

**TOWN OF NEW HAMPTON
BOARD OF SELECTMEN
MEETING MINUTES
TOWN OFFICE, NEW HAMPTON, NH 03256**

Thursday, May 30, 2024

MEMBERS

Present were Mr. Drake and Mr. Harvey.

PRESENT:

OTHERS PRESENT:

Town Administrator Corey Davenport and Scott Provencal.

CALL TO ORDER

Mr. Drake called the meeting of the Board to order at 6:00 p.m. and led the group in the Pledge of Allegiance.

MINUTES:

Mr. Drake made a motion, seconded by Mr. Harvey to approve the public minutes of 5/16/24 as written, the non-public minutes of 5/16/24 as written and the non-public minutes of 5/21/24 as written. The Board voted 2-0 in favor of the motion.

APPOINTMENTS:

*6:30 Fire Chief Scott
Cathy*

At 6:11PM, the Board met with Chief Cathy. Chief Cathy reviewed YTD activity of the department. Fire activity has been very busy. The training schedule was reviewed. There are four PT employees pending approval. The FT candidate has withdrawn his name and the job advertisement will be reposted. There is a pending quote for a dry hydrant on Mtn. Vista. Chief is exploring ways to reduce the cost of a dry hydrant installation. The estimate is approximately \$12,000. The chief discussed the process of installing five Conex Boxes and that he is exploring ways to reduce the cost either with assistance from the Public Works Department or asking local organizations to volunteer. A DES permit will be needed for the dry hydrant. Starting in June the existing dry hydrants will be tested. Mr. Drake commented that a full assessment of dry hydrant needs should be looked at as there are other areas that lack a dry hydrant. Chief Cathy would like to see two new hydrants put in each year with yearly maintenance for all. Mr. Drake asked about the plan for Connex Boxes. Chief Cathy replied that no parking spaces will be taken and that the site plan will be finalized and one box to be built this year. The estimated cost is \$15,500. The Association does not have enough for the full project and this will at least start the project. Chief Cathy presented a list of accounts for write-offs and accounts that should go to collections for ambulance billings. Mr. Drake made a motion that the recommended accounts go to collections, seconded by Mr. Harvey. The Board voted 2-0 in favor of the motion. Mr. Drake made a motion to write-off the deceased accounts, seconded by Mr. Harvey. The Board voted 2-0 in favor of the motion. Mr. Drake made a motion that the recommended account balances under \$200 be written-off, seconded by Mr. Harvey. The Board voted 2-0 in favor of the motion. Chief Cathy informed the Board that the estimated time to get Engine 1 back in service is the end of June. Chief informed the Board that the New Hampton School has an AED they would like to donate. This would go in the police duty cruiser. The Board was in consensus to allow the donation. Public Safety Day is Saturday June 1st.

*7:00 Public Works
Director Jimmy Boucher*

At 6:58PM, the Board met with Public Works Director Jimmy Boucher. The Board reviewed two purchase orders. The Board asked about the condition

of the International. Mr. Boucher responded that the seat is bad in the truck and it won't adjust. The rear leaf spring has to be fixed also. Mr. Boucher is recommending Reeds Truck for the repairs. The Board is holding the purchase order for now and will have a discussion on replacing the truck. The Board asked about getting quotes for engineering. Mr. Boucher did talk with a couple of engineers. Mr. Boucher will meet with an engineer to have them look at the culverts that need to be replaced. The plan will then be updated. The estimate for engineering for one culvert is \$12,000. The Board wants three quotes for engineering to follow the purchasing policy as this will be a grant requirement. The Board discussed the paving plan. Mr. Boucher met with a couple of contractors. The estimates come to \$382,000. The paving budget has \$356,000 available. The Board discussed the plan for which roads will be a priority. The RFP for overlay and chip seal will be posted and sent directly to paving companies.

WORK SESSION:

Manifests, bills, requisitions, purchase orders and leave request forms:
Leave requests for Corey Davenport approved.

The Board approved the following invoices and purchase orders: Mileage request for Corey Davenport in the amount of \$49.31, CAT Financial in the amount of \$26,652.57, Vachon, Clukay & Company in the amount of \$2,575, TTCC in the amount of \$16,204.50, and a purchase order on an estimate from Umbral Technologies for hardware replacements budgeted for 2024.

The Board reviewed the following Building Permits approved by the Land Use Administrator:

1. Mark & Janet Bonnell; Map U8 Lot 31, Smoke Rise Road: new home adding the condition that no more than 9,845 sq. ft. of impervious area be created (20% of lot area).
2. Lavelle Family Trust; Map R6 Lot 42, 174 Forest Pond Road: new deck with roof, screens.
3. Brian & Cindy Wedin; Map R8 Lot 9, 67 Sky Pond Road: workshop on garage & pool porch.
4. New Hampton School; Map U7 Lot 10, 37 Shingle Camp Hill Road; interior renovations.

The Board reviewed and approved the following Building Permits:

1. Michael & Michelle Ettelson; Map R18 Lot 5, 26 Jackson Pond Road; One-bedroom SFH.
2. Brian Guyotte; Map R17 Lot 38-A, Dana Hill Road; Lean-to off existing garage.

