

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

Thursday, March 7, 2024

MEMBERS

PRESENT:

OTHERS PRESENT:

Present were Mr. Drake, Mr. Harvey, & Mr. Shaw by phone at the start.

Town Administrator Corey Davenport, Fire Chief Cathy, and residents Richard Morse & 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. Shaw to approve the minutes of 2/15/24 after Mr. Davenport reviews a discussion on limiting beds used in an approved addition, making any appropriate changes. Vote was unanimous.

Mr. Harvey made a motion, seconded by Mr. Drake to approve the minutes of 2/22/24 as corrected. Vote was unanimous.

APPOINTMENTS:

*6:30 Fire Chief Scott
Cathy*

The Board agreed to hear Chief Cathy early.

Chief Cathy advised that the billing company was subject to a suspected ransomware attack but it is unknown whether QMC (Quick Med Claims) will change the clearinghouse they use.

Chief Cathy reviewed some unpaid EMS bill with his recommendations:

- A hardship request for payment for one EMS bill was resubmitted to the Veterans Administration but was denied, so he recommended two invoices at \$2,352 be written off. Board held this for a copy of hardship application.
- Deceased individual with \$423.98 remaining due on an EMS bill, requesting the amount be written off. Board agreed to write this bill off.
- List of balances from 2021-23 under \$200, which are subject to write-off per the policy. Board agreed to write these off.
- List of balances Chief Cathy recommends sending to collections. Board agreed to send to collections.
- List of balances totaling over \$25,000 that were submitted for collection in August 2023, but QMC never sent them to collection (mishandled, mislabeled or waiting too long to send) and due to the lapse of time, they can no longer be sent to collection. Chief Cathy recommended the Town invoice QMC calculating a 50% reduction (the typical reimbursement rate collected for the Town) and another 4% reduction (based on the percentage QMC is paid). Chief Cathy asked QMC whose responsibility it is for unpaid bills which were supposed to go to collection, but were not. He said the billing company said they still hope to get some payment but he'd rather get a smaller percentage of something than getting nothing at all. There was discussion on possibly going back to the previous billing company. Chief Cathy said he has asked QMC what the present agreement states and is unable to get an answer. It was the consensus of the Board to have the Chief consider other EMS billing companies.

- NH First Responders Assn looking for items to fundraise for and Chief Cathy recommended purchase of a Conex training building, which could be used by Fire (smoke & heat) and PD for response practice. Chief Cathy showed a location where he would like to put it, utilizing 5 existing parking spaces at the Public Safety Complex. Cost anticipated to be \$7,500 for groundwork and \$2,000-\$4,000 for each container with funds being raised over several years. The Board agreed to this idea.
- Chief Cathy advised that the floodgates will be closing due to rising water.

Chief Cathy left the meeting.

WORK SESSION:

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

Board signed a purchase requisition for Hwy Dept (stone, trucking).

Mr. Harvey asked Mr. Davenport to see if any roads in town have a 6-ton weight limit as opposed to the 10-ton weight limit.

Email from Jason Lievens giving praise to Hwy Dept for the work performed on Carter Mountain Road.

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

1. Phillip Harker, Map R20, Lot 4; 26 Crooked Creek Ln; road release signed as property is not on town road.
2. Andrew & Krista Nitschelm; Map R6, Lot 24.

OPEN ITEMS:

- Brook Road bridge – Draft copies of the RFP for replacement was provided to Selectmen for review.
- Tax Deeded Land – Town council to meet with Board on 3/21/24.
- Timber Harvest – no update
- Fees – no update
- Driveway Permit revision – Draft application and guidelines/regs was provided to Board for review.
- 911#s – no update
- Grants – no update
- Carter Mountain Road unregistered vehicles – no response after letter was sent and office will monitor as deadline (4/11/24) was stated.
- Town House – Mr. Davenport advised that the Finance Officer attended Senator Shaheen’s informational online session relative to grants for historical buildings. Mr. Davenport said the office will review application for possible submittal for improvements to the Town House. Mr. Drake asked Mr. Davenport to draft an RFP for the work.
- Drake Road – no response after letter was sent and office will monitor as deadline (4/15/24) was stated.
- BOS Guidelines – no update
- Town Roads – Mr. Davenport advised that FEMA is reimbursing the Town for a portion of the road/culvert damage from the storm of Christmas 2022 at \$83,364.57.
- Dr. Childs Rd; discontinuance – MOU will be needed in anticipation of

- discontinuance of the remainder of Dr. Childs Road.
- NHS PILOT – no update

DISCUSSION:

