

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

Thursday, June 20, 2024

MEMBERS

Present were Mr. Drake, Mr. Harvey, and Mr. Shaw.

PRESENT:

OTHERS PRESENT:

Town Administrator Corey Davenport, Richard Morse, and 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. Drake made a motion, seconded by Mr. Harvey to approve the public minutes of 6/6/24 as written. The Board voted 2-0-1 in favor of the motion. Mr. Shaw abstained due to not being present at the 6/6/24 meeting. Mr. Drake made a motion, seconded by Mr. Shaw to approve the public minutes of 6/13/24 as amended. The Board voted 3-0 in favor of the motion.

APPOINTMENTS:

*6:15PM PWD Jimmy
Boucher*

At 6:07PM the Board met with Public Works Director Jimmy Boucher.

NON-PUBLIC

SESSION:

At 6:08PM, Mr. Drake made a motion, seconded by Mr. Shaw to go into non-public session under RSA 91-A:3 II (a) personnel - A roll call vote was held. Mr. Drake – Y, Mr. Harvey – Y, and Mr. Shaw – Y.

PRESENT:

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

**RETURN TO PUBLIC
SESSION:**

At 6:29PM, Mr. Drake made a motion, seconded by Mr. Shaw to come out of non-public session and to seal the non-public minutes of 6/20/24 for five years. The Board voted 3-0 in favor of the motion.

WORK SESSION:

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

1. Payroll Registers dated 6/21/24.
2. Accounts Payable Manifest dated 6/21/24.
3. Invoices Approved: New Hampton Cemetery Association in the amount of \$4,520, NH Municipal Bond Bank in the amount of \$8,172.75, and mileage reimbursement for Tamara Van Lenten in the amount of \$88.44.

The Board reviewed the following Building Permits approved by the Land Use Administrator:

1. Michael & Brandy Sharp, 90 NH Route 104 Map R12 Lot 28; new home.
2. Kelsey & Holly William, 117 Straits Road Map R10 Lot 24; roof-top solar.

The Board reviewed the following Septic Systems approved by the Land Use Administrator:

1. Eileen Bates, 63 Victor Huckins Road Map R17 Lot 34.

The Board reviewed and approved the following sign permits:

1. Kimberly Royea, 571 Route 104 Map R5 Lot 57; Preexisting sign changing text and adding solar lights. Mr. Drake made a motion to approve the sign as presented, seconded by Mr. Shaw. The Board voted 3-0 in favor of the motion.

The Board signed and approved the following Intent to Cut Wood/Excavate:

1. Merrill Revocable Living Trust, Carter Mountain Road/Old Bristol Road Map R13 Lot 6 & Map R13 Lot 5-A.

OPEN ITEMS:

- Brook Road Bridge – no update
- Tax Deeded Land – Mr. Davenport received the recommendations back from the various boards. The three pieces of property are located at Lang Drive, West Shore Road, and Winona Heights Drive. The Conservation Commission would like to keep the Winona Heights property for conservation. The Board is in consensus to move ahead on the land sales for these three properties.
- Timber Harvest – no update
- Fees – no update
- 911#s – no update
- Grants – no update
- Carter Mountain Road unregistered vehicles – Mr. Davenport spoke with the owner and that the clean up process was started. Mr. Davenport will check in again to make sure the clean up continues and that there is a date for completion.
- Town House – Mr. Davenport purchased two dehumidifiers to be installed at the town house. Mr. Drake did inspect the floor and it is heaved up. Mr. Harvey and Mr. Davenport picked up the dehumidifiers and set them up in the town house. Mr. Harvey wants to set up a test area to make sure the dehumidifiers are working. Mr. Drake said the piano is doing much better and functioning. Mr. Shaw has two fans he can lend to work alongside the dehumidifiers.
- Drake Road – no update
- Town Roads – no update
- Dr. Childs Rd; discontinuance – no update
- NHS PILOT – no update
- Personnel Policy – Mr. Davenport sent a summary of changes and he is recommending that the summary items be reviewed in the personnel policy as it contains the mark ups. The Board will take another week to review the changes.
- Sidewalk Plow – no update
- Granite State Green House Clean Up – Mr. Harvey commented that the posts are still up. The Board requests that Mr. Davenport reach out to KGI to have the posts removed.
- Coolidge Woods Road Erosion – no update
- Emmons Property – no update
- Internet Speed – Breezeline reached out and updated the speeds at the town office for no cost to the town. Mr. Davenport is reaching out to the other departments to see if their internet speeds were updated as well.
- Job Posting (PD, FD, DPW) – the Fire Chief is requesting a non-public session at the next meeting to discuss a potential candidate.

