

Town of Hampstead  
**Board of Selectmen**  
MEETING MINUTES  
September 12, 2022 (amended 9.22.22)

**Members Present:** Selectman Guthrie, Selectman Morse, Selectman Murphy, Selectman Warnock and Selectman Worthen

**Public Announcements**

1. Tuesday, Sept. 13<sup>th</sup> is the NH State Primary. Polls are open 8 am to 8 pm at HMS. It was noted that school would be in session and for the voters to be aware entering the school grounds.
2. Household Hazardous Waste Collection will be held in Kingston on Saturday, Oct 29<sup>th</sup> 9 am to noon.
3. Waste Oil car batteries, and thermostats are collected at the Town Garage on the First and Third Saturday of the month from 8 am to 1 pm.

**Visitors Comments**

*E. Champion- 7 Hood Road*

She explained that she was present to discuss the questions and concerns regarding residency. She noted that she has been a resident for many years and wants to go on the senior trips, but also wants to be able to go with her neighbors, whom may be seasonal residents. They are homeowners and taxpayers, but are not year-round residents. She went on to state that they don't send kids to the school and use very little town resources. They should be allowed to participate on trips and attend the senior cookout.

L. Warnock stated that she appreciated the comments and the concerns. The Selectmen (L. Warnock and M. Worthen) have been working on a definition of "residency" for the various agencies (recreation/seniors etc.)

She prepared a table that outlines the current policies that the agencies use to determine residency. There are those that are prescribed by law (RSA) and there are some set by policy. The library and the recreation programs require a license as proof of residency. It was suggested that there should be an appeal process or the ability for a challenge to a denial.

C. MacDonald of 18 Hood Road spoke and reported that her summer home has been in the family for 66 years. She currently spends 5 to 6 months a year at the home at Hood Road and now would like to go on the senior trips because she is here longer than in the past.

L. Warnock stated that as a property owner should have access to the program. It was agreed that whereas this was an agenda item, further discussion would take place at that time.

**Department Heads**

*Budget Committee- Chairman T. Lovell*

T. Lovell reported that the committee meet recently and would like to see the Selectmen give direction to the departments, boards and committees to sharpen their budgets more where they can. He understands some items are outside their hands, but where they control, they should review as much as they can. The economy is an unknown where it would be a year from now. S. Murphy responded that they usually tell the various groups to do so. It was noted also that there is a pending train strike that could have a huge impact on the economy if not resolved.

*Police Department- Chief Beaudoin*

The Chief asked what the COLA would be for 2023, asking if it was 3% or more. The response was that the policy was set at 3% going forward.

He also noted that he gave four commendations to his officers.

There were three officers issued a commendation for their work on the recent robbery/home invasion/kidnapping case. The officers commended were Officer Fratus, Det. Randell, and Sgt. Dyer. The work they did helped keep an already dangerous situation from escalating.

He also gave a commendation to Officer Lamontagne for his work on a shooting incident on West Road. His response and observance secured the scene and that in both cases no one got hurt.

Chief Beaudoin also asked that the Board of Selectmen appoint Allan Fratus as a part time officer. He will be retiring effective 9/29/22. According to the NHRS regulations, he needs to disassociate for 30 days. His appointment to part time would be effective 10/29/22. He would fill in on shifts where needed and pick up on details. The appointment will be done later in the meeting.

