

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

Thursday, March 28, 2024

MEMBERS

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

PRESENT:

OTHERS PRESENT:

Town Administrator Corey Davenport, Police Chief Tyrrell, Richard Morse, Scott Provencal, and representatives of Eagle Network Solutions and Umbral Technologies, and at 6:13 Fire Chief Cathy.

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 3/21/24 as corrected. The Board approved the motion 2-0. Mr. Drake made a motion, seconded by Mr. Harvey to approve the 3/21/24 non-public (c) and 3/21/24 non-public (l) minutes as written. The Board voted 2-0 in favor of the motion.

APPOINTMENTS:

*6:15PM Police Chief
Tyrrell*

Chief Tyrrell requested to talk about the memos from the prior week. Mr. Drake asked for more information on the corporal promotion. The 2024 budget minutes and discussions were reviewed. Chief Tyrrell informed the Board that the corporal position has been a town position since 1989 and has been historically filled. Chief Tyrrell researched the supervisor to employee ratio and most small towns are 50% or heavier. Ms. Franz meets all the qualifications of the position. The payroll change form was approved and signed by Board. The memo regarding the additional wage increase for Officer Berube was reviewed. The Chief commented that based on his annual review Officer Berube scored extremely well and a merit raise is appropriate. The employee manual does state that merit increases are allowed. Mr. Drake stated that his concern is that this is presented after the budget wage increases were approved for 2024. Mr. Drake said that the merit increases should be presented in August or September prior to budget discussions. Mr. Drake commented that the Board has been attentive to the police department pay rates. Mr. Harvey commented that he is in favor of the increases based on merit reviews instead of flat raises for all employees. Mr. Shaw commented that he is okay with departments divvying up the increases as a whole amount but not a flat percentage for all employees and then also a merit increases for some. The Board tabled the discussion until a future meeting. The Chief will bring a draft step and grade wage schedule for the Board to review.

*6:30PM IT RFP Bid
Opening*

At 6:39PM the RFPs for IT Services were opened and reviewed. Proposals were received from Block Five Technologies of Nashua, Systems Engineering of Portland ME, Certified Computer Solutions of Tilton NH, Umbral Technologies of Merrimack NH, BulletProof of Waltham MA, Inn04 of Boston MA, Lakes Region Computer of Center Harbor NH, Mirador IT of Concord NH, Information Technologies Consulting & Support Services of Portland ME, and Eagle Network Solutions of Bedford NH. Mr. Drake recommends that the town administrator review all the proposals for

completeness and cost and create a comparison spreadsheet. The Board recommends that the town administrator do any additional interviews as needed. Mr. Davenport will report back with his recommendations.

*6:30PM Assessing RFP
Bid Opening*

At 7:08PM the RFPs for Assessing Services were opened and reviewed. One RFP was received from Commerford, Neider, and Perkins Appraisal and Assessment Services. Avitar sent a message that they are unable to submit a proposal at this time. Sansoucy Associates from Lancaster NH submitted a proposal for 2024 utility assessing.

*6:45PM Fire Chief
Cathy*

At 7:14 Chief Cathy shared the advertisement and job description for the full-time fire department employees with the Board. The Chief has received two qualifying resumes out of five in total. The Board reviewed the interview and hiring timeline. Chief informed the Board that he requested a physician's statement from an employee who has been out on sick leave and that he advised the employee that the Board may send the employee for a separate physical if needed. The Board reviewed a hardship request from a resident regarding an ambulance bill. Mr. Drake commented that in years past the patients' income was disclosed so the selectmen could make a decision based on that. The request is from 2022 and it had been resubmitted through the VA but their income was over the VA threshold. The Chief informed the Board that the current reimbursement rate is 57% and if they are looking for a recommendation the bill can be reduced by 43%. The Board is in consensus that the bill be reduced by 43%.

WORK SESSION:

Manifests, bills, requisitions, purchase orders and leave request forms:
Leave request for Jimmy Boucher approved.

Board signed the AP Manifest dated 3/29/24. The Board wants clarification on the charge for the Tahoe oil change.

Board signed the Payroll Check Registers dated 3/29/24.

The Board received a thank you card from the Public Works Department regarding the wage increases.

The Board approved an invoice from Tax Exempt Leasing in the amount of \$34,177.62 for the final payment on the Kenworth dump truck. The Board approved an invoice from Sansoucy Associates in the amount of \$3,343.88. The Board approved an invoice from Lakes Region VNA in the amount of \$14,725.

Board reviewed the following Building Permit applications approved by the Land Use Administrator:

1. Brittany, Benjamin & Walter Durack; 1138 NH Route 132N: Addition approved.
2. Francis & Bridget Hahn; 38 Lake View Drive; reconstruct and enlarge existing deck approved.

