

**Town of Hampstead
Board of Selectmen
MEETING MINUTES
April 8, 2024**

Members Present: Selectman Eaton, Selectman Guthrie, Selectman Morse, Selectman Warnock, and Selectman Worthen.

Public Announcements:

- Waste Oil and other items are collected at the DPW garage on the 1st and 3rd Saturday of the month from 8 am to 1pm
- The Kent Farm Transfer Station opens for the year on Saturday, April 13th 8-4.
- The public was asked to silence their cellphones during the meeting.
- The Water Resource Committee has water tests available at the town office April 8th through April 12th. The cost has a 20% discount through Granite State Analytical.
- Toiletries are being accepted for Waypoint, a homeless shelter for children ages 14 to 24
There is a receptacle in the front foyer of the Town Office building and one at the Library.

Visitor's Comments:

Rich Perrin-

Mr. Perrin announced that he is going to England in about two weeks. He will be visiting Hampstead England and thought it would be nice to bring a letter from the Town of Hampstead, NH, the sister of Hampstead England. He has an appointment there and he will hand deliver the letter. It was thought to be a good idea and a Town Report could go with the letter and something representing the 275th anniversary. The Selectmen thought that would be a good idea. His information was given to T. Harrington.

Department Heads

There were none other than for agenda items

7:15 P.M. Public Hearing- Changes to Building Permits Fees

K. Emerson was present to explain the reason for the rate increases for the various permits for construction. He noted that he looked at other communities and they are all over the place. He chose rates that were like the towns of Plaistow/Chester/Epping/Newton. He suggested that the rates should be reviewed more frequently, such as every 3 to 5 years. The last increase was in 2016.

He reported that all inspections/reinspection are currently \$50.00, and he is recommending that they go to \$65.00. All the other fees will also be increasing such as the permit itself, an electrical permit for new dwelling would go from \$125 to \$160. Overall, the fee increase is about 27.9%. The fee schedule has been published. K. Emerson said they want to make the fee increases effective May 1st, and this would give them time to notify the contractors. He will ask for an increase in the inspection fee paid to the inspectors. They are currently getting \$40 per inspection, and he would like to move them to \$52.00 per inspection.

M. Worthen motioned to accept the fee schedule as documented by the Chief Building Official and to handle the pay changes internally. The motion was amended to add the May 1st date by M. Worthen with a second by L. Eaton. The motion passed unanimously 5-0-0.

L. Eaton motioned to raise the fee paid to the inspectors from \$40 to \$52. The motion was seconded by S. Morse. The motion passed unanimously 5-0-0.

J. Guthrie asked what the split was on the fees with the inspector and what the town receives. K Emerson said that it was a \$13 difference with the inspector getting \$52 and the inspection fee at \$65.

RFP- Paving

There were 4 proposals received.

1. Pike Industries \$395,070.00
2. Continental Paving \$410,984.00
3. Busby Construction \$371,028.00
4. R & D Paving \$362,061.60

A motion was made to refer the proposals to the DPW Director for his recommendation by J. Guthrie with a second by M. Worthen. The motion passed unanimously 5-0-0.

LED Lighting- J. Lavacchia

J. Lavacchia presented the Selectmen with a proposal for upgrading the lighting efficiency in some of the buildings. The proposal was given to him by Affinity LED, which is the company that did the streetlights upgrade. The proposal is for about 170 fixtures and upgrading them to smart lighting. The estimate for the Town Hall, Town Garage and Police Station. The cost is about \$57,000 with \$6,000 incentives in energy rebates. The simple payback in years per the proposal is 6.79 years. The interest rate to lease the equipment is 6.9%. The savings on the lease wouldn't be until 9.6 years in. Everyone agreed that it wasn't reasonable to go into a lease agreement. It was agreed to get other proposals and to look at adding all the town buildings into a proposal such as the Fire Department, museum, and bandstand. It was also suggested that it is an item that should be brought to the Capital Improvement Committee to be reviewed as an item that could be added to the CIP. There is funding now available for work the committee recommends to the Selectmen. It was noted that the committee meets in May, but J. Lavacchia responded that he wouldn't be ready for that meeting but will work on the information to bring to the committee. L. Warnock noted that she loves the efficiency of the proposal, and the ambient lighting proposal, and that he is moving in the right direction.

