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

Thursday, February 27, 2025

MEMBERS PRESENT: Present were Mr. Drake, Mr. Harvey, Mr. Shaw (by phone).

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, seconded by Mr. Harvey to approve the minutes of 2/20/25, as corrected, and the non-public minutes of 2/13/25 (A), as written. Vote was unanimous for 2/20 minutes and Mr. Shaw recused himself from the vote for 2/13 non-public minutes as he was not present during that portion of the meeting.

WORK SESSION: The Board reviewed/signed manifests, invoices, requisitions, purchase orders and leave request forms. Mr. Drake asked the condition of Carter Mountain Road with the flooded and freezing private culvert, and Mr. Davenport said the Highway Dept continues to monitor and sand the affected road portion as needed. Mr. Drake asked about the various times noted by employees in the Highway Dept who worked overtime, and the difference between them, asking Mr. Davenport to find out how that is determined. P.O. for baler repair at \$4,662 for hydraulic cylinder replacement. The Board asked for a 2nd quote and to consider a rebuilt option. P.O. for road salt at 5,099.22, which should finish the season.

The Board reviewed the following Building Permit Applications:

1. Penne Tobin; 358 Main St; Map R4, Lot 4A; roof-mounted solar array; *approved by the Land Use Administrator and reviewed by Fire Chief.*
2. Sickler Fam Rev Trust; 1071 Straits Rd; Map R7, Lot 3E; construct new home; *approved by the Land Use Administrator.*

The Board reviewed the following Occupancy Permit Application:

1. Daniel & Christina Raymond; 45 Chapman Point Rd; Map U10, Lot 39; *approved by the Land Use Administrator.*

OPEN ITEMS DISCUSSED:

- Dry hydrants – Mr. Davenport said the Fire Chief met with a contractor at the proposed site for a dry hydrant in the Winona Heights development and determined it may be more cost effective to get the water piped up to the road, as opposed to a road accessing the dry hydrant by the private pond. Mr. Davenport was unsure if this change would require an easement from the other property owner. The Board advised Mr. Davenport that this would need an access easement for maintenance.
- 17 Main Street – Mr. Davenport said relative to the 90-day letter he is sending, he had legal questions answered and expects to send it on 2/28. Mr. Davenport is waiting for the State to advise of money they are owed.
- NHS MOU – Mr. Davenport said he spoke with George Reynolds (abutter to sidewalk) about any research he may have done on ownership of the sidewalk and Mr. Reynolds said he had not done that, only reviewing RSA's. Mr. Davenport to send the Board the applicable RSA's.
- Mr. Davenport advised he was completing the Congressionally Directed Spending Grant application (50/50 match) which asks for projected projects. He had reviewed Mae Williams' report, but asked for Selectmen's input. It was the consensus of the Board to list the following projects: Increase in accessibility by widening the access door, potentially installing automatic doors for full ADA compliance in the future, rebuild the side ramp, install well, septic, new bathrooms & kitchen; and to apply for the option that would require the removal of the floor to dig down the crawl space under the Town House. The Board would still consider leaving the existing floor and trying to dig underneath to maintain historic integrity, if possible.

ACTION & DISCUSSION ITEMS:

- 54 ❖ Mr. Drake made a motion, seconded by Mr. Harvey to approve a Veteran’s Tax Credit for Service-
55 Connected Total Disability for Sargent Family Trust; 40 Lake View Dr; Map R8, Lot 1-A16. Vote was
56 unanimous.
- 57 ❖ Mr. Drake made a motion, seconded by Mr. Harvey to approve a Veteran’s Tax Credit for Service-
58 Connected Total Disability for Wayne Cote; 12 Boynton Rd; Map R18, Lot 30. As the property is already
59 getting the “All Veteran’s” Tax credit Mr. Cote will choose the service-connected credit at \$2,000, as he
60 cannot receive both. Vote was unanimous.

61
62 At 6:57 pm Fire Chief Cathy arrived.