Chief Beaudoin reported that Officer Wilson and Reign (the K-9 dog) started school this week. L. Warnock asked the Chief if he has been aware of the situations that have been going on at the Sununu Youth Center. The Chief responded that yes, they are aware of what is going on there. He also reported that they are still hammering out the details for the MOU (memorandum of understanding) with the NH State Police regarding responsibilities at the Hampstead Hospital. There are a few issues still to resolve such as informing Hampstead PD when there is a high-profile patient at the hospital. They feel that they need to know so that if there is any run aways from the hospital, they have the appropriate response, based on the danger of the situation. Everyone agrees that they want an MOU with the Hampstead Police and the NH State Police. Hampstead has been called to a few calls there because 911 is still set up for Hampstead to respond. They respond, take initial report and wait for the State to respond. J. Guthrie asked who was involved in the discussions on the MOU and was told that it is the NH State Police. J. Guthrie asked because State Rep. Pearson from Hampstead is the Chairman of the Dept. of Health and Human Services. S. Murphy stated that he, Deputy Chief Kelley and Town Counsel have been involved. He understands that the State Police and DHHS need to have a MOU first, then they can finalize the one with Hampstead Police.

**New Business**

There was no new business

**Old Business**

*RPC-Transportation Study Al Davis, RPC Commissioner*

Al Davis was present to see if the Selectmen were interested in any projects that would fall under the transportation study. There were items that could be available for funding such as street lights and sidewalks. He suggested that the Town submit a letter of interest and have some projects ready if the funding is approved. He thought of items such as a crosswalk from Emerson Avenue to cross over Route 111 or a right turning lane at Emerson and Route 111. S. Morse asked if a list needed to be submitted now or just the commitment. The response from A. Davis was just the commitment now, but have ideas in place for when they call. L. Warnock asked A. Davis if he was working with the Master Plan Committee and he stated that he was and they will have a list of ideas.

*L. Warnock made the motion to send a letter to the “Safer Streets for All Program” to submit our interest. The motion was seconded by J. Guthrie, who noted that transportation issues are a definite problem for seniors in the area.*

*Roll Call Vote: 5-0-0*

*Selectman Guthrie: Yes*

*Selectman Warnock: Yes*

*Selectman Morse: Yes*

*Selectman Worthen: Yes*

*Selectman Murphy: Yes*

*Continued discussion concerning the definition of residency- L. Warnock*

Most of the discussion was held during the visitors comment section. L. Warnock noted that in the spreadsheet she put together all the information came off the towns’ website from the different department/boards/commissions. There are residency rules set in place by State Law, which are easy to define. The ones that are more difficult are ones set at the local level for things like a recreation program. The Recreation Commission uses that standard that the child must attend Hampstead School (or be homeschooled or go to school outside Hampstead). There is an exception for teachers at the schools who pay a small fee for their children to attend the summer program. M. Worthen did research for other towns policies. L. Warnock would like to see the paper she prepared be put on the website as a quick resource, unless the Selectmen want to see it first. L. Warnock suggested getting input from the Town Clerk/Tax Collector and the Recreation Department for their input. T. Harrington noted that the Town Clerk’s office is looking for the policy to be set so that it isn’t up to them to make decisions about transfer station permits etc.

S. Murphy asked what happens to someone that is a “snowbird” that is only in Hampstead so many months of the year and down south the rest. They may have a Florida license, but pay property taxes. If a license showing a Hampstead address is required, what are the options for the person that wants to attend a senior trip or get a transfer station permit. It was noted that there are many ways to satisfy the requirement to access the services. They would be able to submit a property tax bill, a utility bill (with service to the address they live at), lease or rental agreement as well (which is current policy for establishing residency in Hampstead at the Town Clerk’s office). The Selectmen would like to remove as much of the gray area as possible and give more clarity.

S. Morse noted that in regards to the transfer station, it is a service provided to the town. He felt it wasn’t a valid concern that an outside resident would bring items from outside Hampstead no more so than a resident doing the same.

S. Murphy brought up the issue of a grandchild staying with a grandparent for the summer not being able to attend the recreation program, which he had someone approach him on a while back. The board agreed that they would like to use the requirements of a NH- Hampstead driver’s license or a tax bill, rental agreement, lease agreement, deed to be able to access the services. They will do one more review and finalize at the next meeting. They will then have recreation review it and if ok, post it to the website.

