

**BOARD OF SELECTMEN  
MEETING MINUTES  
October 28, 2019**

**Members Present:** Selectman Bennett; Selectman Murphy, Selectman Guthrie, Also present: Sally Theriault, Administrative Assistant to BOS

Present: Budget- Committee T. Lovell, D. Green

Chief Carrier, W. Warnock J. Worthen, P. Carideo, R. Clark, E. Reschberger, M. Grimm, J. Grimm, D. Cote, C. Cote, J. Kiesling, Alfano Law, and P. Williams (Tri Town News)

**Public announcements:**

Trick or Treat will be held on Thursday, October 31<sup>st</sup> from 6 pm to 8 pm.

Waste Oil, car batteries, and thermostats are collected at the Town Garage on the 1<sup>st</sup> and 3<sup>rd</sup> Saturday of the month from 8 am to 1 pm.

**Visitors Comments**

*John Grimm* – Collins Drive asked to speak regarding the Declaration of Easements of Hadley Road on 5 properties referencing warrant article #23 in 1999 and warrant article #18 in 2019. He states that the way the deeds are currently written there are no limitations on cell phone towers being placed on the conservation land, which is the reason the voting public changed to 2019 warrant article. He stated that he wants the process stopped and have them written as per the town meeting vote of 2019.

Tim Lovell Conservation Chairman stated that the easements are worded that (which he stated a cell tower is). J. Grimm reported that it doesn't speak to that has exceptions but does have other exceptions clearly noted. T. Lovell asked S. Theriault to pull up the signed copy. T. Lovell offered to add it in if it isn't in there. S. Theriault was able to locate a copy and gave it to T. Lovell.

Selectman Murphy asked if the discussion at deliberative the discussion was to follow up on the 1999 vote for the process that didn't take place after the affirmative vote. J. Grimm stated that was correct referencing the 1999 and the article 18 from 2019. T. Lovell stated that he wasn't an attorney but he reads no structures or improvements. A utility would be a streetlight or water for a hydrant was his interpretation. T. Lovell stated that he will add no cell towers to the easement. Selectman Guthrie stated that there were going be any utility tower would it require a different process- go to BOS etc. J. Grimm said it should be written as to how the town voted. T. Lovell left as open space is in the easement, but will add no cell towers. Selectman Guthrie stated that conservation is agreeable to doing the change, but asked if the is okay. S. Theriault stated that it isn't recorded yet so that shouldn't be a problem, but it will need to go to the Conservation Commission and the Board of Selectmen along with town counsel and that it will take about a month to get through the process.

**Department Heads**

*Highway Department-* J. Worthen reported that the update that they will be grinding Kent Farm Road tomorrow and pave on Wednesday

On Wednesday they will start grinding spots on Central and paving right after.

On Thursday – They will be on Central St, Mary E Clark and Tanglewood starting around 7am or 7:15 am. J. Worthen will remind the bus company of the schedule.

**AA Report:**

2020 Public Hearing on Budget: The Public Hearing for the 2020 budget is scheduled on January 8<sup>th</sup> 2020. She noticed that petition warrant articles are due in after the public hearing. She asked the Selectmen if it was okay to move the public hearing to January 15<sup>th</sup> which is after the warrant articles are due and stated that they could still do one the 8<sup>th</sup> but would need to do another if any petition articles came in. All agreed that they were okay with the change to the 15<sup>th</sup>. A new schedule will be posted.

Census Bureau- The representative from the Census Bureau would like to meet with admin staff for rolling out of data (dept. heads) and then will want it televised so the public is aware of the importance of the 2020 census. The department head meeting would be in December- she will give them a firm date ahead of time. BOS can come if they want to hear the report.

Activity Log- read list with dates- signs research is due for this month- no changes.

#### New Business-

*Public Hearing re: Hadley Road Classification-* Chairman Bennett opened the public hearing at 7:15 pm and read the following information.

*The Town of Hampstead Selectmen hereby gives notice of a public hearing to be held at the Town Hall at 7:15 p.m. on the 28th day of October, 2019.*

*The public hearing shall be held by the Board of Selectmen to hear all evidence regarding a Petition to Layout/Alter Highway submitted to the Selectmen on the 27th day of August, 2019. Said Petition to Layout Highway was submitted to the Selectmen by Kristina Caverly, Successor Trustee, Lorraine A. Nelson Revoc. Trust and requests that Hadley Road be altered at the following location:*

**The Class VI portion of Hadley Road begins at or near the southeasterly point of intersection with Class V road known as Pentucket Drive and terminates at the property lines between Map 16 lot 1 and Map16 Lot 2, Map 16 lot 25 and Map 16 lot 26.**

