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

Thursday, March 20, 2025

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

OTHERS PRESENT: Town Administrator Mr. Davenport, Public Works Foreman, 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 3/13/25, as corrected, and the non-public minutes of 3/13/25 (c). Mr. Drake made a motion, seconded by Mr. Shaw, to approve the non-public minutes of 3/13/25 (a), as written. Votes were unanimous

APPOINTMENT: 7:00 pm: Public Works Foreman Jamie Lyford

At 6:30 pm the Board agreed to hear from Mr. Lyford. Mr. Lyford said the road conditions are good, and they are adding stone to roads that need it. He said keeping the flood gates closed on Coolidge Woods Road allowed the department to rake and grade it, as it dried out. Relative to their purchase of stone they've hauled about \$6,000 worth, and hope to be done with the use of stone at the end of next week. He wants to add gravel to the dirt roads, clean ditches, and review culverts. He said on Pinnacle Hill Road near Hillside Drive, water began to undermine the roadway exacerbated by a frozen cross-road culvert, and plans to mark all the road culverts. He said the department keeps track of where the loads of gravel & stone go. Mr. Drake asked Mr. Lyford to separate the costs of culverts, gravel, & stone used specifically for paving projects. There was discussion on replacing culverts on Blake Hill Road in 2025, then paving it in 2026, to allow the culverts to settle. Mr. Lyford suggested replacing some culverts on Dana Hill and Lower Oxbow roads. Mr. Drake said there is an RSMS report that should be referred to when determining which roads to pave. Mr. Lyford said he is getting quotes next week for crack-sealing the Public Safety Building entrance & parking lot. Mr. Drake asked about overall condition of the buildings and equipment at the highway dept/transfer station and Mr. Lyford said he's inventorying equipment and will need to purchase items. He said the Transfer Station baler's piston will be dropped off for repair, which may be \$400 if it needs repacking. F600 is showing check engine lights, which appears to be an ongoing problem, and is still under warranty. He said he wants to replace the department's computer. Mr. Lyford said he'll need to order more signage and Mr. Drake said the department needs to be sure to pick up cones/signs/etc. once use is done and to mark them as New Hampton property. Mr. Lyford said he would create an RFP for overhead door panel replacements. He said the furnace in the DPW isn't working again and it would be \$3,000 for new motor but the furnace should be considered for replacement and will get quotes for a replacement, and to consider a gas-fired furnace. He asked if ARPA monies could be used to purchase a laptop with a wireless modem, so work can be done on the road, as needed. Mr. Drake asked Mr. Lyford to get quotes.

Relative to the bids being closed on the International truck through Municibid, Mr. Davenport said it came in at \$500 under the reserve, at \$19,500. It was the consensus of the Board to sell it to the highest bidder.

Mr. Lyford said that relative to the Warrant Article for the F550 and outfitting, the price of the cab and chassis has risen by \$6,000 due to the tariffs, and by the time the truck is purchased there may not be money to equip it.

Relative to the F350, Mr. Lyford said there is an ABS issue and he will find out what it needs, to determine whether it's worth keeping.

APPOINTMENT: 6:30 pm: Fire Chief Cathy

Chief Cathy provided emails of a personnel matter to the Board.

Chief Cathy submitted a PO for hose and nozzles for the AFG Grant; quotes attached with evaluation data.

Mr. Davenport advised he had signed a PO for a software update for the Fire Dept and Chief Cathy left the meeting.

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

58 The Board reviewed the following Building Permit Application:

- 59 1. Richard & Kathy Keller; 214 Pinnacle Hill Rd; Map R4, Lot 90C; replace boiler; *approved by the Land*
60 *Use Administrator.*

61 The Board reviewed the following Occupancy Permit Application:

- 62 1. Saber et al; 407 Main St; Map R3, Lot 4A; *approved by the Land Use Administrator.*

63 The Board reviewed the following Septic Design:

- 64 1. Northnest LLC; 76 Seminole Ave; Map U10, Lot 4; *approved by the Land Use Administrator.*
65