- 63 ❖ Board reviewed the 2nd draft of the Proposed Hiring Policy. As not all Selectmen read it, this was held.
- 64 ❖ Mr. Davenport advised that a Highway Dept employee has submitted his resignation, and as this is not a 2-
65 week notice, a special payout is not necessary, and will be handled through the regular payroll schedule.
66 Mr. Harvey asked Mr. Davenport to hold an exit interview. The last date of employment is 3/2/25. Mr.
67 Drake made a motion, seconded by Mr. Harvey to accept the resignation of Brian Reed and payout monies
68 due. Vote was unanimous.
- 69 ❖ FYI – Center Harbor Planning Board Public Hearing
- 70 ❖ FYI – Wetlands Permit copy for Sharon S. Fawcett Rev Trust; 101 Old Bristol Rd; Map R12, Lot 4;
71 installation of dock.
72
73

74 **New Business After Agenda Was Posted:**

- 75 Revision to Building Permit Application and clarification on fees for 2-Family & Multi-Family Dwellings.
76 Board reviewed and approved some small revisions to the permit application and clarified that the base fee
77 should be for each dwelling unit. Mr. Davenport noted that Occupancy Permit fees do cover the per
78 dwelling costs, with multi-family being more, as those are commercial. It was noted another public hearing
79 would need to be held on this clarification for the per dwelling fee.
- 80 Review of Draft Permitting and Compliance Officer Job Description. Mr. Davenport advised that the Land
81 Use Administrator provided comments and Permitting Assistant Mr. Pollock will review. Job description
82 was taken under advisement for further amendments.
83

84 **OTHER BUSINESS:** There was none.

85
86 **PUBLIC COMMENT:** There was none.

87
88 **APPOINTMENT:** 7:30 pm Fire Chief Scott Cathy

89
90 **NON-PUBLIC SESSION:** At 7:30 PM, Mr. Drake made a motion, seconded by Mr. Harvey to go into non-public
91 session under RSA 91-A:3 II(a) Personnel. A roll call vote was held: Mr. Drake – Y, Mr. Harvey – Y, Mr. Shaw
92 (by phone) – Y.
93

94 **PRESENT:** Mr. Drake, Mr. Harvey, Mr. Shaw (by phone), Mr. Davenport, and Chief Cathy.

95
96 **RETURN TO PUBLIC SESSION:** At 8:13 PM, Mr. Drake made a motion, seconded by Mr. Harvey to come out
97 of non-public session and to seal the minutes for 5 years.
98

99 Chief Cathy advised that on 4/13/25, at the Capital Center for the Performing Arts, the Fire Dept will receive a Unit
100 Citation for their actions related to an accident on the I-93 on 12/31/23 (MVA w/3 ejections). This will be for all
101 responding towns and LRMA.
102

103 Chief Cathy provided a list of ambulance patient names for the Board to consider for collections or as a write-off,
104 based on procedure. Mr. Drake made a motion, seconded by Mr. Harvey to write-off \$6,866 and send \$6,463.91
105 for collection. Vote was unanimous.

106
107 Chief Cathy submitted P.O. for renewal of NFIRS (Responders Personnel Training Activity Truck Check Software)
108 at \$6,550, which is budgeted. Chief Cathy provided response reports for 2025 to date, with current count at 100,
109 including who responded to which call. It noted that there are currently 12 active members in the department,
110 including the Chief. Chief Cathy said he is in the process of having annual expectation conversations with
111 employees. Relative to the open full-time position, Chief said he reposted the position and has received no
112 applicants. He reviewed the action he was taking to recruit employees.

113
114 New Lakes Region dispatch center to be constructed is experiencing difficulties with grants, construction dates, and
115 costs and where they might now be able to locate. LRMFA Chief Coordinator Goldman has offered to come speak
116 with any interested Selectboard to provide further information, and the Board agreed. Chief Cathy left the meeting.
117

118 **NON-PUBLIC SESSION:** At 8:32 PM, Mr. Drake made a motion, seconded by Mr. Harvey to go into non-public
119 session under RSA 91-A:3 II(c) Reputation. A roll call vote was held: Mr. Drake – Y, Mr. Harvey – Y, Mr. Shaw
120 (by phone) – Y.
121

122 **PRESENT:** Mr. Drake, Mr. Harvey, Mr. Shaw (by phone) and Mr. Davenport.
123

124 **RETURN TO PUBLIC SESSION:** At 8:35 PM, Mr. Drake made a motion, seconded by Mr. Harvey to come out
125 of non-public session. Vote was unanimous.
126

127 Mr. Drake made a motion, seconded by Mr. Harvey to authorize Mr. Davenport to review sealed minutes to
128 determine which ones to bring to the Selectmen for review. Vote was unanimous.
129

130 **ADJOURNMENT:** At 8:37 PM, Mr. Drake made a motion, seconded by Mr. Shaw to adjourn the meeting. Vote
131 was unanimous.
132

133 Respectfully submitted,
134 Pamela Vose