Road Opening Permit Regulations- J. Lavacchia

J. Lavacchia stated that he is looking to modernize the rules for work done on town roads by contractors such as the water company or electric company, especially in areas that have underground utilities. It gives the contractor the requirements and knowledge as to what to expect when doing work in Hampstead. He gave an example of if he did Checkerberry Road and then a utility contractor came in to do some work, the road would need to be returned to the condition it was in before their work. He also noted that there are times that a contractor can't do the paving work and the policy states that the town will, but at a cost to the contractor/utility. He also noted that he ran the permit (standard operating guidelines) by K. Emerson and the Planning Board.

The Selectmen asked that Town Counsel review it to make sure we have the authority to do what it states. J. Lavacchia responded that this is how it is done in most towns.

The Selectmen agreed to table the acceptance of the policy until Town Counsel has reviewed it.

Reorganization- Board of Selectmen

J. Guthrie made a motion to continue with the current Chair (L. Warnock) and Vice Chair (S. Morse). The motion was seconded by L. Eaton. L. Warnock asked if there were any other nominations and there was no response. **The motion passed with a 4-1-0 vote.**

The Selectmen then went through the various boards/committees/departments for the liaison positions. L. Warnock went through each member's current list.

It was suggested to combine Highway, Buildings/Grounds and Cemeteries to one listed as the Department of Public Works.

When it came to J. Guthrie, he noted that he is looking to swap the DPW department to L. Eaton and for J. Guthrie to take on the Planning Board as Ex-Officio. L. Eaton would keep the Master Plan Steering Committee and the CIP Committee.

When they completed the list- the only change was the Planning Board and DPW.

A motion was made to appoint Joe Guthrie as the Planning Board Ex-Officio by S. Morse and a second by L. Eaton. Motion carried 5-0-0.

Old Business

There was none

Liaison Reports

J. Guthrie- He recently attended the library monthly meeting. There is still no update on the water situation.

Ordway Park Committee has met and J. Lavacchia has done all he could to at this time. J. Guthrie is hoping that FORPARK meets every 2 to 3 months to approve projects for the DPW department to do. The DPW is responsible for maintenance and the committee approves projects.

L. Eaton- The Planning Board met on April 1st, and they continued a one-lot subdivision off Wash Pond Road. A new alternate attended, but needed to get sworn in. The Planning Board voted for Bob Weimar to continue as Chair on a 4-2 vote and that Randy Clark be the Vice Chair. A. Davis chose not to run in 2024 but is asking to be appointed as an alternate member. He also noted that HB1291 was discussed which talks about allowing 2 detached ADU's on one property. HB1291 was approved in the house and was heading to the Senate next week. There was a letter that went out explaining why Hampstead was against this bill.

He noted that April 15th will be a workshop where they will continue to discuss proposed landscape and roadway regulations. The regulations are currently waiting for the engineer's review.

L. Eaton went on to state that there was an inspection done for the communications display but is waiting for a quote for any potential electrical work. He noted that it was measured and will fit a 32 by 24 area which will be by the stairway to the second floor where people could see it from the bench. This would then allow the other boards to be taken down. The television bulletin board could be updated by using a thumb drive. Once the quote comes in, he will let the other board members know.

L. Warnock- The Police Department started the CIT training today with the organization NAMI. This training was paid for by Wellpath and all the full-time officers are in the class. She also noted that there were 4 calls so far in April to the Hospital with one being a medical call and 3 being assaults of some sort. There is a lot of coverage on the hospital on Facebook and on the news recently.

She reported that some of the Selectmen and the Fire Chief, Police Chief and State of NH Police along with other NH officials met at the hospital a few weeks ago to go over the issues and how things were going. There were some physical changes made such as drop ceilings and some separation barriers. She noted that there should be another town forum to discuss the youth detention center (YDC) hopefully in May and held at the Middle School. She hopes that the architect will be able to attend with updated plans. The new contract will have been awarded by the time of the town forum. With the change to the State of NH running the Hampstead Hospital and the contractor WellPath, a lot of the employees stayed on and moved to the new companies. It is hoped that the same thing will happen if the contractor changes. She also reported that the Fire Department is now logging how long they are on scene for calls at the hospital.

S. Morse- S. Morse reported that he recently looked at the minutes from the recent meeting of the Kingston Planning Board regarding the cell tower on the town line. He said that it was very interesting and there was a request to see if the developer would consider moving the site of the tower to another site on the property. It looks like the Planning Board in Kingston understands the concerns. He had no other updates.

