaters to several watersheds and streams. When asked, Ms. LaBranche said that in a community this size the cost to implement the MS4 for the first year would be between \$35,000 and \$125,000. The Department of Transportation for the State of NH is supposed to take care of the maintenance on the State roads.

Nonpublic Session

Selectman Lindquist motioned to go into nonpublic session under RSA 91 A: 3II (a) employee matters at 8:27 pm. Selectman Bennett seconded the motion.

Roll call vote: Selectman Lindquist, yes; Selectman Bennett, yes; Selectman Murphy,

Yes

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Guests: Paul Carideo and Ben Schmitz

The Selectmen went over the resignation of Planning Board Secretary Susan Hastings and options to replace her. Everyone agreed now was a good time to review the current job description and determine the best way to move forward. Mr. Carideo and Mr. Schmitz gave their insight into what they would like for the position to entail and changes that they would like to see in the office. They agreed that an interim person would be the best solution to determine the way to go.

Mrs. Theriault will update the current job description, which she already sees as going up one grade, and will forward it to Mr. Carideo for his input and then the Selectmen. It was agreed that this would be a good time to sit down with the Building Department Head Kris Emerson, and go over the various responsibilities amongst those departments and see where changes could be made.

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

Roll call vote: Selectman Lindquist, yes; Selectman Bennett, yes; Selectman Murphy,
Yes


Selectman Lindquist motioned to go into nonpublic session under RSA 91 A: 3II (c) reputation
Selectman Bennett brought up a concern regarding some of the spots he marked on Emerson Avenue to be sampled. He noted that there was at least three that weren't done. The contractor was going to complete the ones that Mr. Bennett wanted done but the detail office was sent home early and Mr. Worthen left for a meeting and that left the contractor alone. He finished where he was and that was it. There were 2 left to complete. Altogether there were 16 completed. The reports have not been finalized yet whereas the company is waiting on information from Mr. Worthen. Selectman Bennett requested that Mr. Worthen be asked to mark all the culverts on Emerson Avenue, what they are made of, and the condition of them. Chairman Murphy will follow up with Mr. Worthen on getting the data sheets from Brox Industries, the density of the asphalt and the culvert information. They are still waiting on the inspection on the density of the asphalt. Selectman Bennett asked that he be given at least a three day notice for the scheduled compaction test.

Selectman Lindquist motioned to come out of nonpublic sessions under RSA 91 A: 3II (c) reputation at 9:24 pm. The motion was seconded by Selectman Bennett.

Roll call vote: Selectman Lindquist, yes; Selectman Bennett, yes; Selectman Murphy,
Yes


Selectman Lindquist motioned to adjourn at 9:24 pm. Selectman Bennett seconded the motion. The motion passed unanimously.

A True Record:

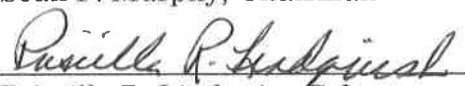


Tina Harrington, Reporting Secretary

Approved By:



Sean P. Murphy, Chairman



Priscilla R. Lindquist, Selectman



Chad R. Bennett, Selectman