### **Liaison Reports**

*Tomorrow is the NH State Primary and two of the members will not be able to participate (one not available and the other on the ballot and asked to step down for day).*

*L. Warnock and S. Morse each have a person to be a Selectmen Pro Tem (just for the September 13, 2022 election).*

*A motion was made S. Morse to appoint Leigh Campos and Cathleen Abruzzese Pavlini as Selectmen Pro Tem for the September 13, 2022 election only. The motion was seconded by L. Warnock*

Roll Call Vote: 5-0-0

Selectman Guthrie: Yes  
Selectman Morse: Yes  
Selectman Murphy: Yes

Selectman Warnock: Yes  
Selectman Worthen: Yes

*M. Worthen-* The Fire Department has been finally notified that they have been awarded the EM Grant for the \$200,000 from the Senator Sheehan office. The grant will be funneled through the State of NH and is a 75/25 split. The total is \$266,667.00 and the town will need to come up with \$66,667.00, which is accounted for in the funding for the addition.

*M. Worthen made the following motion: "Motion to accept the terms of the Emergency Operations Center (EOC) Grant as presented in the mount of \$200,000.00 for the expansion of the community's Emergency Operations Center (EOC). Furthermore, the Board acknowledges that the total cost of this project will be \$266,667.00, in which the Town of Hampstead will be responsible for a 25% match (\$66,667.00)." The motion was seconded by S Morse.*

J. Guthrie suggested that the balance the town is responsible for (\$66,667.00) could come from the ARPA funds. L. Warnock stated that all though she appreciates the thought, but the funds were in the budget for the addition and there may be a need for those funds down the road and she would rather have them available then. J. Guthrie said it didn't matter to him one way or the other. There was no further discussion on using ARPA funds for the 25% share.

Roll Call Vote: 5-0-0

Selectman Guthrie: Yes  
Selectman Morse: Yes  
Selectman Murphy: Yes

Selectman Warnock: Yes  
Selectman Worthen: Yes

It was noted that the grant paperwork needed one signature in one area but then three signatures on other pages. It was agreed to have the Chairman sign the grant.

*A motion was made to authorize the Chair to sign the grant agreement by. M. Worthen, both documents as the one signature. It was seconded by S. Morse.*

*This was then amended to read, to authorize the Chair to sign all the documents related to the grant by M. Worthen. S. Morse seconded the amended motion.*

Roll Call Vote: 5-0-0

Selectman Guthrie: Yes  
Selectman Morse: Yes  
Selectman Murphy: Yes

Selectman Warnock: Yes  
Selectman Worthen: Yes

*S. Morse-* He reported that the Energy Committee held their initial meeting. They laid the groundwork and did some brainstorming ideas. They asked that S. Theriault give the department heads a heads up that the committee will be going into all the buildings to see what could be done for energy savings such as lights. It was note that there is some older technology such as fluorescent lights where now LED lights are the most energy efficient. They will look at going forward to see what can be done within the budget and put together a CIP plan. They will be meeting again next month.

He also reported that he has checked into the town garage and the staff is doing well and efficient. The staff promoted is enjoying their new responsibility.

*L. Warnock* – The Water Resource Committee is looking to place signs (similar to election signs) out around town, with different ones for the three levels. They felt that this would be one more way to get the word out to the town. It was noted that there is a sign ordinance and that these

signs didn't really fit into a category. S. Murphy stated that the thought the town didn't need to follow its own rules. The Water Resource Committee is acting as the town and didn't need to follow the regulations on the time they were allowed out. The Selectmen agreed to allow the committee to move forward.

J. Guthrie- The Historic Heritage Commission noticed a leak at the museum recently. They have reached out to the roofing company to fix and then will need to repaint the area. They are also looking at the 2023 budget because they have some maintenance to do. Right now, the museum is being painted outside.

M. Worthen- He gave an update of the Fire Department Contract with Northpoint. The issues with the contract are about 95% resolved and hopefully will be signed soon.

