

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

Thursday, October 17, 2024

**MEMBERS**

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

**PRESENT:**

**OTHERS PRESENT:**

Town Administrator Mr. Davenport, Jonathan Lang, Scott Provencal & Richard Morse

**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. Shaw to approve the 10/3/24 minutes as written. Mr. Harvey made a motion, seconded by Mr. Drake to approve the 10/10/24 minutes as corrected. Mr. Drake made a motion, seconded by Mr. Harvey to approve two Non-public minutes of 10/10/24 as written. All motions passed unanimously.

**WORK SESSION:**

The Board reviewed/signed manifests, invoices, requisitions, purchase orders and leave request forms.

The following building permits were signed by the Land Use Administrator:

1. Arthur Stringfellow & Christen Evans; Pinnacle Hill Rd, Map R4, Lot 11A; new home.
2. Joshua & Tiffany Reynolds; 1081 NH Rt 132N, Map R20, Lot 59; Addition for which permit had lapsed.

**OPEN ITEMS**

- Fees – Mr. Davenport provided updates from last week’s discussion, last updated in 2011. Mr. Lang suggested updating the fees more often. The Board agreed with the changes and Mr. Davenport will schedule the public hearing.
- Timber Harvest – no update
- Personnel Policy – no update
- Emmons property – waiting for deed to be recorded, then the Board can decide what to do next, such as winterizing. The Town must wait 90 days prior to offering the property up for bid.
- 911#’s – no update
- Grants – Mr. Davenport said Chief Tyrrell had previously contacted Senator Shaheen’s office to assist with expediting the process and was told to contact the DOJ. The Town is still waiting on feedback from the DOJ
- Carter Mountain Rd unregistered vehicles – no update
- Town House – no update
- Drake Road – no update
- Job Postings – no update
- Town Roads – no update
- Dr. Childs Rd discontinuance – No update
- NHS PILOT – No update
- Sidewalk plow – No update.
- Grant status of culvert replacement – No update

- Coolidge Woods Rd erosion – Mr. Davenport to reach out to Army Corps of Engineers.
- Welcome Sign relocation – no update
- Nature-Fitness Trail & other trail systems – Mr. Davenport said the Highway Dept. used the trimmer along the trail, which received negative and positive reviews, noting it will grow in quickly.
- Dry Hydrants – no update

**OTHER BUSINESS**

The Board recognized an individual, Kelley Kinnon, who said he would be demolishing and constructing a new home for Gail & William Hadley, who received a variance on 4/11/23, which has a 2-year time limit for its utilization. Mr. Kinnon wanted to know what was required to be considered utilized to meet the deadline. There was discussion on who determines utilization and Mr. Davenport said he would find out.

**APPOINTMENTS:**

*6:30 pm  
Fish & Game*

At 6:28 pm representatives from Fish & Game were present as were New Hampton School Head of School Joe Williams, Director of Finance Kathleen Howe, and Director of Facilities Peter Lamb. Executive Director Scott Mason advised that Inland Fisheries Chief Diane Timmons and HDR Senior Project Manager Rebecca Elwood would be providing a slide presentation.

Ms. Elwood explained the modernization of New Hampton's fish hatchery to decrease effluents while maintaining capacity. As several hatchery locations will need to decrease their capacity, New Hampton's capacity will increase. Ms. Timmons said the new system will be a recirculating system as it is currently a flow-through system. Ms. Elwood explained that this new hatchery will produce two times the fish with ½ the total phosphorus seen today. The project will be funded by ARPA money and construction must be completed by the end of 2026. Ms. Elwood explained the various buildings and uses.

There was discussion on the access to the facility during construction and a power pole at the entrance to Hatchery Road. Mr. Harvey said he would like to see consideration in moving the power pole to allow for easier access for tractor trailers. Ms. Elwood said the access road near Dickerman Pond dam will not be improved for large vehicles but will be made more usable. Mr. Mason said that they do intend to meet with the Planning Board. Mr. Shaw advised that NHS has concerns with how construction vehicles will travel through the area, as it will affect them. As soon as the contract is signed Fish & Game will provide construction plan details.