Attorney Liz Nolan represented the applicant- two separate petitions to layout the road. One layout was to reclassify a portion of Hadley Road from a Class VI to Class V. Class VI portion requires an occasion which she explained is a two- step process- first to balance the public interest versus property owners' rights. She went on to explain that is currently an existing highway. Public interest is justified and that there was no taking of land. The second – the cost to repair and maintain the road there would need to be no reason for interest to redo. To the North it is already a town- maintained road. The proposed subdivision would allow an easier turn around for town equipment. This portion is also part of an existing Planning Board approved subdivision. One of the approved conditions is to improve the road and run the water line down the road to provide water to the properties and therefore not be an impact to the aquifers – finally last stretch is less than 200 feet- burden for the town to maintain is relatively minimal therefore they see no reason to not approve.

Second portion for a full layout- same occasion to layout exist- public interest in layout versus taking of land. The successor of the property has consented to have the land taken for a layout on both sides of the road and seeks no damages. Secondly, they look to Board of Selectmen to look at costs to repair and maintain the reclassified road. The developer agrees to build the trail to a class 5 road per the conditions of the Planning Board approval on 8/5/19. They will work on providing the water services and the way the approved subdivision is approved, there is a good deal of space in the cul -de- sac to

handle any vehicle that needs to turn in it. The layout over the existing trail is about 300 feet which is a small minimal impact to the town with a total of two sections combined equaling about 500 feet total. A benefit is increase property value on a class 5 road- there is no financial detriment to accepting this as a road. Occasion for both petitions should go forward.

Questions to Liz Nolan- Selectman Guthrie asked if the cul-de-sac is sufficient to turn around for a fire truck and a plow. Her response was yes that was taken into account and it should be sufficient. Selectman Guthrie also asked if that has been run by fire and highway. L. Nolan stated that it was her understanding that it had been run by both departments. P. Carideo reported that it went through all departments and they all signed off on the plans. The Planning Board conditionally approved it with the normal conditions along with getting the road straightened out. Selectman Guthrie felt that it was not customary for them to do this, and if so could it be per any PB requirements. P. Carideo stated that the conditions need to be met before any work can be done- no different than any other approach except for the status of the road. Selectman Guthrie doesn't want to do any harm and would want to do as subject to PB requirements. Selectman Murphy stated that the cul-de-sac is 75 feet in radius which is sufficient.

*Open to the public at 7:28 p.m.*

J. Kiesling reported that he was glad to hear that the developer is bringing in water. He asked if it is guaranteed that HAWC is committed to allowing them (current residents) to join in if they need to get water. Chairman Bennett asked if it is going up Pentucket Road or along the edge. P. Carideo stated it would be up Pentucket along town right of way. He also stated that they can't determine who HAWC has for customers- there is no leverage and doesn't know what the developer worked out for a deal. There was a question asking if there a plan that shows where the water line is to be drawn. P. Carideo stated that HAWC doesn't provide the location of the lines, but it is a note on the plan. HAWC doesn't provide anything when asked i.e. Hastings Drive-They are a private company. It was thought that there was a letter that states HAWC is going to service the development. Selectman Murphy asked the attorney if they did state that the water line would be run for the current residents to tap into. She responded that the developer would work with HAWC to guarantee the right for the abutters (about 70) to tap into if needed down the road. They are planning on it hoping that HAWC will go along with it and that it would be in everyone's interest and benefit. She couldn't say 100% that it will happen but they are exercising as much as they can to make sure that it happens. Note 14- hydrants and locations. L. Nolan stated that the Planning Board conditions are tied into requirements to run the water lines and hydrants there- and it is 100% the developer's intention to have it available to the residents there. J. Grimm of 27 Collins Dr.- He stated that he understood that the water line is predicated getting a current homeowner to give permission to get the water line through the process and asked if that agreement with the homeowner has happened. L. Nolan wasn't aware of any executed contract or any barriers to any of this going forward (talked to developer 2 hours prior to meeting). Selectman Guthrie stated that if there is a need for a homeowner to ok- we should know if that is happening. Selectman Guthrie stated the road acceptance is not predicated on water line coming up- two separate issues- just made everyone happy to have the water lines, but that belongs in the PB process. He was trying to separate the two issues- road layout and water issue as two different issues. He stated that he doesn't want to lock in that requires extending the road forces the HAWC to put the lines. The Board of Selectmen can't consider water coming up is part of it the approval for the roads. Selectman Guthrie if