S. Murphy- It was noted that Officer Fratus has submitted his retirement paperwork and it is effective 9/30/2022.

*A motion was made by S. Murphy to accept the retirement request from Alan Fratus with regret effective 9/30/22. The motion was seconded by M. Worthen.*

Roll Call Vote: 5-0-0

Selectman Guthrie: Yes

Selectman Warnock: Yes

Selectman Morse: Yes

Selectman Worthen: Yes

Selectman Murphy: Yes

Officer Fratus is asking to come on as a part time officer, no earlier than 30 days from his retirement from the Town of Hampstead, as per NHRS regulations. He would like to be appointed as a part time officer effective 10/29/22.

*A motion was made by L. Warnock to appoint Alan Fratus as a part time police officer for the Town of Hampstead. The motion was seconded by J. Guthrie.*

Roll Call Vote: 5-0-0

Selectman Guthrie: Yes

Selectman Warnock: Yes

Selectman Morse: Yes

Selectman Worthen: Yes

Selectman Murphy: Yes

## **AA Report**

### *Waiver of interest fees for DHHS parcel*

The Department of Health and Human Services has purchased the Hampstead Hospital properties. During the time lapse between the negotiations and sale of the property the taxes went unpaid for a period of time and as a result the taxes accrued interest penalties. The State is requesting a waiver of the interest fees and will be paying the taxes on the property moving forward. The Selectmen were asked if they were willing to waive the interest fees in the amount of approximately \$1,179.76. There were three parcels involved. The amount is what is due as of today.

*S. Murphy motioned to waive the interest and penalties for lot 13-003, 13-128 and 13-129 for an amount not to exceed \$2,500.00 with the added note from the letter of request dated 8/23/22. "The Department will work with the legislature during the 2023 Regular Legislative Session through biennial budget process (i.e., House Bills 1 and 2) to address the property tax impact resulting from the Hampstead Hospital acquisition"*

*The motion was seconded by L. Warnock.*

Roll Call Vote: 5-0-0



Selectman Guthrie: Yes

Selectman Morse: Yes

Selectman Murphy: Yes

Selectman Warnock: Yes

Selectman Worthen: Yes

*Communication Committee to work on voters' guide for 2023*

In advance of the upcoming budget session, S. Theriault asked the Selectmen if they would like to request that the Communication Committee work with the Town's Administrative staff to develop a voters' guide regarding the 2023 warrant articles. There was a sample voters' guide from the Town of Goffstown given to the Selectman to review. J. Guthrie stated that he thought this had been discussed in the past and that there was enough information out there, establish at deliberative session.

S. Morse disagreed with J. Guthrie and stated that he understands that it does take a lot of time, but the Department Heads should have that information available when they approach the Selectmen during the budget season. There was discussion about having the recommendation on it or not and felt it didn't matter because the Selectmen and Budget Committee were already stating how they were thinking. There is nothing wrong with giving an explanation why we are asking for the article. It makes the voter a more informed voter. J. Guthrie questioned whether or not the same could be done on the petition articles. S. Theriault will get confirmation on this. She will also reach out to the Planning Board to see if this would be something they would be interested in. L. Warnock stated that this is certainly something that the Communications Committee could work on. They should be asked to come to a meeting to discuss. She also noted that there will be a voter's guide either from the town or by the public. This is the town's chance to put out the most neutral informational document they can.

J. Guthrie asked about the school district, if they would be open to this as well. He also brought up the cost of mailing them out. It was stated that they could be printed and left around town buildings but would mostly be electronically such as those that sign up for notices. It could also go out in the newsletter. M. Worthen agreed with L. Warnock and stated that there is less bias if it comes from the town. S. Murphy agreed as well. It was also agreed to not wait until January to start the process. The guide should be ready to go out after deliberative session.