NHS Mr. Williams said they would want to know of noise issues that could interrupt learning but more concerned with the traffic as so many students are crossing Main Street throughout the day. Mr. Drake said he wants to ensure speed limits are followed.

Precinct Electric Commissioner Bill Hammond was present at 6:56 who said they had not made any decisions on moving the pole at Hatchery Road. Mr. Mason asked Mr. Hammond to find out how the pole could be relocated. Mrs. Howe recommended that Fish & Game keep the local school districts informed also. Police Chief Tyrrell advised his only concern was if the road needs to be shut down for any reason.

Ms. Timmons said Dickerman Pond will need to be drawn down for some pipe replacement, but will advise the Town of this timeline and that the hatchery will be closed to the public during construction.

**BID OPENING**

*7:00 pm - Tree Removal*

At 7:10 pm Mr. Drake opened the one bid that was submitted by Arbor Tech in the amount of \$20,220 for tree removal at 7 locations. The Board agreed to have Interim Public Works Director Mr. Cote review the proposal.

**APPOINTMENTS:**

*7:15 pm*

*PD Budget presentation*

Chief Tyrrell reviewed his 2025 budget and provided an updated sheet reflecting updated wage figures from the NH Police Chief's survey.

Highlights:

- Proposed 2025 departmental budget is \$844,814, which is an increase of \$62,029 at 7.9%, with some of the increase due to the new hire being paid overtime to attend the police academy. Chief Tyrrell said most of the increase was due to wage and insurance increases. He said after doing a state-wide survey of police departments, and is proposing a step increase pay scale; 12 steps in each grade. He said this provides personnel with information so they know what they will make if they continue working for the Town. He said each step is 2.5%. Chief Tyrrell said the total wage could then get adjusted by COLA. He said once an employee has reached the maximum in a grade, they would have to acquire additional skills, or be promoted, to get anything other than COLA.
- Recognition for certifications for specialty assignments at \$250 per certification or specialty assignment, up to \$500 to be paid once - annually.
- Chief Tyrrell reviewed his proposed wages, basing each position on similar towns' averages, but also providing state averages.
- Overtime costs were compared - based on flat wages and proposed wages (increase), using the average overtime with some additional hours due to the new officer going to the academy.
- Training time and costs – decreased in anticipation of using more in-house and online training.

Chief Tyrrell said if wages were not increased and everything stayed flat, the department's budget would be \$803,673, a \$41,141 difference.

Mr. Drake asked the public if they had any questions and Mr. Morse, who had been a police officer, said his experience was that having no step increase was a detriment to the department he worked in. He recommended keeping officers who with greater experience, is a great asset to the community, compared to a department with a lot of turnover and inexperienced officers.

Mr. Morse left the meeting. Mr. Cote was present and reviewed his proposed 2025 budget.

*7:45 pm*

*Highway Dept Budget presentation*

Highway Dept Highlights:

- Contract Services – increased due to less manpower.
- Cold Patch & Gravel – increased to add more to the dirt roads.
- Winter Sand and Salt – increased as stockpile is low and should be built up.
- Mr. Cote recommended adding a new account just for culverts, as it is

currently is under “Gravel”. Mr. Cote said he has started a report showing what culverts need repair or replacement. Relative to the maintenance of driveway culverts that are the responsibility of a property owner, the Board agreed this needs further discussion.

Solid Waste Highlights:

- Most costs, being contracted, are not under the control of the Town, but the ones that are, were mostly level funded.
- Mr. Drake asked Mr. Davenport to find out when the Waste Management contract expires. Mr. Shaw asked Mr. Cote to check with the Finance Officer to see if the Waste Management proposed costs should be reduced.

Asking for public input, Mr. Lang asked why the Town doesn’t charge a small amount for transfer station stickers and took this under advisement. Mr. Provencal asked if the compactor would be getting any repairs and Mr. Cote said it would be.

Hwy Dept Warrant Articles:

1. 20-ton trailer to accommodate a roller.
2. One-ton F350 truck with wing & plow.