they allow the road, the subdivision happens and the water is an issue- if no water line, then wells would be put in. Each understand the others point. Selectman Guthrie stated that the Board of Selectmen need to move forward or send it to town meeting. Selectman Murphy doesn't understand- it is a condition of their approval how is not tied into the development plan. If Selectmen approve road, they can build. Selectman Murphy stated that if he was a developer and to get an occupancy permit, he needed to make sure that he could get water to that home before he spent money on building it. Selectman Murphy stated that he hopes that they assure themselves that they can do what they said they would do before that start any process on the subdivision. J. Grimm stated that he follows the logic, if doesn't work out, then the developer is drilling wells. Selectman Murphy stated that they can't drill wells and get an occupancy permit based on conditions of approval through the PB, which is with a water line. Selectman Guthrie agreed any acceptance of the road is with the PB conditions. Chairman Bennett asked that with the new ordinance could they get a building permit without the water lines- P. Carideo believes the new rule on water is specific to wells. Approved conditions were subject to offsite water- not wells. If they can't get offsite water, then they would need to go back to redo the site he stated. There are alternate ways to get water there by Putting a hydrant at Pentucket and Hadley – there are two other alternatives to get the water there, up Pentucket etc. J. Kiesling stated that he keeps hearing intent but there is nothing ironclad. The HAWC component is what eased the minds on the PB members to pass it. There is already a request to change one of the 9 conditions and who is to say they won't be any. D. Cote- Stated that she was surprised that there is no commitment letter from HAWC. She asked Attorney Nolan if the line would be on one side of Pentucket or both. L. Nolan responded that she understood that it is both sides for total of 70 parcels that would be eligible. P. Carideo stated that 70 residents were for fire protection not water service. L. Nolan apologized. It was stated that moving the hydrant to Pentucket and Hadley and another at Ellyson provides protection to 70 residences. The Public Comment period was closed at 7:48 pm.

Selectman Guthrie stated that all three of the Selectmen have been involved in this project in some format and they should be able to make the decision here and believes they have heard all the facts. If they are doing no harm, if accepting, prior to it being complete- brought up to town standards and meet any and all requirements of the Planning Board, then he is ok. Selectman Murphy agrees, and stated they are bringing in hydrants which aren't there now, and a turnaround for fire and highway which isn't there now. He would vote affirmative for both petitions.

Chairman Bennett as part of the discussion he was worried about the water and the water line would be in the public interest. He would want to make sure it is to be bonded to make sure it went in. Selectman Murphy responded that it would be bonded. Chairman Bennett would like to see the water line bonded and that he doesn't want to see it extended without the promises made to the town.

Selectman Murphy made the motion to accept the layout and reclassification of Hadley Road on both requests per RSA 231:8 -Subject to any and all conditions of the planning board. Selectman Guthrie seconded the motion. The motion passed with all three voting yes -passed 3-0.

#### RFP Crack Sealing

Crack Sealing- two were received with one coming via fax. NH Black top office was closed today and they asked if they could send fax to meet the deadline today.

Chairman Bennett stated that if it was submitted late, he wouldn't allow it but where it was received on time, he would accept it because he would prefer more than one bid.

1. Petra Paving: \$2900.00 per day 5-7 days of work additional costs at \$1700 grouting per day
2. NH Black top sealers of Auburn NH \$6,000 per day 2500 pounds per day \$5000 grouting per day

Chairman Bennett motioned to forward the proposals to the Road Agent for his review. Selectman Murphy seconded the motion. The motion passed - All yes 3-0

#### Board of Selectmen 2020 budget

S. Theriault went over the various budgets that fall in under the Board of Selectmen.

BOS is level funded at \$10,700

Under the Administration budget she went over the changes- Salaries are up 1.6% cola plus any merit increases expected. There were other lines that S. Theriault made some adjustments based on actual usage, but could change whereas two months left in year.

*Financial Admin-* Auditing Firm- Annual cost \$11,000

*Assessing-* The 2019 year to date is overspent due to potential lawsuits. There were encumbered funds from 2018 for the 2019 revaluation. Selectman Murphy asked if the encumbered funds were built in to the 2019 budget. The response from T. Harrington and S. Theriault was that the amount encumbered and expended was backed out to show the actual 2019 budget costs.