The Board reviewed and approved the following Occupancy Permits:

1. Jeremy Hiltz Revocable Trust; Map R4 Lot 79-A.

The Board reviewed the following Septic Systems approved by the Land Use Administrator:

1. Michael & Michelle Ettelson; Map R18 Lot 5 (new subdivided lot).

The Board reviewed and approved the following Septic Systems:

1. Jennifer Leo; Map R17 Lot 26-H, Lower Oxbow Road

OPEN ITEMS:

- Brook Road Bridge – no update
- Tax Deeded Land – Mr. Davenport went to the Planning Board meeting and the general sense is that they understood why the Board was proposing the lots that were picked to be sold and there were no major issues. When the letter from the Planning Board is received the land will be put out to bid. The Conservation Commission sent a letter to the Planning Board regarding the Winona Heights land. Mr. Davenport will forward the letter to the Board for review.
- Timber Harvest – no update
- Fees – the draft will be finalized soon and the tentative date for review by the Board is June 20th.
- Driveway Permit revision – The Board reviewed the updated draft permit. If there are no more edits the revised permit will be put in use. The revised permit has been reviewed by the police chief and fire chief.
- 911#s – no update
- Grants – no update
- Carter Mountain Road unregistered vehicles – no update
- Town House – no update
- Drake Road – no update
- Town Roads – no update
- Dr. Childs Rd; discontinuance – no update
- NHS PILOT – no update
- Personnel Policy – the most recent copy of the policy will be sent to the Board for review.
- Sidewalk Plow – no update
- Granite State Green House Clean Up – no update
- Coolidge Woods Road Erosion – Mr. Harvey requested that the Public Works Director inspect the area of erosion.
- Emmons Property – added to the open items list.

DISCUSSION:

- Paving & Chip Sealing RFP – the Board met with Public Works Director Jimmy Boucher regarding the paving plan for 2024.
- Tax Abatement; William Dalrymple, Twin Tamarack Campground, Map U9 Lot 5-141 – Mr. Drake made a motion to approve the tax abatement in the amount of \$37.50, seconded by Mr. Harvey. The Board voted 2-0 in favor of the motion.
- Tax Abatement; New Hampton School, 23 Dr. Childs Road, Map U3 Lot 14 – the abatement will be held for the next meeting date.
- Citizen Concern regarding Dry Hydrants – The Board reviewed the email regarding the need for a dry hydrant in the heights.
- Parade Request Update – The state permit requires the selectmen to sign their approval of the parade on a state road. The selectmen request that the parade route be reviewed for safety by the police chief. Chief Tyrrell did review and he is requiring a police escort stopping traffic. An optional route was discussed. The permit was not signed at this time.
- Hawkers & Peddlers Permit Application; Doug & Doreen Tehan, Maple Creamery signed and approved by the Board. The Board wants the operating hours reviewed as they might coincide with the potential farmers market on site also.
- Planning Consultant Recommendation – The Master Plan needs to be

reviewed before the zoning ordinances. A firm in Plymouth will be reached out for a quote for reviewing and finalizing the Master Plan. This will be discussed at the next Planning Board meeting.

- Utility Assessor Discussion – The Board reviewed both contracts. Mr. Fogg is only committing up to the next revaluation in 2028. The Sansoucy contract is through 2031. The Board will make a decision at a future meeting.
- Timber Tax – Ryan & Heather Mitchell; Colony Lane, Map R16 Lot 10-15 – the Board signed the timber tax warrant in the amount of \$134.00. Mr. Drake asked about the bond requirement for timber tax.
- Public Works Ad and Job Description – the job description was revised last year and the training responsibility was removed. The job posting was reviewed and more details need to be added such as town road details.
- Enforcement Letter for DiFilippe – the Board reviewed the letter.
- Enforcement Letter for Krueger – the Board reviewed the letter.
- FYI – Reminder Letters were reviewed by the Board.
- FYI – Municipal Managers Conference Update – Mr. Davenport received a scholarship for the annual conference which takes place in June.

OTHER BUSINESS:

There was no other business.

PUBLIC COMMENT:

Mr. Provencal asked what the community center was. Mr. Harvey replied that it is the Newfound area community center in Bristol and they offer many programs for Newfound area towns. Mr. Provencal asked what the internet speed for the town is. Mr. Davenport replied that it is 50 mb down and 5 mb up. Mr. Provencal commented that the new fiber optics has more mb and costs less. Mr. Davenport has looked into fiber companies and reached out to Breezeline and the cost increases dramatically. Breezeline offers municipalities internet at no cost but the speeds are slower. Upgrades are being investigated.

NON-PUBLIC SESSION:

At 9:04PM, Mr. Drake made a motion, seconded by Mr. Harvey to go into non-public session under RSA 91-A:3 II (a) – Personnel Matters. A roll call vote was held. Mr. Drake – Y, Mr. Harvey – Y.

PRESENT:

Mr. Drake, Mr. Harvey and Mr. Davenport.

RETURN TO PUBLIC SESSION:

At 9:33PM, Mr. Drake made a motion, seconded by Mr. Harvey to come out of non-public session and seal the non-public minutes of 5/30/24 for five years. The Board voted 2-0 in favor of the motion.

Mr. Drake made a motion to accept the resignation letter from Jeffrey Cantara dated May 23, 2024 with deep regret, seconded by Mr. Harvey. The Board voted 2-0 in favor of the motion.

ADJOURNMENT:

At 9:34PM, Mr. Drake made a motion to adjourn, seconded by Mr. Harvey. The vote was unanimous.

Respectfully submitted,
Wendy Duggan