66 **OPEN ITEMS DISCUSSED:**

- 67 • Mr. Davenport provided the Board with a list tax deeded properties for consideration to sell.
68 Mr. Drake asked the Board what they wanted to do with 52 acres on Dixon Hill Road that the Conservation
69 Commission would like to keep for conservation purposes as it abuts Scribner Fellows State Forest. Mr.
70 Drake said there is about \$18,000 owed and there is a minimal amount of wood to be cut. The Board
71 agreed to keep the property for now.
72

73 The Board agreed to offer for sale the 45 acres on Old Bristol Rd - Map R13, Lot 9, currently assessed at
74 \$707,600; the 1.56 acres on Route 104, Map U7, Lot 1; 17 Main Street, Map U1, Lot 18, at .44 acres (June
75 3rd is the 90-day deadline date for prior owner to reacquire the property); and the land on West Shore Road,
76 Map U14, Lot 43 at .13 acres. Mr. Davenport to bring all 4 properties to the Planning Board for discussion.
77

- 78 • Hatchery Project – Town counsel and Fish & Game contractors are close to finalizing documents for road
79 bond for Hatchery Road. Mr. Harvey said they’ve widened the east end of the hatchery and some traffic
80 may be using that.
81 • Sidewalk Maintenance MOU: Head of School Mr. Williams agreed to continue the maintenance without
82 the MOU. This item to be removed from Open Item list.
83 • Job Postings: One candidate for DPW position and one candidate for Fire Dept full-time person; interviews
84 to be scheduled. Mr. Davenport to send resumes to Mr. Shaw for review.
85 • Fire Truck & Bond: Mr. Davenport said April 25th is the due date from the Municipal Bond Bank, to
86 receive money in July. The Board agreed to wait. Mr. Davenport said the bond bank has sales in July and
87 January, allowing more time for decisions, though the Board could use other banks.
88

89 **ACTION & DISCUSSION ITEMS:**

- 90 ❖ Mr. Drake signed the Financial Audit Landfill letter which will also be completed by EGGI prior to going
91 to auditors.
92 ❖ Review of draft Permitting and Compliance Officer Job Description; Mr. Davenport said Dana Pendergast
93 reviewed the description; the only change proposed was relative to looking for lot lines when reviewing
94 setback distances. Relative to this hire, or other staff using a vehicle, the Board agreed the retiring police
95 cruiser may be an option, and this would be noted in the job description. Mr. Davenport to speak with Fire
96 Chief Cathy to see if his full-time employees could share in this job.
97 ❖ Board signed an appointment for PD Corporal Bethany Franz; Mr. Drake made a motion, seconded by Mr.
98 Harvey to re-appoint Bob Pollock, Harold Lamos, Theodore Capron, Lewis Mundy Shaw, and to appoint
99 new member Craig Jaster to the Conservation Commission; Mr. Drake made a motion, seconded by Mr.
100 Harvey to re-appoint Adele Bausor and appoint new members Emily Gatehouse and Tim Schneeweiss to
101 the Heritage Commission; Mr. Drake made a motion, seconded by Mr. Shaw to re-appoint Brett Newman,
102 Karyn Gattermann and Paul Tierney to the Zoning Board of Adjustment. Mr. Drake made a motion,
103 seconded by Mr. Harvey to appoint new member Gordon Bassett to Planning Board; Mr. Drake made a

104 motion, seconded by Mr. Harvey to appoint 2-year terms for Police Chief Tyrrell and Fire Chief Cathy. All
105 votes were unanimous.

106 There was discussion on re-appointments for other expiring Planning Board members. The Board agreed
107 to keep Wes Hays as a regular member, move Rick Shea to an alternate position, and move Kate Bruning to
108 a regular member position. Appointments to be signed next week.

