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

Thursday, March 13, 2025

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

**OTHERS PRESENT:** Town Administrator Mr. Davenport, residents Mr. Morse and Mr. 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. Drake made a motion, seconded by Mr. Harvey to approve the minutes of 2/27/25, as written, and the non-public minutes of 2/27/25 (a), as corrected and 2/27/25 (c), as written. Votes were unanimous

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

**APPOINTMENTS:**

6:30 pm: Boards & Commissions - New member interviews

Emily Gatehouse was present at 6:21 pm. Ms. Gatehouse said she was interested in serving on the Heritage Commission and provided her background. She said she was very interested in graveyard preservation and getting the local schools involved. The Board advised they would sign an appointment for her to join the Commission.

Tim Schneeweiss was present at 6:25pm. He said he is interested in serving on the Heritage Commission and provided his background. Mr. Davenport said the Board would sign an appointment for him to join the Commission.

Gordon Bassett was present at 6:30 pm. He said he is interested in serving on the Planning Board and provided his background. Mr. Davenport said the Board would sign an appointment for him to join the Board.

Craig Jaster was present at 6:33 pm and said he was interested in serving on the Conservation Commission, providing his background. Mr. Drake said the Board would sign an appointment for him to join the Commission.

**WORK SESSION (cont.):**

P.O. for stone & crushed gravel. Mr. Harvey recommended the Hwy Dept keep track of how much they use – and where it was used.

The Board reviewed the following Building Permit Application:

1. Michael & Brandy Sharp; 90 NH Route 104; Map R12, Lot 28; basement finish; after discussion on how to consider the fees, it was determined to be an interior renovation charge, and was approved by the Board. Land Use Administrator to include letter with permit, advising the Sharps of four (4) bedroom limitation.

The Board reviewed the following Occupancy Permit Application:

1. Joanna Beachy; 5 Anchorage Rd; Map U12, Lot 4; *approved by the Land Use Administrator.*

The Board reviewed the following Septic Designs:

1. John & Katy Mitchell; Baldwin Ave; Map U16, proposed Lots 8 & 8-1 (2 designs); *approved by the Land Use Administrator.*
2. Linda Copping; Straits Rd, Map R10, Lots 25A; *approved by the Land Use Administrator.*

**OPEN ITEMS DISCUSSED:**

- Drake Road dilapidated home – Mr. Davenport said he met Lindy Drake and invited him to come meet with the Board. Mr. Drake responded by saying he would get back to him. Mr. Davenport to work on a list of properties that need review, which could fall under the junkyard restriction. He said town counsel is working on a letter for the tenant on Carter Mountain Road, where there are many vehicles on site. He said legislation has changed to require that all vehicles being stored are inspectable and drivable.

- 53 • NHS MOU (for sidewalk maintenance) – There was discussion on sidewalk ownership and how it came to  
54 be that NHS maintained the sidewalks near the campus. It was the consensus of the Board to drop the need  
55 for an MOU, due to time to continue the research and legal costs involved.
- 56 • DPW job posting – Mr. Davenport said he has reposted the opening.
- 57 • 17 Main Street property – Mr. Davenport said he had sent the 90-day, so the Town just needs to wait for the  
58 deadline date before offering the property for sale. Any other properties the Board wants to sell can also be  
59 discussed at that time.

60  
61 **ACTION & DISCUSSION ITEMS:**

- 62 ❖ Memo copy from Finance Officer to Town Treasurer to withdraw \$25,000 from Special Revenue Fund for  
63 the Public Safety Building payment.
- 64 ❖ Board signed off on the final review of background documents for the new employee in the DPW.
- 65 ❖ Letter to NASD on the cost to the Town, in the amount of \$4,234.71, for the Tax Anticipation Note the  
66 Town was forced to obtain.
- 67 ❖ Mr. Drake made a motion, seconded by Mr. Shaw to approve the Town’s Investment Policy. Vote was  
68 unanimous.

69  
70 **APPOINTMENT:**

71 At 7:28 pm, as Police Chief Tyrrell was present. The public left the meeting room.  
72

73 **NON-PUBLIC SESSION:** At 7:28 PM, Mr. Drake made a motion, seconded by Mr. Harvey to go into non-public  
74 session under RSA 91-A:3 II(a) Personnel. A roll call vote was held: Mr. Drake – Y, Mr. Harvey – Y, Mr. Shaw  
75 (by phone) – Y.  
76

77 **PRESENT:** Mr. Drake, Mr. Harvey, Mr. Shaw (by phone), Mr. Davenport, and Chief Tyrrell.  
78

79 **RETURN TO PUBLIC SESSION:** At 8:10 PM, Mr. Drake made a motion, seconded by Mr. Harvey to come out  
80 of non-public session and to seal the minutes for 5 years.  
81

