

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

Thursday, January 4, 2024

**MEMBERS**

**PRESENT:**

**OTHERS PRESENT:**

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

Town Administrator Corey Davenport, Finance Officer Wendy Duggan, Fire Chief Cathy, Police Chief Tyrrell, Sargeant Cremins, Town Clerk/Tax Collector Regina Schofield, & Public Works Director Jim Boucher.

**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:**

The minutes of 12/7/23 & 12/21 were held.

**APPOINTMENTS:**

*6:00 pm*

*Review of 2024*

*Proposed Budget with  
Department Heads*

Mr. Drake reviewed an increase to health insurance rates and that a 5% wage increase is proposed for employees.

Reductions were made in some of the smaller budget line items for all departments based on actual departmental expenditures (through 12/29/23) noting that monies could come from another line item if it is determined it is necessary.

Chief Cathy expressed concern with a reduction to the uniform line due to the proposed 2 full-time personnel warrant article and that if new gear was needed (\$4,000 each) there wasn't enough money in that line item. The Board agreed this additional need could be reflected in that warrant article. It was noted that if the article for the 2 full-time employees failed, there is money budgeted to cover those hours with per diem employees. The full-time employees would mean the addition of benefits and possible need for gear.

Ms. Duggan advised that the overall tax increase if all the warrant articles passed would be \$1.10, with \$0.25 being the increase for the operating budget alone.

Review of proposed Warrant Articles:

1. Appropriate money from the Special Revenue Fund for Public Safety Building bond payment @ \$25,000, noting it will be paid off in 2027.
2. There will be no proposed appropriation a new Hwy Dept dump truck as requested.
3. Mr. Drake advised that a Town Capital Equipment Expendable Trust Fund will be established with \$200,000, which will now be expanded to also fund equipment for Fire, Police and Public Works.
4. Town Building & Maintenance Expendable Trust Fund: appropriate addition of \$27,000.
5. Town Equipment Repair/Replace Expendable Trust Fund: appropriate addition of \$8,000.
6. Article to appropriate \$25,000 for a consultant to assist with Master Plan and Zoning Ordinance.

7. Town Vehicle Repair Expendable Trust Fund: appropriate addition of \$22,000.
8. Town Road Maintenance: appropriate addition of \$250,000.
9. Mr. Drake advised that the Selectmen decided to request only one police cruiser through a warrant article for grant request. Chief Tyrrell expressed concern with not getting a new cruiser if the grant was not awarded. Chief Tyrrell advised they have one cruiser (at approx. 125,000 miles) that needs a lot of work so the repair line should be increased. He said if they purchased the two cruisers he was requesting in 2024, he had planned to spread out the replacement cycle for each cruiser to every 10 years instead of every 5 years. He said the CIP had 2024 as a replacement year. Mr. Harvey said it may be more difficult to get voters to approve two cruisers in one year, even though one of them would be through a grant, so the Selectmen opted to ask for only the one funded by a grant. Ms. Schofield asked if it was possible to write the warrant article in such a way that if the warrant article for a grant for the cruiser failed, that it could be paid for through taxation, and Mr. Davenport said he would have to consult with NHDRA to find out. Mr. Drake pointed out that they did increase the amount requested to add into the Town Vehicle Repair Expendable Trust Fund which would assist with any cruiser repairs and that there is the capability to purchase a new cruiser using money from the Town Capital Equipment Expendable Trust Fund.
10. Warrant Article for two full-time firefighters/EMT @\$85291. After some discussion the Selectmen decided to add an additional \$9,000 to cover gear and uniforms, for a total of \$94,291.
11. Warrant Article for Fire Dept ambulance lease payment coming from the Fire Dept. Special Revenue Fund @ \$37,344.
12. Warrant Article for AFG grant for fire hose @ \$23,000.
13. Warrant Article for Fire Dept Dry Hydrant Expendable Trust Fund, appropriating the addition of \$10,000.

Mr. Drake advised they removed the request for a new Fire Dept rescue pumper. Chief Cathy asked if the Board had considered a grant request or bond for a new rescue pumper and Mr. Drake said he thought a warrant article for a grant was being drafted. The Board agreed to a 5% match if this article was added at \$750,000 with the match. Chief Cathy to draft the article.

Everyone left the meeting with the exception of the Selectmen and Town Administrator.

**WORK SESSION:**

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

Mr. Harvey asked that the highway department add to their timecard description of work, what road they were performing work on. There was discussion on having a log book for equipment so type of work, location, and date, would be documented.

