

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

Monday, December 16, 2024

MEMBERS

Present were Mr. Drake, Mr. Shaw (by phone) and Mr. Harvey.

PRESENT:

OTHERS PRESENT:

Town Administrator Mr. Davenport, Scott Provencal, Richard Morse, and Ronald Howe. Police Chief Tyrrell

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 12/5/24 minutes as corrected. Vote was unanimous.
- Mr. Drake made a motion, seconded by Mr. Harvey to approve the sets of sealed non-public [(a)] minutes of 12/5/24 as written. Vote was unanimous.

APPOINTMENTS:

6:10 PM

Fire Chief Scott Cathy

Chief Cathy arrived at 6:04 pm. Mr. Provencal, Mr. Morse and Mr. Howe left the meeting room.

NON-PUBLIC

SESSION:

At 6:05 PM, Mr. Drake made a motion, seconded by Mr. Harvey to go into non-public session under RSA 91-A:3 II(b) Hiring. A roll call vote was held: Mr. Drake – Y, & Mr. Harvey – Y.

PRESENT:

Mr. Drake, Mr. Harvey, Chief Cathy, and Mr. Davenport.

RETURN TO PUBLIC

SESSION:

At 6:20 PM, Mr. Drake made a motion, seconded by Mr. Harvey to come out of non-public session and to seal the minutes for 3 years. Vote was unanimous, noting that Mr. Shaw joined the conversation at 6:18 pm, by phone. Mr. Drake made a motion, seconded by Mr. Harvey to direct the Fire Chief to hire Roslyn Fenn as a Paramedic at \$25.44/hr contingent upon her completing her application form. Vote was unanimous and the Board signed the Payroll Change form.

Mr. Provencal, Mr. Morse, and Mr. Howe came back to the meeting room and Chief Cathy left.

WORK SESSION:

Request for advance on the Tax Anticipation Note, for \$500,000 - in order to pay the county bill. The Board agreed the TAN interest and legal fees will be forwarded to the school district, though it likely would not be paid.

The following Building Permit was signed by the Land Use Administrator:

1. Regina Nadeau; 1080 Straits Rd; Map R7, Lot 41; roof-mounted solar array

The following Occupancy Permit was signed by the Land Use Administrator:

1. Peter & Zoe Kovacs; 424 Old Bristol Rd; Map R11, Lot 11.

OPEN ITEMS

1. Tax Deeded Land – being discussed later in the meeting.
2. Personnel Policy – no update
3. Timber Harvest – no update
4. Fish Hatchery project – Mr. Davenport advised that approval is needed by NHDOT to modify the entrances for larger vehicles. There was discussion on Hatchery Road, its legal status, and whether it was a ROW. Mr. Shaw noted the Town hasn't been shown any driveway plan. The Board asked that Fish & Game come to the 12/19 meeting and Mr. Davenport to research legal status of the road.
5. #17 Main St. property – no update
6. 911#'s – no update
7. Grants – Moose Plate grant will not be considered until Feb. 2025. Mr. Davenport to contact Mr. Katz to get the dollar amount. Mr. Drake suggested including the Town House repairs in the bond, requiring a public hearing. Mr. Harvey advised the cost estimate is near \$300,000, but the Heritage Commission was hoping to immediately divert water away from the building, buying time for more costly repairs. The Board agreed to adding this cost to the bond and asked Mr. Davenport to have the Public Safety building roof inspected.
8. Carter Mountain Rd unregistered vehicles – no update
9. Town House – no update
10. Drake Road – Mr. Davenport to review junkyard statutes to see what enforcement action the town can take.
11. Roads: HMA & culverts – no update
12. Job Postings – no update
13. Town Roads – no update
14. Dr. Childs Rd discontinuance – Mr. Davenport advised that NHS attorneys are reviewing the MOU.
15. NHS PILOT – No update
16. Grant status of culvert replacement – No update
17. Dry Hydrants – no update
18. Coolidge Woods Rd erosion – no update

ACTION & DISCUSSION ITEMS:

- Mr. Drake made a motion, seconded by Mr. Harvey to approve the Flag Policy as drafted on 12/16/24. Vote was unanimous.
- Police Department cell phone request – Police Chief Tyrrell is requesting the Town purchase another cell phone for use by Corporal Franz. The Board granted the request.
- Board agreed to the year-end Vacation Payout per the employee personnel policy with monies coming from departmental budgets, not the Unused PTO expendable trust fund.
- Readdressing a Road for E911; Mr. Davenport advised that there is a home in Meredith, which is accessed by 376 Main St. E911 Mapping is asking to have this changed to Spectacle Pond ROW to avoid confusion with Main Street in Meredith, if an emergency call is made. The Board agreed to ask the town of Meredith to purchase the street sign.
- Finance Officer Fellowship Program 2025, which requires the Town provide part-time hours, with training, for a student. It was the consensus of the Board not to engage in this program.
- Mr. Shaw made a motion, seconded by Mr. Harvey to accept the \$6,600

PD Highway Safety Speed Equipment Grant, which has no monetary match. Vote was unanimous.

