

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

Thursday, October 24, 2024

MEMBERS

Present were Mr. Drake and Mr. Harvey.

PRESENT:

OTHERS PRESENT:

Town Administrator Mr. Davenport, Interim Public Works Director Harry Cote, 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. Harvey to approve the 10/17/24 minutes as written. The Board voted 2-0 in favor of the motion.

**NON-PUBLIC
SESSION:**

At 6:02PM, Mr. Drake made a motion to go into non-public session under RSA 91-A:3 II(a) Personnel Matters, seconded by Mr. Harvey. A roll call vote was held: Mr. Drake – Y, Mr. Harvey – Y.

PRESENT:

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

**RETURN TO PUBLIC
SESSION:**

At 6:15PM, Mr. Drake made a motion to come out of non-public session and to seal the non-public minutes of 10/24/24 for 10 years, seconded by Mr. Harvey. The Board voted 2-0 in favor of the motion.

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. Demolition: Lewis Linden Realty Trust; 703 Dana Hill Road, Map R17, Lot 14; remove larger shell of a structure
2. William & Gail Hadley; 96 Seminole Ave, Map U10, Lot 9; sunroom to living space, deck, interior modifications

The following building permits were approved and signed by the Selectmen:

3. Robert & Patricia Wood; 5 Woodlands Way, Map R3, Lot 8-C; construction of a shed.
4. Anne & Nancy Farma; 94 Town House Road; Map R4, Lot 74; demolishing old barn building - new barn on the same footprint.

OPEN ITEMS

- Fees – Public hearing on November 7th will be posted. Mr. Drake recommended a separate meeting for the hearing as there are budget discussions happening on the 7th. Mr. Davenport will notice the hearing for November 12th at the Public Safety building.
- Tax Deeded Land – The auditors confirmed that the excess funds received will be counted as Sale of Town Property revenue.
- Timber Harvest – The contract from the forester has been received and will be reviewed by legal.
- Personnel Policy – the discussion will be held when Mr. Shaw is present.
- Emmons property – The deed has been recorded and a 30-day notice for the prior owners to get anything needed from the property and then the

- locks will be changed.
- 911#'s – no update
- Grants – no update
- Carter Mountain Rd unregistered vehicles – no update
- Town House – Mr. Harvey met with the Heritage Commission and reported that the LCHIP grant has not been granted. The Commission will write up a warrant article for \$250,000 for the Town House. The Heritage Commission priced the removal of several trees and it was suggested that they could be taken down at the same time they are taking down 3 trees the Town had priced out.
- Drake Road – no update
- Job Postings – no update
- Town Roads – no update
- Dr. Childs Rd discontinuance – Mr. Davenport met with the school on Wednesday and they were disappointed by the Board's direction which was communicated to them.
- NHS PILOT – No update
- Sidewalk plow – the Historical Society declined putting the plow in the museum. It will be stored at the Public Works facility. Mr. Harvey asked if there is an inventory list for town property. Mr. Davenport will talk to department heads. The major pieces of equipment are filed with Primex.
- Grant status of culvert replacement – No update
- Coolidge Woods Rd erosion – no update
- Welcome Sign relocation – the welcome sign is at the town office and there just needs to be a location decided on. A potential location could be outside the town office building.
- Nature-Fitness Trail & other trail systems – no update
- Dry Hydrants – no update

BUDGET
DISCUSSION:

Mr. Davenport presented the Executive and several smaller miscellaneous budgets.

- Executive: A wage increase for the Deputy Town Clerk/Tax Collector is proposed. Part-time wages increased to accommodate increased hours by the Permitting Assistant. Overtime increased by \$700 for the Land Use Administrator to attend Planning Board meetings. Health Insurance amounts have been updated. Telephone increased slightly to cover the actual costs. The new forester rates will need to be looked at and the Contract Services line might need to be increased. Overall increase is \$13,409.
- Finance: Overtime decreased slightly. Health Insurance increase due to change in status. Contract Services decreased due to a non-payment year for GASBHelp. Printing/Advertising decreased slightly. Overall increase is \$9,261.
- Treasurer: the budget remains level funded. The treasurer position has been discussed in the past regarding increasing the treasurer stipend.
- Data Processing: Contract Services includes new finance software with MTS for service contract and for the first installment of licensing fees, new website provider will be picked soon should be under \$3,000, Umbral service's rate was based on adding a mini server for the selectmen's office, a firewall, and Microsoft 365 for

current computer census. Maintenance and Repairs decreased a bit for installation savings. Hardware includes two replacement computers, firewall, and the mini server. Mr. Provencal asked about the current server purchase. Mr. Davenport answered that the larger server that is being purchased will be the police department server once the mini servers are purchased for the town office and the fire department. Mr. Provencal commented that MS 365 should be backwards compatible.

