

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

Thursday, October 3, 2024

**MEMBERS**

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

**PRESENT:**

**OTHERS PRESENT:**

Town Administrator Mr. Davenport, residents Bradford Leclerc and 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. Harvey made a motion, seconded by Mr. Shaw to approve public minutes of 9/26/24 as corrected.

Mr. Drake made a motion, seconded by Mr. Harvey to approve the Non-Public minutes of 9/26/24 as written.

Both votes were unanimous.

**WORK SESSION:**

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

**APPOINTMENTS:**

*6:30 pm*

*Fire Chief Scott Cathy*

Chief Cathy was present at 6:06 pm. Chief Cathy said since his visit to Costal Truck & Auto Body to check on the Engine 1 repair, the company owner and son, and some employees - left and the father (prior owner) has remained. The father indicated that he needs a week to try to figure out what's happening, which the Chief said he is agreeable to, but has a lot of concerns. Chief Cathy said the engine needs reassembly and there may not be someone left, capable of doing the work. Mr. Shaw confirmed that \$10,000 has been spent so far on the repair (frame rails), with the balance being roughly \$58,000. Chief Cathy will go visit them in person next week and will document all discussions of any kind.

Engine 3 failed the pump test (bad throttle and primer pump) with estimated repair at \$2,109. The board agreed with this cost.

Chief Cathy advised the department's gear extractor has failed, with recent repairs at \$1,000 repairs, and a current repair estimate of \$1,676 to get it operational. Chief Cathy said he will apply for the grant to replace the extractor (cost at \$22,000) through the Leary Foundation, created 20 years ago, with money going to first responders. There is no Town match required, but the Town would be responsible for the installation. Mr. Davenport said if granted, it would require a vote by the Selectmen to accept the gift of the extractor.

Mr. Drake advised that Mr. Leclerc was present to discuss concerns he has with work required by the Fire Dept to get his Occupancy Permit approved for the 4<sup>th</sup> apartment unit he obtained a building permit for. Fire Chief Lang had previously performed an inspection, providing Mr. Leclerc with a list of items that needed to be done. It took 11 months to get that work done, but in January 2024 Chief Cathy came to inspect the building and expressed

concerns with sheetrock in the attic space as it was a means of egress. Mr. Leclerc explained that there were other methods of egress from this 4<sup>th</sup> apartment. Several months went by and he received no further notifications on any more work that was needed, and therefore feels his work, based on Chief Lang's recommendations – is complete. Mr. Leclerc said he does agree with some of the items Chief Cathy wants done, but feels more time should be allowed to complete them, without the need to obtain a new building permit.

Chief Cathy said Firefighter Pendergast inspected the structure recently and had outlined what is required in a letter just sent to Mr. Leclerc. Mr. Leclerc said those items were not part of the requirements by Chief Lang. The Board reviewed Chief Lang's comments and showed the copy to Mr. Leclerc. Chief Cathy agreed the communication was poor. The Board reviewed Firefighter Pendergast's report and the letter that was sent to Mr. Leclerc. Chief Cathy said the letter outlines a request to meet and agree to a timeline to accomplish the requirements. Mr. Leclerc said he disagreed with sheet rocking the attic space as there are 3 other means of egress. Chief Cathy said his main concern is the safety of the occupants. Mr. Drake said Chief Cathy is the authority under state law, and suggested the Fire Marshall's Office could perform an inspection. Mr. Drake said this multi-family house should be inspected annually and what is found can change at any time. The Board took this under advisement and asked for a copy of Chief Cathy's report. Mr. Leclerc left the meeting.

Mr. Davenport suggested the Board extend the building permit or waive the fees for another building permit. Mr. Shaw asked Mr. Davenport to advise Mr. Leclerc that Board will waive the need for another building permit. Chief Cathy said he would have Firefighter Pendergast work with Mr. Leclerc on a schedule for work and reinspection.

There was discussion on a Fire Dept detail and how the accounting for payment would be done. The Board decided to use the FEMA detail rate for the ambulance but not for personnel, which would need to be determined by Chief Cathy.