*Legal-* This line is overspent in 2019- Selectman Guthrie asked if there is a policy on who has contact to town counsel. S. Theriault responded that most departments have their own legal line. Selectman Murphy asked that department heads reach out to him before going to town counsel as their liaison. Selectman Guthrie stated that there was a prior unwritten policy and he guessed he was okay as long as someone doesn't abuse it and that the Board of Selectmen be allowed to see any answer. T. Lovell said that he has made this comment at several department heads as part of the budget process this year and that he believes it should be under the BOS budget so that it is reviewed by BOS. T. Harrington stated that all usage comes through one invoice and goes through S. Theriault. T. Lovell stated that there should be one point of contact with one exception which would be Police Department with their prosecutor. Selectman Murphy spoke to that point stating that the Planning Board would be outside that realm and ZBA. Selectman Guthrie responded that should at least be a document as to what is going on but didn't think it is being abused. R. Clark- as an ex PB Chair stated he would disagree with Budget Chair. He pointed out that the funding can be all on one-line item but the PB Chair needs to speak with town counsel on a moment's notice- either by phone or email. The Planning Board spent \$4,900 out of their budget- which isn't a lot, but important. Going to someone else to get an answer could put a different slant on answer. Selectman Guthrie thinks the Selectmen should see all communications from town counsel in the BOS office. R. Clark reminded him that some are private to the PB chairman and not for public disclosure. Selectman Guthrie responded that he doesn't consider the BOS a public but overall, he doesn't want to restrict departments to access to legal. If no legal line in the department budget, then it goes into this line.

*Personnel and Admin-* Insurance numbers are in and reflected. Health up about 7%, dental is up a small amount but is offset by the decreases in the STD, LTD and Life policies. Other employee benefits- is a balance to cover for any potential changes in insurances whereas the budgets for medical/dental are based on actuals with no money budgeted for changes during the year. Items in bold in the fire/police/library show the new amounts for the insurances so the department head can see the changes. Selectman Guthrie brought forward that he had a concern with the library giving a benefit to

their employees that the BOS weren't. He asked S. Theriault to do a calculation to be similar to the library's recognition of service- Selectman Murphy corrected him by calling it a longevity pay. Selectman Guthrie stated that the library has been doing it for years with their discretionary funds. On the Town Side- it would be \$50 on 5 year, \$100 for ten \$150 for 15 \$200 for 20 \$250 for 25 years of service. He also noted that the library going to different numbers going forward. There was discussion about whether or not to put the funds in the budget and discuss it at another meeting or wait all together. The estimate for 2020 is \$1,650 for full time employees- going back to those that would have missed their ten year. Part time employees- based on current personnel policy (regularly scheduled 15 hours or more) would cost about \$150.00. In 2021 there are more at 5-year marks so the cost is about \$1,350. Then a couple of hundred every year after that. Selectman Guthrie wants to talk about it from a budget point to add \$3,000 to cover for 2020. Selectman Murphy questioned putting the money in without discussing it. Selectman Guthrie stated that he knew tonight was a long agenda wants to put it in to discuss- and stated that they could add it now. Selectman Murphy agreed that they should have the discussion, but not decide tonight and that there is time before the final budget. He also noted that this was a topic the police union would like to see added to the contract. \$1,600 is for town employees, then possibly opening it up for the police union. Selectman Guthrie stated that once they went to a union contract, they separated from the town and it has no bearing. Selectman Murphy stated it was a point to consider before making a final decision for when it comes up for renewal. Selectman Guthrie motion to add \$3,000 to Other Benefits line but to not make a decision on paying it, but he is comfortable doing it and alert the budget committee so the line is at \$18,000 for now. SM need to have the discussion at another meeting. JG withdraw the motion, but left the budget at \$18,000.

S. Theriault reported that G. Dowd was okay with reducing his legal line as requested by the Selectmen at the last meeting.

*Town Buildings-* The town office budget was reduced 44k for repairs done or being down in 2019. Exterior doors may not be done in 2019, so it is currently in the 2020 budget again- along with potential costs for replacing the front entrance carpet- estimated 6K to 7K. Selectman Guthrie asked if there is a way to know what will be spent this year. S. Theriault responded- not yet but can let them know. It is known the costs are \$36k for ramp and \$12k for roof- which will spend most of that line. The building also needs a door replacement on the north side of the building. Meeting House is up for an increase in work proposed. Ordway Park increased the maintenance line for frost free hydrants that were damaged and need to be replaced. Selectman Guthrie reported that they are still some cutting of trees. Tennis Courts- J. Worthen said it would cost about \$5K to repair/change the drainage behind the town gym and Chairman Bennett needs to meet up with him to review it. If done this year at about \$5K then the Recreation Commission can see how it looks in the spring and see if tennis courts can be done. If drainage not done this year- the budget will change because they need to see a spring so they would budget the tennis courts work in 2021. Selectman Guthrie any idea on usage of courts. S. Theriault no but will ask.

