

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

Thursday, January 11, 2024

MEMBERS

Present were Mr. Drake, Mr. Shaw & Mr. Harvey.

PRESENT:

OTHERS PRESENT:

Town Administrator Corey Davenport and Scott Provencal (public)

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 to approve the minutes of 12/7/23 with edits, seconded by Mr. Harvey. The Board voted 2-0 to approve the minutes. Mr. Drake made a motion to approve the minutes of 12/21/23 as written, seconded by Mr. Shaw. The Board voted 2-0 to approve the minutes. The minutes of 12/28/23 will be held for review at the next meeting. Mr. Drake made a motion to approve the minutes of 1/4/24 as written, seconded by Mr. Harvey. The Board voted 3-0 to approve the minutes.

APPOINTMENTS:

WORK SESSION:

Manifests, bills, requisitions, purchase orders and leave request forms:

- 4th Quarter Form 941 signed by Chair.
- Information only – Occupancy Permit:
 1. Kevin & Sarah Wall; Map U1, Lot 20; approved by Land Use Administrator 1/9/24
- Information only – Septic Systems:
 2. Michael & Brandy Sharp; Map R12, Lot 28; approved by Land Use Administrator 1/10/24

OPEN ITEMS:

- Town House – no update
- Brook Road bridge – no update
- Fees – no update
- 911#s – no update
- Grants – no update
- Tax Deeded Land – no update
- Timber Harvest – no update
- BOS Guidelines – no update
- Drake Road - no update
- Breezeline – no update
- Town Roads (FEMA) – no update
- Driveway Permit revision – no update
- Carter Mountain Road unregistered vehicles – no update
- Forestry Services – this will be done in house using the form from the state. Mr. Harvey asked about the town cutting on town owned land. Mr. Davenport replied that the town will likely get a forester for that situation and that this will be looked into further.
- Town Report Dedication/Service Award recipients – the Board agreed on recipients for both the dedication and the service award.

- Dr. Childs Rd; discontinuance – no update

DISCUSSION:

- FYI – Fellowship Program is an intern program with PSU for Finance students. This is a paid internship that requires an application to be filled out by the town. The Board is not interested in the program for 2024 but might be relevant in future years.
- FYI – New Hampton Water Precinct End of Year Update was reviewed by the Board.
- FYI – Former Fire Chief Resignation Letter was reviewed by the Board. Mr. Drake made a motion to accept the former Fire Chief Kevin Lang’s resignation letter, seconded by Mr. Shaw. The Board voted 3-0 in favor of the motion.
- Vachon Clukay & Company Contract for one year was reviewed by the Board. Mr. Drake made a motion to accept the contract with the auditors for the 2023 fiscal year, seconded by Mr. Shaw. The Board voted 3-0 in favor of the motion. Mr. Harvey asked about putting auditor services out to RFP. Mr. Davenport replied that there are only a few bigger auditing firms and the RFP can be put out for a multi-year contract. The auditing RFP will be drafted later in the year.
- Wedding Venue Issue on Carter Mountain Road - a town resident met with Ms. Vose and Mr. Davenport at the town office regarding issues with the site. The resident wanted to make the town aware of structures without building permits and other issues he is concerned with. Mr. Davenport commented that the building permit issues should be addressed and the special events ordinance needs to be reviewed for what is allowed. Mr. Drake commented that this property owner has been working with the town regarding amending the zoning ordinance for special events for the past year or so and the amendment has never been finalized. Mr. Davenport commented that this is a separate empty lot that holds a structure and the event venue. Mr. Davenport recommended that the owners come to the Planning Board and discuss the issue and go through a site plan review. The Board requests that the owner be contacted and have a discussion regarding the history of the events leading up this point with the complaint.
- Discussion on engagement of assessing services in preparation of 2029 revaluation – Mr. Davenport asked if the Board would like to go out to RFP for these services. The Board would like an RFP completed to look at the assessing services. This will be made a higher priority for the spring.
- FYI – Draft RFP to Planning Board for Planning Consultant – this in preparation for the 2024 warrant article. The Board reviewed the RFP and wants this to be put out for responses now.
- Review of draft Warrant – the warrant needs to be posted by January 29th. The sequencing of the warrant articles was discussed. The Board needs more time to review the language and this will be looked at again next Thursday.
- Budget Hearing Debrief – The Board discussed areas that need to be highlighted in more detail for the deliberative session, such as health insurance increases. Mr. Davenport will incorporate these suggestions into the Deliberative Session PowerPoint. The proposed budget will be posted to the website before the budget hearing earlier next year. The Board did not make any changes to the proposed 2024 budget.

New Business after Agenda was Posted

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OTHER BUSINESS:

- Mr. Harvey commented on the road conditions after a recent snow storm and felt like an ambulance or cruiser would not make it up most roads in town. Mr. Drake commented that it could be a communication issue with dispatch and when the calls are made to the Public Works Director.
- Mr. Davenport informed the Board that the International has gone to Sunapee for repairs. There is no estimate at this time.
- Mr. Harvey asked when the lights should be shut off on the Christmas Tree and when are they taken off the tree. The Board decided to have the lights shut off now and the lights will come down in the spring. The lift will need to be rented.
- Mr. Davenport reached out to NH Municipal Association regarding the non-public minutes process. The RSA has changed and towns are no longer allowed to seal minutes for extended periods of time and the review of sealed non-public minutes are recommended to be reviewed yearly. Mr. Davenport will look into this more closely. Mr. Drake asked if the Board has to vote on the review of non-public minutes. Mr. Davenport will check with NHMA regarding reviewing and voting on non-public minutes.
- The Board informed Mr. Davenport that the fee schedule needs to be updated. The Board reviewed some of the open items with Mr. Davenport.

PUBLIC COMMENT:

Mr. Provencal asked about the unregistered vehicles on Carter Mountain Road. Mr. Harvey replied that the police department has to go to reassess the vehicles for registrations. Then a phone call will be made to the property owner.

ADJOURNMENT:

At 7:54pm, Mr. Drake made a motion, seconded by Mr. Harvey to adjourn. Vote was unanimous.

Respectfully submitted,
Wendy Duggan