- Miscellaneous Departments: Appraisal increased due to increase in contracts. Unemployment decreased slightly while Workers Comp and Property Liability Insurances increased. Debt service decreased due to paying off a couple of leases. Clarification on the PSB principal and interest amounts will be given at the next meeting.
- Planning Board: Registry Fees increased slightly and Postage increased due to the number of certified letters that need to be sent.
- Zoning Board: Increased due to postage and advertising costs.
- General Buildings: Increases due to continued need to run dehumidifier at Town House, mini splits needing repairs recently, and replacement chairs for meeting room audience. There was discussion on a better way for Selectmen or attendees to see documents being discussed during meetings. Mr. Davenport to get quotes on equipment to facilitate this. The board discussed the need for new siding and windows on a portion of the Town Office, the estimate, and how the money would need to come from the Town Building Expendable Trust, basically depleting it.
- Regional Associations: minor increases to LRPC and Tapply-Thompson Community Center. Mr. Davenport to note reasons why any associations went up in request amounts. CAP is requesting a large increase based on services provided and number of people served, which would require a petition warrant article.
- Landfill: small increase due to monitoring costs.
- Welfare: reduced slightly; Mr. Drake asked to keep it level-funded.
- Old Home Day: increased due to request for rental of tent.
- Conservation Commission: increase requested due to Open Space Master Plan and need for LRPC assistance. Mr. Drake recommended they utilize the money they get from Land Use Changes taxes and have Chair Mr. Pollock meet with Selectmen to explain.

**ACTION &
DISCUSSION ITEMS:**

- The Board discussed the 2025 insurance rates: Current calculations reviewed showed a \$60,000 increase if everything stayed as it is currently, with the 2 additional Fire Dept full-time members. Board reviewed other town's percentage increases and cost shares for medical insurance but not all insurances were comparable. Mr. Davenport said the Finance Officer needs a decision soon, but recognized that this may need to include Selectmen Shaw's input. It was the consensus of the board to have more detailed discussion on this subject and for Mr. Davenport to look at other possible plans and deductibles. Mr. Davenport said the Finance Officer had broken down various scenarios for consideration and provided it to the Board's for review at the next meeting.
- TAN (tax-free Tax Anticipation Note) discussion on the Town borrowing money due to the school district's late filing to NH DRA which would delay the tax rate setting and flow of money into the Town. Mr.

Davenport said it would be \$600-\$900 in attorney's fees, with \$500 bank fees for the bank's attorneys. NASD thinks they can get their rate by end of November and payments to NASD will be held until they file the appropriate documents to NH DRA. It is possible the Town will not need to draw on the money. Mr. Drake made a motion, seconded by Mr. Harvey to approve the submission of an application for a Tax Anticipation Note (to Drummond Woodsum) in the amount of \$1,200,000 and to allow the Town Administrator and Finance Officer to complete the documentation. Vote was unanimous.

- Copy of a letter from the Town to Fish & Game, relative to RSA procedure for involving the Town in the process of the new fish hatchery to be constructed.
- MTS Contract has been reviewed by legal counsel and Primex for the transfer to this new finance software. Mr. Drake made a motion, seconded by Mr. Harvey to enter into a Software License and Service Agreement with MTS, for 3 years. Vote was unanimous.
- Mr. Drake made a motion, seconded by Mr. Harvey to approve a Veteran's Tax Credit for Robert Wood, 5 Woodlands Way, Map R3, Lot 8C. Vote was unanimous.

New Business after Agenda was posted:

- New Hampton Employee Contract Update – Mr. Davenport said Chief Cathy's contract expires Dec 1st, his own contract expired on July 1st but was unaware of this until recently, and that Police Chief Tyrrell's contract is also expired. Mr. Drake asked for new contracts to be brought to the Selectmen on 10/31 under non-public session.
- FYI – Fire Department Special Revenue Fund: transfer memo from Finance Officer to Treasurer to reimburse for costs of replacement hoses at \$2,250.

OTHER BUSINESS:

- Waste Management contract will expire in Dec. 2025. Mr. Drake said that Selectmen Shaw had recommended reducing Solid Waste hauling & tipping fees for the 2025 budget.
- Mr. Drake brought up previous discussion on headstone maintenance of the smaller cemeteries in town, not including the Village Cemetery, but it had been in the hands of Town Administrator Mr. Irvine. Mr. Davenport to investigate.
- Mr. Harvey to look at work on Nature-Fitness Trail.
- Mr. Davenport said he has not looked at the site plan approvals for the Tractor Barn to see if there was anything relative to noise.

PUBLIC COMMENT: There was none.

ADJOURNMENT

At 9:26 pm, Mr. Drake made a motion, seconded by Mr. Harvey to adjourn the meeting. Vote was unanimous.

Respectfully submitted,
Wendy Capone & Pamela Vose