82 Mr. Morse, Mr. Schneeweiss, and Mr. Provencal returned to the public meeting.  
83

84 **ACTION & DISCUSSION ITEMS (cont.):**

- 85 ❖ Board reviewed a draft Occupancy Permit application form the Land Use Administrator created, which  
86 allows space for Fire Dept visits for inspections, in order to determine the fee required. Mr. Drake asked to  
87 have spaces for visit times to be logged on the application.
  - 88 ❖ Mr. Drake made a motion, seconded by Mr. Harvey to approve the continued Veterans Tax Credit for  
89 Robert Arsenault Jr. as the surviving spouse to the qualified veteran; Map R16, Lot 9D. Vote was  
90 unanimous.
  - 91 ❖ Mr. Drake made a motion, seconded by Mr. Shaw to sign a reappointment of Tamara Van Lenten as  
92 Deputy Town Clerk/Tax Collector. Vote was unanimous.
  - 93 ❖ Building Permit for Bradford & Penny Leclerc, 190 Main St: Mr. Davenport advised that the Land Use  
94 Administrator Mrs. Vose and Fire Chief Cathy reviewed the open building permit, noting the scope of work  
95 was just for the 2<sup>nd</sup> floor of the Main House – to create a 4<sup>th</sup> apartment. Fire Dept had confirmed they had  
96 seen work being done on the 1<sup>st</sup> floor, which was unpermitted. Board requested that Mrs. Vose send a letter  
97 to Mr. & Mrs. Leclerc, requesting submission of a new building permit for this work.
  - 98 ❖ FYI – Lien Redemption
  - 99 ❖ FYI – Lakes Region VNA Thank You letter.
  - 100 ❖ FYI – ZBA Notice of Decision for Andrew & Krista Nischelm; 136 Evergreen Dr; approval of short-term  
101 rental.
  - 102 ❖ FYI – Shoreland Permit for Northnest LLC; 76 Seminole Ave; Map U10, Lot 4.
- 103

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

- 105  Email from HealthTrust asking Towns to contact representatives on a Senate Bill being proposed that will  
106 require Town to hold a reserve for claims costs. Mr. Davenport to investigate the effects further and to  
107 forward information to Mr. Shaw.  
108

109 **OTHER BUSINESS:**

- 110 • Mr. Harvey asked the status of the Fish Hatchery project – Fish & Game is waiting for updated language  
111 from Town counsel on the bond for Hatchery Road. Mr. Davenport to follow-up with counsel.  
112 • Mr. Harvey mentioned that the Fire Chief had provided information on response rates from employees and  
113 asked what the plans were for those employees that were not responding. Mr. Davenport said Chief Cathy  
114 was going to advise personnel of their response requirements. Mr. Drake asked Mr. Davenport to get a list  
115 of who is - and isn't showing up and why, and how it will be addressed.  
116 • Mr. Harvey said there had been a stone in the newest war memorial next to the Public Safety Building that  
117 may have sunk some. Chief Tyrrell said he would look to see if there is a problem.  
118

119 **PUBLIC COMMENT:**

- 120 ➤ Mr. Morse suggested a 1-hour minimum for Fire Dept inspections on Occupancy Permits, which the  
121 Selectmen said was the case, when it comes to fees.  
122 ➤ Mr. Schneeweiss asked if anyone was living at 25 Main Street based on activity he's seeing, as it seems the  
123 porch may be falling in. Mr. Harvey said it is getting visited by the owner and relatives, but doesn't think  
124 anyone lives there.  
125 ➤ Mr. Provencal asked if when the Town property on Old Bristol Road is placed on the market, does the  
126 Town approve what is proposed for the site. Mr. Drake said they would ask anyone who bids on it what  
127 their intentions are, but it wouldn't be binding, but this could impact who they sell it to.  
128 ➤ Mr. Provencal asked if there would be plans for the 250<sup>th</sup> anniversary of the Town's incorporation. Mr.  
129 Schneeweiss said he could mention it to the Historical Society. Mr. Drake said the Selectmen may form a  
130 committee for this celebration.  
131

132 Members of the public left the meeting.  
133

134 **NON-PUBLIC SESSION:** At 8:47 PM, Mr. Drake made a motion, seconded by Mr. Harvey to go into non-public  
135 session under RSA 91-A:3 II(c) Reputation – open & review sealed minutes. A roll call vote was held: Mr. Drake –  
136 Y, Mr. Harvey – Y, Mr. Shaw (by phone) – Y.  
137

138 **PRESENT:** Mr. Drake, Mr. Harvey, Mr. Shaw (by phone), and Mr. Davenport.  
139

140 **RETURN TO PUBLIC SESSION:** At 8:59 PM, Mr. Drake made a motion, seconded by Mr. Shaw to come out of  
141 non-public session and to unseal the minutes of 2/28/08, 2/19/15, 2/23/17, 2/21/19, 2/28/19, 2/6/20 (C), 2/6/20 (B),  
142 2/13/20 (A), 2/13/20 (B), & 2/13/20 (E).  
143

144 **ADJOURNMENT:** At 9:01 PM, Mr. Drake made a motion, seconded by Mr. Shaw to adjourn the meeting. Vote  
145 was unanimous.  
146

147 Respectfully submitted,  
148 Pamela Vose