- Information only - Septic design:
  1. Charles Goodwin 1991 Trust; Map U12, Lot 8; *approved by Land Use Administrator.*

- Board signed the following Intent(s) to Cut Wood:
  2. David & Barbara Hazelton; Map R17, Lot 26D
  3. Stephen Torsey; Map R6, Lot 50B

**OPEN ITEMS:**

- Town House – no update
- Brook Road bridge – no update
- Fees – no update
- 911#s – no update
- Grants – no update
- Tax Deeded Land – Mr. Drake asked Mr. Davenport to get up to speed on the various town properties the Board was considering for sale.
- Timber Harvest – no update
- BOS Guidelines – no update
- Drake Road - no update
- Breezeline – no update
- Town Roads (FEMA) – no update
- Driveway Permit revision – Mr. Harvey advised he would still like to work on a revision. Mr. Davenport said he would provide the permit application from Campton. Mr. Drake asked that the Land Use Administrator work with the Public Works Director to begin a draft for their review.
- Carter Mountain Road unregistered vehicles – no update as Mr. Davenport needs to get familiar with the issue, but relative to a possible new open item, Mr. Davenport advised the Board that there is a residence on that road that appears to be offering their property as a commercial wedding venue, and that there appears to be a building for which no permit was obtained. As this is a commercial use in a residential neighborhood this is currently unpermitted and will need to be addressed. There are reports of negative impacts to neighbors. Mr. Drake said some type of special events language was going to be proposed as a zoning amendment, but it did not happen as it was felt that more discussion was needed with input from department heads and it never went any further.
- Forestry Services - no update
- Town Report Dedication/Service Award recipients – no update
- Dr. Childs Rd; discontinuance – Mr. Shaw said he and Mr. Davenport met with NHS Joe Williams after getting additional input from department heads. There was a request of NHS to address any drainage concerns, upgrading the hydrants and adding a new sidewalk (Dr. Childs Road, down Shingle Camp, to Main St) when they perform any improvements to the roadway, assuming responsibility sidewalk clearing (from the inlet to the fish hatchery to the community school), maintaining clear access along Dr. Childs Road with no blockages for emergency equipment, and creating an appropriate turning radius into the roadway. Mr. Williams considered these requests and agreed to provide a letter stating what they are willing to perform, for the Selectmen to review. The Board can then determine to put forth a warrant article for the full discontinuance of the roadway. Mr. Shaw said Mr. Williams spoke of a possible payment to the Town based on the tax break they just received due to a change in their assessed taxable value.

**DISCUSSION:**

- An appointment for Lewis Mundy Shaw as a member of the Conservation Commission was signed as it was voted on at a previous meeting.
- FYI - Total Compensation memos that will be provided to employees for 2023.

**New Business after Agenda was Posted**

- Board signed a Timber Tax Warrant for Keith Corriveau, Map R13, Lot 21 @ \$6,121.18.
- Board reviewed a revised lighting estimate for additional external lighting for the Town Office building.
- Mr. Drake advised that at the meeting of 12/28/23 the Board did not vote to seal some non-public minutes. Mr. Shaw made a motion, seconded by Mr. Harvey to seal the non-public minutes of 12/28/23 for 14 years. Vote passed, with Mr. Drake abstaining as he had not been present.

**OTHER BUSINESS:**

- Mr. Drake asked Mr. Davenport to begin work on a review of the Personnel Policy to address some concerns, especially ways to protect the Town. He suggested speaking with department heads to find out where the problems are with personnel and to reconsider how donations of time from one employee to another is handled. He said the notification process should be reconsidered.
- Mr. Davenport said the alarm system is now updated so he has access and the individuals getting notified in case of alarm was also updated as it was referencing past department heads.

**PUBLIC COMMENT:**

There was none.

**NON-PUBLIC SESSION:**

At 8:04 pm, Mr. Drake made a motion, seconded by Mr. Harvey to go into non-public session under RSA 91-A:3 II(c) – Hiring. A roll call vote was held. Mr. Drake – Y, Mr. Shaw – Y, Harvey – Y.

**PRESENT:**

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

**RETURN TO PUBLIC SESSION:**

At 8:08 pm, Mr. Drake made a motion, seconded by Mr. Shaw to come out of non-public session and unseal the minutes of 1/3/19(A) and 1/3/19(B). Vote was unanimous.

**ADJOURNMENT:**

At 8:08 pm, Mr. Drake made a motion, seconded by Mr. Harvey to adjourn. Vote was unanimous.

Respectfully submitted,  
Pamela Vose