7:30 PM
Town Attorney Joe
Driscoll

Attorney Driscoll arrived at 7:28 PM. Members of the public left the meeting room.

NON-PUBLIC SESSION:

At 7:30 PM, Mr. Drake made a motion, seconded by Mr. Harvey to go into non-public session under RSA 91-A:3 II(1) Legal Matters. A roll call vote was held: Mr. Drake – Y, Mr. Shaw – Y (by phone), & Mr. Harvey – Y.

PRESENT:

Mr. Drake, Mr. Shaw (by phone), Mr. Harvey, Mr. Davenport, and Attorney Driscoll.

RETURN TO PUBLIC SESSION:

At 7:43 PM, Mr. Drake made a motion, seconded by Mr. Harvey to come out of non-public session and to seal the minutes for 2 years. Vote was unanimous.

Attorney Driscoll left the meeting at 7:43 PM and Mr. Provencal, Mr. Morse, and Mr. Howe rejoined the meeting. Police Chief Tyrrell arrived during Non-public session at 7:36 PM.

ACTION & DISCUSSION ITEMS:
(cont.)

- Board reviewed and agreed upon the estimated revenues for 2025. Mr. Davenport clarified that the memo from the Finance Officer previously reviewed, shows information that represents recommendations made by Fire Chief Cathy. Mr. Drake said the Board had agreed to encumber the funds from fire fighters warrant article and reduce the fire department budget, and to not add the requested EMS money into the budget. Board reviewed the updated 2025 budget spreadsheet. Mr. Davenport said the Finance Officer did not have the contract figures for the spreadsheet, as he had not provided them to her, but will have it reflected. Worksheet shows 5% flat wage increase across departments not including Transfer Station attendants, as any wage increase for them, can be covered by their estimated budget without an increase in 2025. Police Chief Tyrrell suggested withdrawing \$10,000 from the revolving detail fund to decrease amount needed for the cruiser. The Board considered individual wage adjustments for some employees, at more than 5%, within the various departments. The Board agreed to the proposed increase to one Transfer Station employee. The Board did not agree to the open Foreman position hourly rate being decreased. The Board asked that the open Foreman position and the other Hwy Dept positions be given a 5% increase based on their current rates. The Board agreed to individual wage increases as recommended by Chief Tyrrell, based on his proposed scale system. The Board agreed to see the effect of the proposed wage increase for a shared full-time position in the Town Office. Mr. Davenport to reflect these increases in an updated worksheet so the Board could see the effect on 12/19.
- FYI – ZBA Notice of Decision for Carl & Camille Knowlton; 152 West Shore Rd; Variance approved for increase to impervious area percentage.

New Business after Agenda was posted:

- Building fees – Mr. Davenport advised the first permit application since the new fee schedule was approved, has been submitted, and the Land Use Administrator was seeking guidance on determining the fees. The permit is for a new house, garage & barn with living space above, and a pool. The Board agreed to calculate everything that applies to square footage be applied and anything calculated per each, to be handled that way, adding all together.

OTHER BUSINESS:

- Mr. Davenport said, based on a recent inquiry by the Board, the reason the boat motor had 2 different payments was because a portion went on the credit card, with the remainder on invoice.
- Budget Hearing confirmed to start at 7:00 pm.
- Mr. Drake asked that emergency vehicles not be used for trips to a convenience store, etc.

PUBLIC COMMENT:

- Mr. Morse said after the discussions with NHS on concerns with them purchasing properties, which become non-taxable, he said now that it appears they've purchased 2 more homes, NHS should be willing to compensate the Town taxpayers in some way.
- Mr. Morse suggested that Fish & Game, as part of their hatchery project, remove the spruce tree on the Common, or if the tree is removed, possibly repurpose the wood in some way.
- Mr. Provencal suggested that Fish & Game should also list the Town, to be covered by their insurance for any damage done to the Town Road (Hatchery Rd) as a result of their construction.

All public left the meeting, including Chief Tyrrell.

NON-PUBLIC SESSION:

At 9:08 PM, Mr. Drake made a motion, seconded by Mr. Harvey to go into non-public session under RSA 91-A:3 II(a) Personnel Matters. A roll call vote was held: Mr. Drake – Y, Mr. Shaw – Y (by phone), & Mr. Harvey – Y.

PRESENT:

Mr. Drake, Mr. Shaw (by phone), Mr. Harvey, and Mr. Davenport.

RETURN TO PUBLIC SESSION:

At 9:41 PM, Mr. Drake made a motion, seconded by Mr. Harvey to come out of non-public session and to seal the minutes for 5 years. Vote was unanimous.

ADJOURNMENT

At 9:41 PM, Mr. Drake made a motion, seconded by Mr. Shaw to adjourn the meeting. Vote was unanimous.

Respectfully submitted,
Pamela Vose