*Cemeteries-* T. Sullivan provided a proposed budget- with an increase in supplies by \$400 and added \$100,000 for the urn wall. Selectman Guthrie stated that this was an article in the warrant last time and rejected- sounds like a good thing for the future but to put \$100,000 in the budget on an item that was rejected by the voter he can't accept. T. Lovell stated that the budget committee agrees with Selectmen Guthrie. They agree that if they (Cemetery Trustees) want to put money away or go with a warrant and sell it to the town, but not in the budget. Chairman Bennett stated that in the discussion last year they

stated that they didn't need to come to the BOS that they were separate. S. Theriault reported that they are in charge of their budgets, but the BOS are in charge of the bottom line, just like the library. Selectman Guthrie would stand up to speak out. Selectman Murphy agrees with Selectman Guthrie that it shouldn't be in the budget. He then asked about the No means no and if that was an issue- ST/TH the no means no goes away on a new budget year. It was questioned why not put it as a warrant article. Question on the process- work needs to be done to sell it, but not in the budget. (2019 cost was at \$60,000). Selectman Murphy ask that the Cemetery Trustees to come into the next meeting to discuss why they believe it should be in the budget and not as a warrant article. Chairman Bennett reported that he had attended a meeting a few months ago and they said that they were planning on doing it in the budget and that they were their own entity. They were told to be asked in to go over their plan. It was noted that the town does get the money back when they sell the urns and plates etc. Selectman Murphy stated to leave it in there for now until they come in to discuss it. Selectman Guthrie thinks there is an interest but would like to see it go forward as an article with BOS recommendation. S. Theriault was told to add it for next regular meeting and ask the Budget Committee to also be present.

*Insurance-* Includes the estimate from Primex for UC, WC Property/Liability and FD- STD

*Animal Control-* She asked that they level fund her budget. Chairman Bennett questioned the position of Assistant ACO and if asked if she going to fill the position. The Selectmen moved the Assistant ACO to lower \$1. S. Theriault will let her know to come in and explain if more funding is needed.

*Agencies-* There are three current agencies going to a warrant article. They are the Lamprey Health, Vic Geary Center, and Center for Life Management.

*Welfare Adm.* Level funded rest not a lot spent, but they could be spent easily- check on heat should be shelter.

#### *E. Reschberger regarding the Senior Activities*

The budget for the Senior Activities was reviewed and the coordinator positions and senior center lines are one pay period behind but the supply is up to date at \$1,354. They want to level fund the budget for 2020. It was noted that there are only 7 scheduled meetings left this year and the coffee hour is funded only if it takes place-the social service agencies get the funds regardless. The senior drop in is one of the most economic ways to handle the budget. The seniors enjoy the time and did new trips this year. J. Guthrie commented on the side that it was a great job by the senior committee on a brochure they put together and is being paid for by TD bank it shows services available to Hampstead residents. The Recreation Commission will provide one to all the seniors at the senior dinner. The Senior Committee is very active and meet once a month, and Selectman Guthrie and S. Theriault sit in when they can. They have talked about the services provided through the library and they need a coordinator at an estimated \$2,700 cost for 2020. They have talked about an article for a this position for 2020. Went to the HRC to speak to them. The current person is part time where she works full time at the school. HRC felt that they could give the Director some help and gave some push back by the HRC. There may be some more discussion on it, maybe not an article but look for more additional hours for the coordinator position – maybe another \$1,000. ER- still time to talk with the Senior Committee and work with HRC. JG looking for a job description.

*Review of MD&A-*

T. Harrington presented the Selectmen with the Management and Discussion Analysis (MD&A) to complete the 2018 Financial Statements.

Selectman Murphy motioned to accept the MD&A pending the auditors review. Selectmen Guthrie second the motion and the motion passed with all in favor 3-0.

#### Old Business

There was none

#### Liaison report

Selectmen Guthrie pointed out that the Senior brochure is completed and that was good news.

Veteran's Day is the next scheduled meeting. The Selectmen agreed to cancel the meeting unless something comes up.

The Minutes of September 9, 2019, September 23, 2019 and October 9, 2019 are all signed off by the Selectmen.

There was a motion to approve the meeting minutes 9.9.19, 9.23.19, 10.9.19 by Chairman Bennett with a second by Selectman Murphy. The motion passed 3-0-0.