- 109 ❖ Purchasing options for the new cruiser: Mr. Davenport advised that Sergeant Cremin investigated 2025
110 police cruiser options finding most are delayed to later in the year - and are more costly, but also found a
111 2024 Chevy Tahoe, available now, for less money, which could be outfitted immediately. There was also a
112 2023 Dodge Charger available for less money than the Chevy. The PD's recommendation is the 2024
113 Chevy Tahoe (4WD) for state bid price \$52,656, and it could be outfitted for not more than the amount the
114 Town is authorized to spend. The Board agreed to purchase the 2024 Chevy Tahoe, and signed the PO.
- 115 ❖ FYI – Letter to Mr. Leclerc; 190 Main St; Map U6, Lot 9
- 116 ❖ FYI – February Auto Registration

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118 *Mr. Morse and Mr. Provencal temporarily left the meeting, and Mr. Lyford left.*

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120 **NON-PUBLIC SESSION:** At 8:11 PM, Mr. Drake made a motion, seconded by Mr. Harvey to go into non-public
121 session under RSA 91-A:3 II(a) Personnel. A roll call vote was held: Mr. Drake – Y, Mr. Harvey – Y, Mr. Shaw
122 (by phone) – Y.

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

125
126 **RETURN TO PUBLIC SESSION:** At 8:31 PM, Mr. Drake made a motion, seconded by Mr. Harvey to come out
127 of non-public session and to seal the minutes for 5 years. Vote was unanimous.

128
129 *Mr. Provencal rejoined the meeting and Mr. Morse left.*

130
131 **ACTION & DISCUSSION ITEMS (cont.):**

- 132 ❖ Board reviewed the updated draft Occupancy Permit. There was discussion that the fee amount should be
133 \$125 per each dwelling unit, whether it was single, 2-family, ADU, or multi-family. Mr. Davenport said a
134 public hearing will have to be held for this fee change. Mr. Provencal asked the cost for 10 apartments in a
135 building, and Mr. Drake said it would be \$1,250 in total. There was discussion on the charge for
136 Occupancy Permits for commercial structures. *Mr. Shaw left the meeting at 8:42 pm.* Mr. Drake asked to
137 have the mileage tracked on the Occupancy Permit visit history section. The Board asked Mr. Davenport to
138 follow-up with Chief Cathy on annual assembly permits to determine how these required inspections are
139 triggered. The Board agreed to discuss commercial fees prior to holding a hearing on the fee changes.
- 140 ❖ Board signed a Report of Cut for Cody & Ellen Rideout; 109 Dana Hill Rd; Map 10, Lot 3; Mr. Davenport
141 advised that a portion of the previous timber tax bill needs abatement at \$959.69 as some of the timber cut
142 was within striking distance of the house, which is exempt. The new calculated taxable amount is \$775.75.
143 Mr. Drake made a motion, seconded by Mr. Harvey to abate the amount of \$959.69 for Cody & Ellen
144 Rideout. Vote was unanimous.
- 145 ❖ Fire Department Hiring: Mr. Drake made a motion, seconded by Mr. Harvey to approve the hiring of
146 Richard Dalphond, effective 3/24/25. Vote was unanimous. Board signed the payroll change form.
- 147 ❖ Board signed Payroll Change Forms for employees based on the approved 2026 budget.

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149 **PUBLIC COMMENT:**

- 150 • Mr. Provencal asked what value there was to use state bid pricing and it was explained that a company bids
151 out a particular model, which they typically purchase in bulk, resulting in a better price for municipalities.
- 152 • Mr. Provencal asked how much of Blake Hill Road is paved and the Board advised - all of it. Mr.
153 Provencal asked why with Blake Hill being paved already and more paving being done, why was there no
154 consideration to pave more of Carter Mountain Road. The Board advised it is roughly \$1,000,000/mile
155 making it costly to pave unpaved roadways, when the paved roads need attention due to pavement breaking

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156 up. Relative to percentage of paved vs. gravel, it is 57% paved/43% gravel. Mr. Davenport said it costs
157 less to maintain gravel vs dirt. Mr. Harvey said adding pavement to any existing gravel road, if considered,
158 would most likely happen in high traffic locations. *Mr. Provencal left the meeting.*
159

160 **OTHER BUSINESS:** There was none.
161

162 **ADJOURNMENT:** At 9:35 PM, Mr. Drake made a motion, seconded by Mr. Harvey to adjourn the meeting. Vote
163 was unanimous.
164

165 Respectfully submitted,
166 Pamela Vose