*MS-434 submitted*

The estimated revenues which were due on 9/1, have been submitted to the Department of Revenue Administration. S. Morse asked if S. Theriault could check if the school has submitted all their required reports. S. Theriault stated that she would check.

*ARPA funds*

An excel spreadsheet has been prepared, which reflects the funds that by vote of the Selectmen, have been designated towards certain expenditures from the first round. It also lists the funds that have been expended year to date. ARPA's second round also has had several projects/equipment allocated towards it as well. Currently it shows that \$113,457 has been spent of the \$564,780 that has been allocated. There was a total of \$902,627 received. Items that would fall into the lost revenue category would require a vote of the Selectmen, which in the first round was about \$32k. S. Morse suggested that if it isn't spent, then maybe the \$32k could be used towards the library's project, if the Selectmen were interested. J. Guthrie stated that he would be okay with allocating the \$32k for the library and then holding the rest. L. Warnock suggested looking at the projects that were refused for the first round and see if there are funds available and if the department/board/commission was still interested in it. Also check to see what ones may have been covered by grants.

### **Meeting Minutes**

The meeting minutes of August 8, 2022 have been signed by the Board and ready for approval. A motion was made by S. Morse to approve the minutes of August 8, 2022. The motion was seconded by M. Worthen.

Roll Call Vote: 5-0-0

Selectman Guthrie: Yes

Selectman Warnock: Yes

Selectman Morse: Yes

Selectman Worthen: Yes

Selectman Murphy: Yes

### **Town of Atkinson legal fees- WRC and HAWC**

The Town of Atkinson, Town Administrator recently submitted the request to be reimbursed for the legal fees incurred during the negotiations with Hampstead Area Water Company regarding the proposed rate increases. The final amount is \$7845.50. L. Warnock was good with the final tally.

### **Activity Report**

This was reviewed with no changes.

### **Appointments**

There were none and openings were listed.

### **Correspondence**

There were none

### **Visitors Comments**

There were none

### **Non-Public Session Under RSA 91-A:3 II**

Motion to enter Nonpublic Session by S. Murphy with a second by M. Worthen at 8:53 pm

Specific Statutory Reason: RSA 91-A:3 II

(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, **other than a member of this board**, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver or fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

Roll Call Vote: 5-0-0

Selectman Guthrie: Yes

Selectman Warnock: Yes

Selectman Morse: Yes

Selectman Worthen: Yes

Selectman Murphy: Yes

S. Murphy reported a concern he had from a resident that just spent a lot of money to re do their lawn and their concern with watering it. They are asking if there was a process to apply for an exemption. The Selectmen discussed the request to waive the policy in this case. It was agreed that the rules would be sent to them with the hours that do allow for watering based on if a level 1 or a level 2. The Selectmen were all okay as long as within the hours in the policy.

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S. Morse reported a concern he recently was made aware of. He asked if the situation had happened in the past, which no one had any recollection of it happening. He is going to get some more information tomorrow, but wanted to know what the policy was. S. Morse will get more information.

*A motion was made to come out of Nonpublic Session by S. Murphy with a second by J. Guthrie at 9:07 pm*

Roll Call Vote: 5-0-0

Selectman Guthrie: Yes

Selectman Warnock: Yes

Selectman Morse: Yes

Selectman Worthen: Yes

Selectman Murphy: Yes

*Motion to adjourn the meeting was made at 9:07 pm by L. Warnock and a second by M. Worthen*

Roll Call Vote: 5-0-0

Selectman Guthrie: Yes

Selectman Warnock: Yes

Selectman Morse: Yes

Selectman Worthen: Yes

Selectman Murphy: Yes

A True Record:

\_\_\_\_\_  
Tina Harrington, Recording Secretary

Approved By:

Selectman Guthrie: \_\_\_\_\_

Selectman Morse: \_\_\_\_\_

Selectman Murphy: \_\_\_\_\_

Selectman Warnock: \_\_\_\_\_

Selectman Worthen: \_\_\_\_\_