#### *Setting of the 2019 Tax Rate:*

It was time to set the Tax Rate for 2019 and the Selectment were given a couple of alternatives with the unreserved fund balance overlay at \$75K. Without using any of the unreserved fund balance which is about 857K the rate would be at \$21.23 and in 2018 it was \$25.52 which is down \$4.29 down per thousand or a 17% reduction. If they use \$357k to bring rate down, it brings it down only \$.027 per thousand with an overall savings of \$81 (on \$300,000 home) and give up our reserves for emergencies almost \$400k. Selectman Guthrie concurs with Selectman Murphy, and asked to use all but \$500,000 to get the rate to \$20.99. It would also decrease the town rate from \$2.86 to \$2.69. The Town rate actually goes up if we don't use the funds and apply the fund balance. He would rather use the money to reduce the rate and keep \$500k in the fund balance which is a significant amount. He understood that there are some concerns about the poll taxing and abatements filed, but thinks the \$500K would be enough which it has been the last few years. He would like to keep the town rate lower than it was for 2018. Selectman Murphy was okay with bringing it down \$325k and brings it to 532k in the unreserved fund balance and a town rate of \$2.69 which is a reduction of 17 cents.

Selectman Murphy motioned to use 325K of the unreserved fund balance which will bring the 2019 tax rate to \$20.99. Chairman Bennett seconded the motion and the motion passed with all in favor 3-0.

#### Appointments

Read the list as written on the agenda.

#### Correspondence

There was none

Visitors Comments- T. Lovell spoke again to the easements for the Hadley Road area. He reported that he read the easements and thinks it is prohibitive enough to stop any cell towers- it refers to those



article- no commercial leasing of land and the conservation easement itself. He asked that S. Theriault reach out to Town Counsel to review the document one more time and if he thinks it is taking care of in the document and ask for a statement from him stating that. If the attorney says no, then he will put it into the document.

J. Grimm wants it to be explicit in this easement as per town meeting vote. It says a lot of stuff written by the Conservation Commission that wasn't discussed in those two articles. Selectman Murphy asked if the next action is to talk with town counsel to review the necessity of the language of the cell tower and have them give the opinion in writing and will share it with them. He also went on to say that it isn't to say they are not taking the concern seriously but when it comes to legal matters, they we will defer to legal counsel. J. Grimm asked who owns the document. Selectman Murphy stated that the BOS approved it, but it is a Conservation Commission document to get approved, but it can be held up. It was agreed that everyone wants to make sure the desire is properly represented on both sides and they want to make sure that this concern is part of the discussion. If it needs to be written, there is a cost, but if it isn't needed, it is better. J. Grimm stated that they asked a specific request to be part of the process and were denied, and that it should have been a public matter. T. Lovell stated legal documents don't need to be part of open discussion and that there were some in public. J. Grimm- this part was brought into a non-public discussion. Selectman Murphy stated that communication between attorney and client isn't made public while working on a document and not a final public until everyone agrees on it. J. Grimm stated that the public didn't have any input and this should be counted it as a lesson learned.

E. Reschberger stated that she remembers when the Assessor came to BOS and identified a subgroup set of residents that were under assessed. She wanted to say thank you for applying some of the fund balance to those that were taking a larger increase with the taxes this year.

Move to go into work session with the fire department regarding the fire station addition. It will not be televised, but open to the public. They will bring the plans to the public later in the budget process.

Work session with Chief Carrier and Deputy Chief Warnock- 4 key points.

Starting working on this since Chief Carrier arrived 2009

In 2010 Trinity went 24 hours at the station and in 2014-2015 people started working around the clock and police department started looking at a new station. W. Warnock stated that they originally looked at a joint station but that didn't work out. Now they have two employees 24 hours a day plus two trinity people at the fire station.

*Issues with current station*

1. Built by the department in the 1985 to serve an all-volunteer department with less than 500 runs a year. It was designed to house the apparatus and give the volunteers a place to meet and train.
2. The building was not designed to support a 24 hour a day operation or the administrative and operational functions that came with the increased volume call.
3. Currently two rooms serve as the space where all the trainings and meetings are held and where the living areas for the crew are. None of the department's current needs are being accomplished effectively in this space.
4. The station also does not have a safe contaminant-free living space. It lacks adequate environmental controls (HVAC) and separate crew rest areas designed for the 24 hour operation.
5. There needs to be a separate administrative area away from the working crew.
6. The other issue is that the protective clothing and response equipment contaminated at fire and medical emergencies can't be appropriately decontaminated and stored separately from living areas to prevent those areas from getting contaminated with biohazards and carcinogens.

*The proposed station will meet the current needs of the department as well as the future needs.*

1. They will be looking to segregate the areas to minimize and reduce exposures, especially in the living areas.
2. There will be a redesigned space that will include an area for gear and personal decontamination and have a segregated gear storage area.
3. The station will have a living area for four on duty employees with adequate and defined areas for their administrative work, eating and crew rest space.
4. The station will have a defined training/meeting area separate from the living areas.
5. There will also be an area for the administrators to conduct their daily tasks.

