

**TOWN OF NEW HAMPTON  
BOARD OF SELECTMEN  
MEETING MINUTES**

Thursday, December 26, 2024

**MEMBERS**

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

**PRESENT:**

**OTHERS PRESENT:**

Town Administrator Mr. Davenport

**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 to approve the 12/16 (b) sealed non-public minutes as amended, seconded by Mr. Harvey. The Board voted 3-0 in favor of the motion. Mr. Drake made a motion to approve the 12/16 (l) sealed non-public minutes as written, seconded by Mr. Harvey. The Board voted 3-0 in favor of the motion. Mr. Drake made a motion to approve the 12/16 (a) non-public minutes as amended, seconded by Mr. Harvey. The Board voted 3-0 in favor of the motion.

**WORK SESSION:**

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

**OPEN ITEMS:**

1. Tax Deeded Land – no update
2. Personnel Policy – the Board thought that legal was going to review the sections that had been previously discussed before they approved addendums to the personal policy and that those addendums would be approved throughout the year. Mr. Drake commented that the Board did come to agreement on the time off section in regards to how it is distributed and any pay out of unused time. Mr. Davenport recapped the three different time off buckets. Mr. Drake requested that training be conducted on the new time off policy. The Board requested that the addendum be reviewed by legal. Mr. Drake made a motion to approve the addendum for vacation, sick, and personal time effective January 1, 2025 with a legal review, seconded by Mr. Harvey. The Board voted 3-0 in favor of the motion. Mr. Harvey asked that the progressive discipline section be looked at next. Mr. Drake suggested that the remainder of the document be sent to legal for review.
3. Timber Harvest – no update
4. Fish Hatchery project – no update
5. #17 Main St. property – no update
6. 911#'s – no update
7. Grants – no update.
8. Carter Mountain Rd unregistered vehicles – no update
9. Town House – no update
10. Drake Road – no update
11. Job Postings – no update
12. Roads: HMA & Culverts – no update
13. Dr. Childs Rd discontinuance – no update
14. NHS PILOT – no update

15. Grant status of culvert replacement – no update
16. Dry Hydrants – no update
17. Coolidge Woods Rd erosion – no update

**ACTION &  
DISCUSSION ITEMS:**

- Encumbrance for Security Camera Project: Mr. Drake made a motion to encumber \$8,990.13 from the 2024 PD budget to pay for the signed contract to update the security system at the Public Safety Building, this work will be completed by Capital Alarm Systems. The motion was seconded by Mr. Shaw. The Board voted 3-0 in favor of the motion.
- FFY2025 Grant Agreement Amendment: Mr. Davenport commented that this is due to a new law and the amendment needs to be signed to go with the application due by the end of January. The Board signed the amendment.
- Draft Bond Timeline Review: Mr. Davenport has been working with Attorney Whitley regarding the bond requirements. There has to be three separate public hearings and they need to be noticed separately also. The three public hearings will be scheduled on Thursday January 16<sup>th</sup>. The Board discussed the length of the bond for the Town House repairs and agreed that 10 years is appropriate. The Board discussed using \$200,000 from the Town Capital Equipment ETF as a down payment for the fire engine with \$650,000 financed through a bond. The Board discussed the use of the FD special revenue fund for the yearly bond payments and the impact that might have on the fund. The Board was in consensus to take \$200,000 from the Town Capital Equipment ETF as a down payment with \$650,000 to be financed by a bond.
- Employee Resignation: The Board entered into a non-public session.

**NON-PUBLIC  
SESSION:**

At 6:57 PM, Mr. Drake made a motion, seconded by Mr. Harvey to go into non-public session under RSA 91-A:3 II(a) Personnel. A roll call vote was held: Mr. Drake – Y, Mr. Harvey – Y, and Mr. Shaw - Y.

**PRESENT:**

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

**RETURN TO PUBLIC  
SESSION:**

At 7:01 PM, Mr. Drake made a motion, seconded by Mr. Harvey to come out of non-public session and to seal the minutes for 10 years. Vote was unanimous. Mr. Harvey made a motion to accept the letter of resignation from Mr. Potter of the Fire Department, seconded by Mr. Drake. Vote was unanimous.

**ACTION &  
DISCUSSION CONT:**

- Tax Abatement; 17 Main Street, Map U01 Lot 18: This is a town owned property now. Mr. Drake made a motion to abate \$1,549.56 for the tax year 2024 to the town, seconded by Mr. Shaw. The Board voted 3-0 in favor of the motion.

**New Business After Agenda Was Posted:**

- Final Budget Review: The final budget with all recommendations that the Board voted on at the 12/19/24 meeting was reviewed. The default budget has been updated also. The Board discussed the option of bonding the entire \$850,000 for the fire engine and the impact it may have on the FD special revenue fund. The Board decided to stay with the current plan to use the Capital Equipment

ETF for the down payment for the fire engine. The net assessed valuation was reviewed and the tax rate would increase by \$0.70 if everything passes. The bulk of the increase to the operating budget is due to health insurance costs and wage increases. The warrant articles will have a general description for the budget hearing.

- Interware Contract: Primex has reviewed the Interware contract and there are some changes that have been requested. The other option is to stay with GWorks for Clerkworks, the support cost is the same. Ms. Schofield would prefer to move to Interware, but is open to staying with Clerkworks for this year and then working on the new contract language with Interware for 2026. The Board is in consensus to stay with Clerkworks for 2025 and have the Interware contract vetted for 2026.

**OTHER BUSINESS:** There was no other business.

**PUBLIC COMMENT:** There was no public comment.

**NON-PUBLIC SESSION:** At 7:20PM, Mr. Drake made a motion, seconded by Mr. Harvey to go into non-public session under RSA 91-A:3 II(l) Legal. A roll call vote was held: Mr. Drake – Y, Mr. Harvey – Y, and Mr. Shaw - Y.

**PRESENT:** Mr. Drake, Mr. Harvey, Mr. Shaw, and Mr. Davenport.

**RETURN TO PUBLIC SESSION:** At 7:26 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. The vote was unanimous.

**ADJOURNMENT** At 7:26 PM, Mr. Drake made a motion, seconded by Mr. Harvey to adjourn the meeting. Vote was unanimous.

Respectfully submitted,  
Wendy Capone