Mr. Cote was unsure if these were in the CIP, and said he would find out. Mr. Drake said there had been previous discussion on rewiring of the building. Mr. Davenport said the CIP noted that the PWD electrical needs improvements in 2025 at \$30,000. The Board reviewed all CIP recommendations for 2025. As one recommendation was to replace the skid steer, Mr. Cote said he recommends repairs as needed, as it is rarely used. Mr. Shaw told Mr. Cote he’s gotten positive feedback from some residents relative to the work the department has done since he’s become the interim director.

PD Warrant Articles:

1. Security cameras at \$15,000, which includes money for cameras on the Fire Dept side if the plan is to add those.
2. Cruiser at \$82,000 as 2025 is a normal replacement year. He said relative to the grant, this will still be awarded, with an extension, if one is needed.

He said with receipt of one cruiser under the grant, the totaled cruiser being replaced, and if this warrant article is successful, the next 3 years will be skipped for new cruisers.

**OPEN ITEMS:** (cont)

Relative to the draft permit fees, Mr. Davenport recommends that a reissue of a building permit if a project is not done in 18 months, be at \$125 to cover the office and assessing costs, unless the project has changed. Mr. Drake recommended the reissue of a commercial permit should be more than \$200. Mr. Davenport told the Board he would make those changes and schedule the public hearing.

**DISCUSSION:**

- Board signed enforcement letter for AR New Hampton LLC; 988 Dana Hill Rd, Cease & Desist for an ongoing yard sale.
- Board signed the MS-1.

- Board signed a Notice to Voters. Mr. Shaw asked if there would be a police presence at the polls and Chief Tyrrell said there would be.
- Board discussed the proposals submitted for the Lang Drive tax-deeded property. Mr. Drake made a motion, seconded by Mr. Shaw to award the sale to Twin Tamarack at \$202,000. Vote was unanimous. Mr. Davenport to work on the deed transfer.
- Mr. Davenport said the Town Server will be 5 yrs old in Feb. 2025, but has been experiencing problems recently, causing interruptions in office work. He received 3 quotes from Umbral Technologies, with the lowest at \$7,499, including installation. There is a one-week lead time for the server and it would be down for possibly one day, but the concern is if it is not replaced immediately there could be a longer shutdown for all the offices. Mr. Shaw made a motion, seconded by Mr. Drake to purchase the server at \$7,499 utilizing ARPA funds for this purpose. Vote was unanimous.

**New Business after agenda was posted:**

- Board reviewed HealthTrust insurance rates for 2025 for the various medical plans; \$1,000 deductible rose 9.9% & the \$3,000 deductible rose 17.5%. Mr. Davenport said relative to getting any other quotes, it may be too late in the year. Mr. Drake asked him to contact some other towns to see who they are using and what portion they are paying for their employees.

**OTHER BUSINESS:**

- Mr. Davenport said he got a call from NHS relative to a food truck that had parked on Main Street, in addition to the one already approved, but he advised the school that they did not have the required Hawkers/Peddlers permit. Mr. Harvey was concerned with whether the state has a problem with it being parked within their ROW and asked Mr. Davenport to find out.
- Mr. Shaw asked Mr. Davenport to determine if the town has any leverage in requesting certain actions by the state relative to the Fish & Game project.

**PUBLIC COMMENT:**

Mr. Provencal asked if the insurance costs are reduced by a larger number of employees and Mr. Davenport said generally yes, and Mr. Provencal recommended a possible pooling with some other towns to see if it can bring down the cost, for 2026 budgeting.

Members of the public left the meeting.

Mr. Drake said Mr. Cote has said he is content with being the Interim Public Works Director until the Board hires someone. The Board agreed to meet with Mr. Cote on 10/24. The Board agreed to a new job posting for a Public Works Driver/Operator position to look for a new employee.

The Board signed a Payroll Change Notice for Mr. Cote in recognition of his added responsibilities, increasing his hourly wage to \$38.04/hr.

**ADJOURNMENT**

At 9:00 pm, Mr. Drake made a motion, seconded by Mr. Shaw to adjourn the meeting. Vote was unanimous.

*(Board of Selectmen, October 17, 2024, cont.)*

Respectfully submitted,  
Pamela Vose