As it currently exists, Trinity is located in the middle room. HFD has two people on duty sleeping in the front room where are meetings, trainings and people cook and eat there. There is no break area for employees to go to. They showed the original building plans to the Selectmen. Last year they organized a committee of full time and call staff and looked at other departments to see what is going on that were built in the last 5 years. A company at one of the places offered to do a plan for free to help them out. They met with them many months over the time. The original estimate was \$3.2 million to take down the bay and add the additional spaces. They went back and asked for only the essential needs. Firefighters living in the same area they work in along with their gear that produces carcinogen along with other bio hazards. This is not a safe practice and it is being phased out under the presumptive cancer law passed in 2019. They will now need a separate area with wash, dryer extractor etc. and it can't be in the living space. If we don't follow it, there is a risk that employees won't be

covered if they were to develop cancer later on. Chief Carrier stated that the town should be protecting them. The plan coming in took the second office in the back to the men and ladies' room and opened it up and construct it to make a kitchen style protection- warm zone for gear and equipment decontamination zone. They will have a fan to help bring the bad stuff out along with a shower for decontamination all within the current existing area- just remove walls for it.

The bay is where currently the ambulance is. A 30-foot-wide by 70 feet long area will hold the admin. offices with a vestibule that is lockable. The EMD, Deputy Chief, Chief, along with Handicap accessible bathrooms that meets the requirements. They will add a living area for two people with a little kitchen sink for ambulance crew with a separate exit out the door to their ambulance which will make it more efficient where they are two different operations. When Trinity goes on a call it can cause disruption- like two families living together- this would separate the two. Chief Carrier said that part of the plan pending direction from the BOS will be to ask Trinity to pay for the section they will be upgrading. Currently pay \$5K and don't expect it would be an issue but hasn't approached it yet. JG what will trinity area be used for (current one) WW- renovate the upstairs kitchenette to full size kitchen and dedicate an area for meetings and trainings. Gives the employees a place to go plus bathrooms and resting areas. Gives them direct access to trucks and trinity direct access to their ambulance.

There would be an unfinished second floor for future use with second stairway walk way that goes across- existing station with big roof. The building company was asked to draw a room in there for future use- made it flat in there for a 28 by 70 room- unfinished for future use. This would give them better use of the space. Selectman Guthrie asked about the locker rooms- W. Warnock stated that the locker rooms for gear is in the "warm zone" lunch and change of clothes will be in the crew room with private lockers. Previous site work was already done. Crew Room- where on duty can rest- individual ones. Need sleeping room for two staff and one additional room for extra staffing i.e. storms etc. Selectman Bennett asked if there was any idea for that extra room so maybe sheet rock while they are there and maybe save some costs. W. Warnock said that they were looking at cost reduction and bare essentials. The current cost is \$1.292 million and an estimate of \$62,500 to finish that room for utilities and sheet rock. Selectman Guthrie said that there was a disadvantage to not doing this piece meal. W. Warnock said when you move one piece it throws off the rest of the areas. The showers would go away to warm zone and now no other location. Selectman Guthrie asked if they would still be working at the site day to day and need to be functional while doing the work. Chief Carrier said they can't stop doing what they are doing while work is going on. W. Warnock said the cost includes cost for paving and site work which they expect to be minimal. They will need to move a hydrant back and maybe a 3 -phase change. Chief Carrier stated that the new generator is enough to cover the addition. They took everything and turned it on while the rental generator was there and operated at 40%-to 50% of capacity so it will be enough. In the areas open to the public there will be a ramp to make it accessible. In the back will be the two people from Trinity with one unisex bathroom for the two employees. Two bathrooms upstairs- may only need one.

Overall cost \$1,292,332 will meet need for next 20 years. Other stations being built are around 7 million.

They looked at a 10- year bond, 5 - year bond and a one and done. Chief Carrier recommends a five year bond because it has the least amount of interest. A one and done would be too much for residents in one year. Overall impact of a 5 year bond would be \$ 1.02 over 5 years on a \$400,000 or \$ 81.64 annual

