

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

Thursday, August 1, 2024

MEMBERS

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

PRESENT:

OTHERS PRESENT:

Town Administrator Corey Davenport, Richard Morse, Scott Provencal, Brian Reed and Danielle Reed.

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 to accept the 7/18/24 public minutes as amended, seconded by Mr. Shaw. The Board voted 3-0 in favor of the motion. Mr. Harvey made a motion to accept the 7/18/24 sealed non-public minutes as written, seconded by Mr. Shaw. The Board voted 3-0 in favor of the motion.

APPOINTMENTS:

7:00PM Bill Krueger

At 6:31PM, The Board met with Mr. Krueger regarding a compliance letter. Mr. Krueger has not been able to complete the required work on the septic design. He does plan to get rid of one of the campers and use the other for storage. The driveway is holding up well. He will start working again and wants to move forward. Logging is finishing up. Mr. Drake asked if he is living in the camper. Mr. Krueger stated that he is not staying there. Mr. Davenport asked how many travel trailers are on the property. Mr. Krueger replied that two trailers are there. He has three dug wells and is trying not to run a generator. Mr. Krueger asked if it is possible to put a septic tank in and have it pumped. Mr. Harvey commented that he does not think the town has exceptions that are made for that system and recommended he call the designer and the state. Mr. Drake commented that the state does allow an outhouse. Mr. Drake asked if the campers have to be registered. Mr. Krueger stated they are not registered and that one is going to go. Mr. Drake commented that Pam outlined a list of permits that are needed. Mr. Krueger commented that he will submit for those permits. Mr. Drake asked if he is living there now. Mr. Krueger stated that he is living there. Mr. Drake stated that he should come up with a plan and work with the town office to become compliant. Mr. Krueger asked for the end of the next week to start. The Board thanked Mr. Krueger for meeting with them.

7:30PM Christina Smith

At 7:27PM, the Board met with Ms. Smith regarding the letter for a motion for re-hearing with a deadline of 30 days but the letter did not say that. Mr. Davenport commented that the RSA is listed in the letter regarding the 30 days. The Board reviewed the timeline of events that Mr. Davenport supplied. The Board does not have the authority to extend the deadline. Ms. Smith did say that she was told she could go to court to seek an alternate option. Ms. Smith stated that in 2013 she went to the ZBA to move an old shed and build a small addition and got approval from DES and also got the certificate of occupancy. The ZBA visited the site 10 years ago for this and they didn't say there was a lot of gravel then. Ms. Smith did explain to the current ZBA why there is so much gravel on the small lot. There is a raised septic system on the lot that is covered with gravel. The grade was brought up

around this mound and the tank had to be buried. Mr. Drake asked if a carport was added. The carport is built on top of impervious ground. The carport is 10x24. Ms. Smith was asked to have a land surveyor to come and spoke to the ZBA about that expense. Ms. Smith has a deed. Mr. Shaw asked if the Board can overrule the ZBA decision. Mr. Davenport replied that the Board cannot reverse the ZBA decision. Ms. Smith is meeting with the Board as the letter did not specifically state 30 days and thinks that the letters need to explicitly state that. Mr. Drake asked if the carport is removed can they apply for a variance. Mr. Davenport stated that is a subsequent application and could get rejected. The zoning ordinance does state that if a structure is there for 14 days in the same spot it does need to meet setback requirements. The ZBA will determine if the reapplication shows a significant change. Mr. Drake stated that there is an enforcement letter and action has to be taken on the enforcement letter now. The applicants decided to submit a new building permit and a new variance application.

WORK SESSION:

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

1. Payroll Check Registers dated 8/2/24 signed by the Board.
2. Accounts Payable Manifest dated 8/2/24 signed by the Board.
3. Memo from the Finance Officer regarding budget worksheets reviewed by the Board.
4. Memo from the Finance Officer regarding Day Away Program regarding the 2024 Appropriation reviewed and approved by the Board.
5. Memo from the Finance Officer regarding the current use tax transfer to the Conservation Commission fund from the General Fund in the amount of \$9,670 was reviewed and approved by the Board.
6. Invoices approved: Vachon, Clukay & Co. in the amount of \$2,100.
7. Leave Request forms approved: Corey Davenport, Regina Schofield, and Josh Tyrrell.
8. Payroll Change form for Eric Potter for EMT certification reviewed and approved by the Board. The new pay rate is \$21.69 per hour.