DISCUSSION:

- Wendy Traynor Current Use Interest Abatement Request – the property owner has put a structure on current use property and as such there is a land use change penalty applied. A letter from the town office was sent regarding this in March 2023. The Board is in consensus to deny the abatement request.
- Application for Forest Land Reimbursement – the annual form was signed by the Board.
- New Hampton Village District Meeting Location Request – Mr. Hammond is requesting that the Village District still be able to meet in the upstairs meeting room for monthly meetings. The Board is agreeable to the Village District using the meeting room as long as there are no scheduling conflicts.
- Enforcement Letter for Straits Road – the letter is in regards to a travel trailer that is being used as a rental. The letter is informing the property owners that they are in violation of town regulations. Mr. Shaw suggested that the first warning letter be sent from the Land Use office before an enforcement letter from the Board is sent.
- Parade Application – Mr. Davenport received the application that would need to be signed and sent to the state but there were some changes to the application regarding the route that the Board agreed to and that traffic control would be handled by family and friends instead of police. The Board is not signing the application at this time as Mr. Davenport is following up with the applicant regarding these issues.
- FYI – Notice to Mortgagee – the Board reviewed the lien notice.
- FYI – Warning Letter for Connors – the Board reviewed the letter.
- Municipal Managers Annual Conference Update – Mr. Davenport sent a summary of discussions from the conference he attended.
- HVAC Update – The mini splits in the town office were not running and the mother board was replaced. The HVAC repair company did find a leak in the system and had to replace some coolant. Mr. Davenport reached out to the company for an estimate for repairing the leak. Mr. Drake suggested that depending on the cost of replacement, new mini splits for the town office be included in the CIP report.
- Technology Update – Umbral Technologies replaced two new firewalls, the computer for the police chief, and the assessing computer at the town office.

New Business after the Agenda was Posted:

- Report of Cut; Merrill Revocable Living Trust, Carter Mountain Road/Old Bristol Road, Map R13 Lot 6 & Map R13 Lot 5-A – There was no cut reported for this property.

OTHER BUSINESS:

Mr. Drake asked for an update on the Highway furnace. Mr. Davenport replied that Tamara is working on getting a few quotes. One company suggested converting to propane.

Mr. Harvey asked about the fitness trail maintenance. Mr. Davenport will talk to Jimmy Boucher to see if he has anyone that can get some fallen trees removed and some clean up done.

Mr. Drake spoke with Jimmy Boucher about having Rick Wendell

scraping and painting the front of the town house. The building needs a full repaint.

Mr. Davenport informed the Board that Land Use Administrator Pam Vose is seeking guidance from the Board regarding individuals that did not get a building permit, such as a letter recommending that a permit be completed or a letter informing people of what projects require a permit. The Board is fine with Ms. Vose creating a letter or a posting on the web site explaining when a building permit is needed.

PUBLIC COMMENT:

Mr. Provencal asked if used motor oil is being used in a furnace at the Highway Department. Mr. Davenport replied that the waste oil furnace is about 35 years old and that both furnaces are failing. Waste Oil furnaces are very expensive to replace.

Mr. Provencal asked if there are any plans to paint the sides of the town office. Mr. Davenport replied that he has met with four different companies and he gets no responses or no interest in the project. Mr. Drake commented that the town office needs siding not paint. Mr. Davenport will continue trying to find a contractor.

NON-PUBLIC SESSION:

At 8:05PM, Mr. Drake made a motion, seconded by Mr. Harvey to go into non-public session under RSA 91-A:3 II (a) personnel – A roll call vote was held. Mr. Drake – Y, Mr. Harvey – Y, Mr. Shaw - Y.

PRESENT:

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

RETURN TO PUBLIC SESSION:

At 8:16PM, Mr. Drake made a motion, seconded by Mr. Shaw to come out of non-public session and to seal the non-public minutes of 6/20/24 for three years. The Board voted 3-0 in favor of the motion.

ADJOURNMENT:

At 8:17PM, Mr. Drake made a motion to adjourn, seconded by Mr. Harvey. The vote was unanimous.

Respectfully submitted,
Wendy Duggan