**WORK SESSION:**

(cont.)

The Board reviewed and approved the following Intent to Cut Wood:

1. Gate City Development Partners; NH Route 132 N; Map R3, Lot 8F.

**OPEN ITEMS:**

- Tax Deeded Land – One bid received to date.
- Timber Harvest – no update
- Fees – no update
- Personnel Policy – Mr. Davenport said he and Finance Officer Mrs. Capone drafted some changes to time-off for the Board to review. The Board supported the amendments but said they did not want vacation time to be carried over after the end of the calendar year. The Board agreed to the policy that only vacation time would be paid to an employee upon separation from employment or at the end of the year.
- Emmons Property – Board reviewed memo from Tax Collector advising that the estate needs reimbursement per State Statute. The Board signed the reimbursement request for the Tax Collector.
- 911#s – no update
- Grants – Mr. Davenport said relative to the grant for the PD cruiser, the

DOJ found an issue with the grant application but it is not yet known what that problem is, while the dealer who was holding the cruiser for the Town, now wants to sell it. The Town offered to make a down payment to hold it, but the dealer wants payment in full. Mr. Davenport to speak with grants manager about the application and to investigate other options to purchase the cruiser right away.

- Carter Mountain Road 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
- Sidewalk Plow – no update
- NHS PILOT – no update
- Coolidge Woods Road Erosion (river) – no update
- Job Posting (FD & DPW) – no update
- Nature-Fitness Trail & other trail systems – no update
- Dry hydrants – no update
- Welcome sign relocation – under Other Business

**DISCUSSION:**

- Planning & Land Use Regulation Books – all Selectmen asked for a copy.
- Review of interview questions for Public Works Director candidates.
- Board signed NH Humane Society Municipal Agreement.
- Noise complaint from resident on revving of engines at Tractor Barn. Board asked Mr. Davenport to review their approval for the business to see if noise was addressed in the past.
- Enforcement letter – AR New Hampton LLC; 988 Dana Hill Rd; Map R19, Lot 8; Board reviewed the letter for an ongoing yard sale, which exceeds limitations in ordinance, and asked for a change to the letter.
- Board signed Notice to Voters for General Election.
- Hawkers & Peddlers Permit discussion. Mr. Davenport said Mary Beth Workman wants to continue selling from her truck on Main Street in front of NHS, submitting a new permit application to operate for an additional 30 days. At the beginning of the year, she plans to submit for a long-term application. Mr. Davenport advised that with the long-term permit it typically requires site plan review, but in this case, she is not on a parcel of land, so the Town had no jurisdiction for site plan review.
- FYI – September Landfill Inspection
- FYI – Health Insurance memo from Finance Officer
- FYI – Enforcement letter for Bradford & Penny Leclerc; 190 Main St; Map U6, Lot 9 – it was determined the need for a building permit will be waived per the discussion earlier.

New business after agenda was posted:

- FYI – September Auto Registrations
- Board signed Officer Bevis' Oath
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**OTHER BUSINESS:**

- Mr. Drake advised that a property owner asked him if he could log on one lot, then cross the town road with timber, to store it on a relative's lot, the concern being damage to the road. There was discussion on a possible bond. Mr. Drake said he advised the logger to contact the Land Use Administrator.

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- Mr. Davenport said the mower head has been repaired.
- Mr. Davenport advised the generator at DPW failed inspection and will be repaired at roughly \$2,000.
- Mr. Harvey asked the status of the F600 losing power and Mr. Davenport said Acting Public Works Director Mr. Cote was looking to get a quote.
- Mr. Harvey said if Public Works doesn't have time to perform any cleanup on the Nature-Fitness trail due to present work needed on roads, the NHS performed some work so it is improved.

**PUBLIC COMMENT:** There was none.

**ADJOURNMENT:** At 8:19 PM, Mr. Drake made a motion to adjourn, seconded by Mr. Harvey. The vote was unanimous.

Respectfully submitted,  
Pam Vose