M. Worthen

The Fire Chief will be coming forward within one of the next few meetings to discuss the ambulance contract. He is waiting on some more information. He also reported that he reached out to the Chief and the Fire Department had their building updated with energy smart appliances. The bay where the trucks are, was done under an Eversource grant a few years back. He was waiting to hear from CART as to when they will plan to come meet with the Selectmen and give an update. M. Worthen also reported that the ZBA currently has an appeal before the Housing Board of Appeals. They are now waiting for the decision and M. Worthen will keep the others updated.

Administrator Assistant's Report

AED- Town Office

The town office has an AED dating back to around 2005, and it currently needs a new battery and pads, which will cost around \$250.00. As an alternative, it was suggested to investigate purchasing a new AED at a cost of about \$1,000. The Selectmen were asked for their input. S. Morse asked if there were any other buildings that needed to update their AED. He suggested that there could be a group discount doing more than the one. He also asked if there was any service plan. L. Warnock reported that the Alexander Eastman fund recently donated money to the Fire Department to train some staff as "trainer's" and to allow them to purchase two AED's that can be loaned out to the public such as when someone is having a large event. S. Morse noted that he would like to see a combination AED with a "mass casualty" kit and to see what that would cost. No decision was made and S. Theriault was directed to see if there were other buildings that needed an AED update or an AED.

Primex

The Primex census data has been updated. This is for Workers' Compensation, Unemployment and Property Liability. The purpose of the census is to set the rates for the various insurance policies, which should be available in a few months.

Revaluation

A copy of the March Status Report concerning the revaluation has been provided to the Selectmen to keep them informed.

Minutes

S. Morse motioned to approve the minutes of March 11, 2024. The motion was seconded by L. Eaton. The motion passed 5-0-0.

Ss. Morse motioned to approve the minutes of March 25th, 2024. The motion was seconded by L. Eaton. The motion passed 4-0-1.

Appointments

There were 20 reappointments and four new appointments.

Communications Committee- Denise Meyer term to 2027

Conservation Commission- David Treat, Jim Wilkinson and Neil Lynch- term to 2027

Conservation Commission Alternate- Erin O'Neill- term to 2027

Energy Committee- Jeff Mackey- term to 2027

Friends of Ordway Park- Jaye Dimando term to 2027

Highway Safety Committee- Alan Davis- term to 2027

Historic- Heritage Commission- John Kelley and Joseph Passanise both terms to 2027

Joint Loss Management- Sarah Theriault – term to 2027

Stormwater Committee- Paul Carideo and Michael Buggy- both terms to 2027

Recreation- Sara Arroyo- term to 2027

Cable Committee- There are three new members and 6 reappointments- the dates were adjusted so that there are three members up annually.

Anthony Leocha-term to 2025

Howie Lyhte and Natalie Gallo- both terms to 2027

Clayton Shaw, Regina Birdsall and Ted Kostandin- all three terms to 2027

New appointments

Joe Dionne and Lilli Walsh – both terms to 2025

Phyllis Leocha- term to 2026

Conservation Commission alternate- new- David Jones term to 2027

S. Morse motioned to approve all the appointments as listed. The motion was seconded by J. Guthrie. The motion passed 5-0-0.

Correspondence

There was a letter of resignation from Melissa Denton from the Recreation Commission effective 3/20/24.

The Public Notice for the 2024 Mosquito Control was read by Chairperson Warnock.

Visitor's Comments

M. Worthen reported that he was disappointed with the town report this year and for the past few years. He noted his disappointment with the picture of the Board of Selectmen and then in the lack of photos in the town report in general.

J. Guthrie agreed with the lack of photos and suggested that a committee work on the town report, as had been done way back. S. Theriault stated that when she sends out the request for information from the boards/committees/departments, she asks for photos. She said she would put out an email this week asking them to send pictures to her throughout the year.

Adjournment

A motion was made to adjourn the meeting at 8:48 pm by J. Guthrie and a second by S. Morse. Motion passed unanimously 5-0-0.

A True Record:

Tina Harrington, Recording Secretary

Approved By:

Selectman Eaton: _____

Selectman Guthrie: _____

Selectman Morse: _____

Selectman Warnock: _____

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