- NHS Abatements – Mr. Davenport to ensure that the Town has some time to further review these before making a determination.
- Mr. Drake made a motion, seconded by Mr. Shaw to approve a Veteran’s Tax Credit for George & Debra Sargent Family Trust; Map R8, Lot 1A16. Vote was unanimous.
- Board reviewed a Hawkers/Peddlers permit application for the Traveling Texas Smoke Shop to operate on Route 104 in 2024. Mr. Davenport was asked to review the original site plan approval to ensure compliance as Mr. Drake was unsure if it was compliant.
- The Board reviewed information for “Pictures on the Hill”, a proposed wedding venue on property belonging to Jeremy Hiltz Rev Trust. There has been some ongoing discussion on creating a Special Event policy and application and how this use fits into permitted uses in the Zoning Ordinance. Mr. Davenport asked the Board’s opinion on whether to allow for special events, and if so, how the process would work. Currently this use is not an allowed use. Occasional event hosted in an area that is not necessarily commercial, but the Board can provide input. Based on the website found the Board determined this was a commercial business. It was the consensus of the Board to send a cease-and-desist letter. The Planning Board would need to work on zoning amendments to address this use.
- Board reviewed and accepted the Dana Meeting House Association Forms A-9 and A-12, as a Charitable organization.
- Board discussed the draft Personnel Policy amendments, future discussion needed.
- Mr. Davenport said the Bridge House has requested reimbursement for someone apparently from New Hampton that has stayed there for more than 200 days. As it was unknown whether this person lived in Town prior to becoming homeless, and as Bridge House did not notify the Town when this person went there at which point the town would have required an application be completed, the Board agreed the Town was not responsible.
- The Board discussed a request from Brenda Olson, Dana Hill Road, to host a Farmers Market on their property. Mr. Drake said with the 2 driveway access points right at the corner with Town House Road, it could create an unsafe traffic situation and that a location on Route 104 would be much better. It was the consensus of the Board to advise Mrs. Olson that she could apply for a long-term Hawkers/Peddlers Permit application with possible site plan review, but the Board would likely not approve it.
- The Board discussed Christina Smith’s Building Permit Application that they had been holding while Ms. Smith applied to the ZBA for a Variance. The ZBA voted to deny the Variance for the carport on 3/6/24 due to questions regarding impermeable area of lot with this added structure. Ms. Smith sent an email that she was withdrawing her building permit application and Land Use Administrator responded advising Ms. Smith that she would be asked to remove the carport from the property, but there was no response after that.

New Business after Agenda was Posted

- FYI – Emery 2008 Rev Trust; Map R20, Lot 48; Land Use Administrator approved septic system within Town setback to property line; ZBA approved Variance on 3/6/24.
- FYI – Congressional Grant Opportunity

OTHER BUSINESS:

- Mr. Harvey said relative to someone purchasing and developing the lot on Smoke Rise Road, he said he looked at the area and noted there is no access to that lot. Mr. Drake advise that this was also discussed at a Planning Board meeting and the lot in question needs 150' of road frontage and there is no road, so further improvements would be necessary. The road should have been continued with a suitable turnaround. Mr. Drake pointed out that it has been standard practice that subdivisions require a minimum 1 acre on a Class V or better road, but that neither the Zoning Ordinance or the subdivision regulations regulate what type of road it must be, so this needs discussion.
- Mr. Davenport said there was a hierarchy list for Emergency Contacts and the form signed by the Board appointed the Fire Chief to manage that list.
- Mr. Davenport advised he spoke with Morin Electric about the motion detectors recently installed on the building will be replaced with ones that can be adjusted so the lights don't remain on, as they are now.
- Mr. Davenport said that relative to the use of the leased room by the Village Precinct which called office space in the contract, a key to the room has been provided, but is still waiting for proof of insurance, which was a requirement. The Board said the Precinct needs to be told that the Town will be needing that room at the end of the contract.
- Relative to open positions on boards and commissions Mr. Shaw said it shouldn't always be assumed that a member should be reappointed and that positions should be open to any resident in town.
- Mr. Drake said he attended the recent Conservation Commission meeting where they discussed the watershed to Wicwas Lake and whether to consider some protections. The Commission said they would like input from the Selectmen on the Commission's desire to acquire Robinson Falls off Blake Hill Road.

PUBLIC COMMENT:

- Mr. Morse suggested that if the Board is considering the purchase of Conex boxes for training purposes, maybe the Town could seek money from other neighboring departments who might want to utilize the same for training.
- Mr. Morse said the lot that sand is being removed from caused him to think that maybe there is Town land which has sand that could be excavated for use by the Town.
- Mr. Morse asked if the Board had considered his suggestion to put a statement in tax on the release of road liability for private or Class VI roadways, but the Board agreed that it may lead to confusion.
- Mr. Morse expressed his appreciation for the work they do weekly, for the Townspeople and departments.
- Mr. Provencal said he could not see anything in the regulations/ordinance that allows for someone to use their rural property for a commercial wedding venue. Relative to landing helicopters Mr. Shaw said it was his

understanding there was a limitation as to how close one could fly to a building or people.

Mr. Morse and Mr. Provencal left the meeting.

**NON-PUBLIC
SESSION:**

At 8:16 pm, Mr. Drake made a motion, seconded by Mr. Harvey to go into non-public session under RSA 91-A:3 II(c) – Reputation. A roll call vote was held. Mr. Drake – Y, Mr. Shaw – Y, Harvey – Y.

Mr. Drake, Mr. Harvey, Mr. Shaw, and Mr. Davenport.

PRESENT:

**RETURN TO PUBLIC
SESSION:**

At 8:18 pm, Mr. Drake made a motion, seconded by Mr. Harvey to come out of non-public session. Vote was unanimous.

ADJOURNMENT:

At 8:19 pm, Mr. Drake made a motion, seconded by Mr. Shaw to adjourn. Vote was unanimous.

Respectfully submitted,
Pamela Vose