cost. The Interest used is from NH Bond Bank and it is the June 2019 rates. He pulled a five- year average of the Bond Banks interest rates and the highest he saw was 2%. He expects this would be the ballpark rate. Chief Carrier pointed out that this discussion has been put off for five years now waiting for the school. Chief Carrier thanked W. Warnock because has put a lot of time into this and worked hard to get the numbers down. This is the third revision. Selectman Guthrie asked the others what will be looking for five years from now. Selectman Murphy mentioned replacing the gym. Nothing is being planned currently. Selectman Murphy stated that he is in favor of the five years as well. Selectman Guthrie stated that the dollar figure is the dollar figure and they were going to save money going five years. Maybe 75k over 5 years. S. Theriault stated that the original homeowner is saving overall \$20 between one and done or five years. Selectman Guthrie asked the Chief and Deputy Chief if they are comfortable selling it at five years. Someone stated that they were not an advocate of one and done, people moving in should help pay for it. Everyone agreed on moving forward with a five year cost. Chairman Bennett asked them to look at finishing that room and have it ready with utilities. There is a 4% contingency fund built in to the cost. Selectman Murphy asked the Chief if that was high enough and he responded that it was, and that Northpoint said 5% but agreed with the 4% and W. Warnock they will need to work through that. Chairman Bennett asked about any water or sewer moving- W. Warnock said that they are taking down bathrooms, but not going up in the rear. Septic runs from rear of building and can tie in. If there are specific questions to their construction budget, have Northpoint come in and answer them. There is a breakdown of the costs. Chairman Bennett asked if they were still going out to bid and Chief Carrier stated yes up to BOS, but their (Northpoint) information is already out there and they understood that was a potential to happen. Selectman Guthrie said to reach out to seniors and they will come out and vote. Chief Carrier said that they need BOS direction as to how to go forward and then will start articulating it to organizations in town believing the more presented the better. Chief Carrier can get the information out on the Facebook and community page. Expect feedback from the community because it is their department. Selectman Murphy had a concern with venting the decontamination area- W. Warnock understands the concern but stated it is not an issue. S. Theriault said the next budget presentation is in January and that may be getting to late a time frame and they may want to do it sooner. In December draft warrant goes out or they can wait until January 14<sup>th</sup>. Chief Carrier asked who to present it to because no one comes to meeting but it was pointed out that it gets to the viewing public on tv. W. Warnock said there is a PowerPoint presentation available. Chairman Bennett suggested they have pictures of current conditions. NHMA information on new law that took effect- the HFD is non compliant now. There are things he (Chief Carrire) needs to do, such as get extractor washer, dryer and second set of gear and new compressor for air tanks. Trinity will need to be approached on the upgrade of their quarters. Chief Carrier was looking for the same as Atkinson gets (they copied ours). Square footage of their area is about \$325 a square foot. SM shoot for \$15k getting a dedicated bay/kitchen and living quarters. Currently have a good relationship with Trinity.

S. Theriault- Stated that Chief Carrier had a question re: Wage and Salary study that was completed. If an employee received a change in pay due to the Wage Study she was under the impression they wouldn't get a change at their normal evaluation period. Chief Carrier questioned it because he has an employee that didn't get his merit increase with the thought that his anniversary date changes. Chief Carrier asked what the point was getting the 5% bump if he loses his 2% increase later on. Chief Carrier talked to S. Theriault and she explained how she interpreted it and Chief Carrier sees it on change in position or promotion. Chief Carrier is asking that the anniversary not change and when the person

comes up to their merit review, they go that process and keeps it in place and update the personnel policy to show it clearly. Chief Carrier said that if classification changes that becomes new date not just a salary adjustment. S. Theriault asked the BOS about going forward with the original dates of the annual evaluation. The 2% is already in this years' budget and in 2020. It was stated that the personnel policy should be clarified.

Chairman Bennett stated that he wishes they had all the correct numbers at the time and there is now a secondary set of numbers, but he is okay with especially with 2% already in the 2019 budget before the market rate adjustment was completed. They all agreed that the anniversary date does not change.

Done at 10:09

**A motion was made by Selectman Guthrie to enter into a non-public session under RSA 91A:3 II (a) employee matters at 10:23 pm. The Motion was seconded by Selectmen Murphy.**

**Roll Call: Selectman Guthrie, yes: Selectman Murphy, yes: Selectman Bennett**

**A motion was made by Selectmen Murphy to close the non-public session under RSA 91A:3 II (a) employee matters at 10:56 pm. The motion was seconded by Selectman Guthrie. The motion passed on a roll call vote. Roll Call : Selectman Guthrie, yes: Selectman Murphy, yes: Selectman Bennett**

**Motion was made by Selectman Guthrie to seal the minutes. Motion was seconded and the vote was unanimous.**

**A motion was made by Selectmen Murphy to adjourn the meeting at 7:30 pm. The motion was seconded by Selectman Guthrie. The motion passed on a unanimous vote.**

A True Record:



Tina Harrington, Recording Secretary

Approved By:

Chad R. Bennett, Chairman

Sean P. Murphy, Selectman

Joseph A. Guthrie, Selectman