The Board approved the following Occupancy Permits approved by the Land Use Administrator:

1. Hamolsky-Simon 1999 NHRE Trust; 944 Winona Road
2. Judith Taccini; 883 Dana Hill Road

OPEN ITEMS:

- Brook Road Bridge – no update
- Tax Deeded Land – no update
- Timber Harvest – no update
- Fees – no update
- Driveway Permit revision – no update
- 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
- Town Roads – no update
- Dr. Childs Rd; discontinuance – The Board reviewed the draft MOU and there needs to be some changes that the selectmen want made.
- NHS PILOT – no update

DISCUSSION:

- Decision on Funding for New Cruiser: Mr. Davenport reached out to DRA regarding the Vehicle Repair ETF and they do not give their opinions on the use of the trust funds. The Board will make a decision at a later date.
- NHS Abatements: There are three abatements. The net amount that the town owes New Hampton School is \$18,803.01. Mr. Drake made a motion to grant the abatement in the amount of \$14,216.10 to the NHS, seconded by Mr. Shaw. The Board voted 2-0-1 in favor of the motion. Mr. Drake made a motion to approve the abatement in the amount of \$830.28 to the NHS, seconded by Mr. Shaw. The Board voted 2-0-1 in favor of the motion. Mr. Drake made a motion to approve the abatement in the amount of \$4,629.55 to the NHS, seconded by Mr. Shaw. The Board voted 2-0-1 in favor of the motion.
- Board and Commission Appointments: Mr. Shaw is okay with all the recommendations except for the Planning Board. He recommends some rotation with alternates becoming regular members for continuity instead of brand-new people filling positions. Mr. Davenport informed the Board that there is a maximum of five alternates allowed for the Planning Board. Mr. Drake commented that he is concerned with new members' experience with the rewrite of the zoning ordinance and master plan happening this year. Mr. Drake made a motion to re-appoint Maurice Schofield and Timothy Young to the Conservation Commission and to appoint Harold Lamos and Theodore Capron as alternates to the Conservation Commission, seconded by Mr. Harvey. The Board voted 3-0 in favor of the motion. Mr. Drake made a motion to re-appoint Daniel Moore and to appoint Adele Bausor as an alternate to the Heritage Commission, seconded by Mr. Harvey. The Board voted 3-0 in favor of the motion. Mr. Drake made a motion to re-appoint Andrew Akers and Jeremy Heckman to the Zoning Board of Adjustment, seconded by Mr. Shaw. The Board voted 3-0 in favor of the motion. Mr. Drake made a motion to appoint Chris Van Lenten and Jay Ehmann as alternates to the Planning Board, seconded by Mr. Harvey. The Board voted 3-0 in favor of the motion. The Board will appoint the remaining

positions at a future meeting.

- Enforcement Letters: The Board reviewed and approved a follow-up enforcement letter for 98 Dana Hill Road. The Board reviewed an enforcement letter for the Hiltz property on Route 104 regarding alteration of terrain permits. Mr. Shaw asked if the property owners came to the Planning Board for a site permit. Mr. Drake replied that they have not. They came in for a boundary line adjustment that was granted. Mr. Shaw recommended that the letter also include a site permit with the Planning Board be required.
- Tax Agreement Request: There has been a request from Diane Batchelder to postpone the tax payment schedule until May 3rd. Mr. Harvey made a motion to accept the request, seconded by Mr. Shaw. The Board voted 3-0 in favor of the motion.
- FYI – Hazard Mitigation Update: the plan was finalized and the final invoice has been submitted.
- Current Use Application – Matthew Blais; Map R7 Lot 38-B and Map R7 Lot 38: The Board approved and signed the application.
- Ambulance Write-off Request: The request was granted for a 43% reduction of the amount owed.
- Landfill 2023 Post Closure Report: The Board reviewed the report and signed the acknowledgement.
- FEMA Reimbursement Discussion: the amount of reimbursement is \$83,364.67 and a public hearing would be needed to designate the funds for use this year. The Board is going to let the FEMA reimbursements lapse into the undesignated fund balance.

New Business after Agenda was Posted:

- Timber Tax – Barbara & David Hazelton; Map R17 Lot 26-D: The Board signed the timber tax warrant in the amount of \$588.42.
- FYI – Fire Department Employee Letter: The board reviewed a letter from the finance officer to an employee regarding several uncashed checks.
- Septic Permit – Scott Buitta; Map R5 Lot 5: Mr. Drake made a motion to deny the septic design based on the fact that it does not meet current regulations and that the applicant apply for a variance with the ZBA for relief, seconded by Mr. Shaw. The Board voted 3-0 in favor of the motion.

OTHER BUSINESS:

- The Precinct has acknowledged that they need to be out of the upstairs storage room by the end of the year. They are requesting that the sidewalk plow be removed from their garage. Mr. Davenport talked to Public Works Director Jimmy Boucher to find a spot to store it. This will go on the open items list to make sure it is completed.

PUBLIC COMMENT:

There was no public comment.

ADJOURNMENT:

At 8:53pm, Mr. Drake made a motion, seconded by Mr. Harvey to adjourn. Vote was unanimous.

Respectfully submitted,
Wendy Duggan