

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

Thursday, February 22, 2024

MEMBERS

Present were Mr. Drake and Mr. Harvey

PRESENT:

OTHERS PRESENT:

Town Administrator Corey Davenport, members of the public Richard Morse and Scott Provencal

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. Drake to approve the minutes of 2/8/24 as corrected. Vote was unanimous.

Mr. Drake made a motion, seconded by Mr. Harvey to approve the Non-Public minutes of 2/15/24 as written. Vote was unanimous.

APPOINTMENTS:

Regina Schofield

The Board reviewed the memo regarding the title search company contract. The current contract expired December 31, 2023. Ms. Schofield recommends Newfound Titles. Mr. Drake made a motion to switch the title service company to Newfound Titles LLC effective immediately, seconded by Mr. Harvey. The Board voted 2-0 in favor of the motion. The contract was signed.

WORK SESSION:

Manifests, bills, requisitions, purchase orders and leave request forms:

Board signed a purchase requisition for Hwy Dept (sand).

The Board reviewed and signed an Elderly/Disabled tax lien that was approved and signed at the prior meeting but their printed names and titles had to be added to the form as a requirement from the Belknap Country Registry of Deeds and now should be accepted.

Board reviewed the following Building Permit application:

1. Philip Harker, Map R20, Lot 4; 26 Crooked Creek Ln. (private road) – Mr. Pollock recommends that the owner needs to file a Notice of Limits of Municipal Responsibility per the RSA and once filed with the County the building permit may be issued. Mr. Harvey requested to see the RSA. Mr. Drake commented that he thinks it is smart to have the waiver on file. Mr. Drake made a motion to hold the permit until the notice is filed with the Belknap County Registry of Deeds, seconded by Mr. Harvey. The Board voted 2-0 in favor of the motion. The Board inquired into whether there is a road sign at Crooked Creek Ln.

OPEN ITEMS:

- Brook Road bridge – Mr. Davenport is meeting with Kent Brown on 2/23 to discuss the bridge RFP as there are sections that need to be addressed. The Board agreed that a week is good for the closure time limit for the

road and that there should be a pre-submission meeting prior to opening the RFPs.

- Tax Deeded Land – no update
- Town Roads – no update
- Fees – no update
- Driveway Permit revision – The Board directed Ms. Vose to draft the permit. Mr. Harvey recommended that the Police, Fire, and Public Works departments should review the draft. The draft then can be sent to the Board for their review.
- 911#s – no update
- Grants – no update
- Carter Mountain Road unregistered vehicles – no update
- Town House – no update
- Drake Road – no update
- BOS Guidelines – no update
- Dr. Childs Rd; discontinuance – Mr. Harvey asked for the status of the MOU. Mr. Drake commented that Joe was going to work on that after he is back. Mr. Davenport will follow up with him regarding the MOU.
- Timber Harvest – Mr. Davenport has reached out for recommendations for loggers. The Board will meet with the potential loggers.
- NHS PILOT – no update

DISCUSSION:

- Review of Draft Planning & Zoning Consultant RFP – the Planning Board has reviewed but it can go back to the Planning Board for a final review. The schedule was questioned and seems too long to meet the commitment of public hearings to get on the revision on the 2025 ballot. The time frame will be looked at and if needed will be put off until 2026.
- Hawkers, Peddlers, and Vendors Ordinance and Permit Review – The Board reviewed the ordinance draft. The state no longer requires approval and the town ordinance still states that there is a requirement for that. Mr. Drake made a motion to approve the amended Hawkers, Peddlers, and Vendors Ordinance and Permit, seconded by Mr. Harvey. The Board voted 2-0 in favor of the motion.
- FYI – Emergency Notification System Point of Contact Update – the Board reviewed the contact information. Chief Cathy will be the point of contact. Mr. Drake asked if there was a secondary point of contact. Mr. Davenport will look into naming a secondary.
- Abatement for Greg Atwood – Mr. Drake made a motion to approve the abatement in the amount of \$6.12 for removal of a deck, seconded by Mr. Harvey. The Board voted 2-0 in favor of the motion.

New Business after Agenda was Posted

- Black Rev. Trust, U10-30; request to waive interest & penalties on 2023 taxes – statement from property owner reviewed. Mr. Harvey made a motion to waive the interest and penalties on the 2023 taxes, seconded by Mr. Drake. The Board voted 2-0 in favor of the motion.
- Intent to Excavate: Ambrose Bros. Inc; Tax Map R11, Lots 23B, 23C, & 23D – The Board signed the Intent to Excavate.
- Intent to Excavate: Hallberg Family 2009 Trust; Tax Map R4 Lot 6 - the Board signed the Intent to Excavate.
- Gravel Tax Warrant: Hallberg Family 2009 Trust; Tax Map R4, Lot 6 – the Board signed the Gravel Tax Warrant.

- FYI – Land Use Administrator approval of two separate septic designs for Vacation Camp Resorts (Adventure Bound Campground); Map R20, Lot1

OTHER BUSINESS:

- Mr. Davenport has not heard back from the Village Precinct regarding the key to the door.
- The updates to the employee handbook are almost complete and a draft will be sent to the Board for review next week. The target date for approval is April 1, 2024.
- There will be a draft special event permit for the Board to review soon. The Board will need to decide if it's to be part of the zoning ordinance as an allowed use or do a separate ordinance with a permit system. There are very limited examples from other towns but will be included for the review process.
- Two contractors came to look at the siding work for the town office and will send a quote for windows and siding to include labor and materials.
- There have been several IT companies come in to meet regarding the RFP.
- The outdoor lighting will be looked at again as the lights are still on during the day and there is plenty of light coming from the new street light.

PUBLIC COMMENT:

Mr. Morse commented that perhaps a comment could be put on the tax bills regarding private road maintenance as a reminder for those property owners. Mr. Provencal asked what the Hawkers and Peddlers and who it includes such as farmer's markets or crafters. Mr. Drake replied that there is an ordinance that describes who has to obtain one and what you need to have one for. The Board will discuss the ongoing special events issue at the following meeting.

ADJOURNMENT:

At 7:28 pm, Mr. Drake made a motion, seconded by Mr. Harvey to adjourn. Vote was unanimous.

Respectfully submitted,
Wendy Duggan