The Board reviewed and approved the following Building Permits:

1. Carmela White & Jason McNamara; 23 Straits Road, Map R10 Lot 2B – The measurements were made and the set backs have been met and they have plenty of room to put the garage in.
2. Richard II & Emilee Sharp; 228 Dana Hill Road, Map R16 Lot 19 - renovation of existing structure adding an entry mudroom. Mr. Drake made a motion to approve the application based on the example given that it is not creating a more non-conforming part of the structure, seconded by Mr. Shaw. The Board voted 3-0 in favor of the motion. Mr. Drake noted that an occupancy permit will be required.

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

1. Sheldon Towne; 74 Brook Road, Map R13 Lot 25 – ongoing construction of new home.
2. Joyce Karnis; 160 Blake Hill Road, Map R13 Lot 23 – convert shed to sauna with wood-fired stove.
3. Katherine & Ryan Bruning; Map R15 Lot 27 – outbuilding for animals/equipment/storage.

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

1. Sharp, Michael, Brandy, & Megan (Dyer); 26 Legacy Lane, Map R12 Lot 28D.
2. Miller, Jeffrey & Ellen; 130 West Shore Road, Map U14 Lot 17
3. Romanek, Nathan & Karen; 234 Carter Mountain Rd., Map R2 Lot 3.

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

1. Janet & Mark Bonnell; 23 Smoke Rise Road, Map U8 Lot 31 – amended plan.

OPEN ITEMS:

- Brook Road Bridge – no update
- Tax Deeded Land – Mr. Davenport sent letters and will gather materials to start advertising. The Board is in consensus to advertise for 30 days. The land for sale is on West Shore Road, Lang Drive, and Winona Heights. Mr. Drake asked for any updates to Lindsay Lane access. Mr. Davenport spoke with the attorney and he has all the paperwork drawn up and just has to file it with the court.
- Timber Harvest – Mr. Davenport sent an email to several foresters and is working with a few people for meeting dates, one on August 15th and one in September.
- Fees – Mr. Davenport sent a draft in an email with recommendations. The Board will review the recommendations.
- 911#s – no update
- Grants – no update
- Carter Mountain Road unregistered vehicles – no update
- Town House – Mr. Drake checked on the piano and the piano will be tuned on August 8th. The cleaning company will be there on the 8th and then set up in the evening of the 8th for Old Home Day. The Highway department will mow the grass. Both dehumidifiers are still running. The hard wood floors are starting to shrink a little bit. Mr. Harvey will go under the building and check on the piers.
- Drake Road – no update
- Town Roads – no update
- Dr. Childs Rd; discontinuance – no update
- NHS PILOT – no update
- Personnel Policy – Mr. Davenport updated the summary with non-monetary items separated out.
- Sidewalk Plow – Mr. Davenport needs to coordinate with the Highway department to move the plow to the historical society.
- Coolidge Woods Road Erosion (River) – no update
- Emmons Property – Mr. Drake has the payout amount from the Precinct. It is a little over \$26,000 and the water and electricity fees are ongoing until they are disconnected. Mr. Harvey asked what the fees are to disconnect the meters as opposed to the quarterly fees. The 30 days is up mid-August and then the tax collector deed can be executed.
- Job Posting (PD, FD, DPW) – the Police Department recommendation should be coming at the next meeting. There is a possible applicant for the open full-time Fire Department position.
- Nature-Fitness Trail & other trail systems – Mr. Davenport will look into

- starting the clean-up work that needs to be done.
- Coolidge Woods Road Erosion (Washout) – Mr. Harvey noticed on a timesheet that it was taken care of by the Public Works Department. Mr. Shaw said there are a number of erosion spots but that only a traffic cone was placed there. The Highway Department will be contacted for the repair plan.
- Welcome Sign Relocation – Mr. Harvey clarified that the plan is to remove the sign so it can be painted before moving it.

DISCUSSION:

- Draft Hiring Policy Review – the policy will be reviewed at a future meeting.
- Emergency Operations Plan Adoption – Mr. Drake made a motion to adopt the NIMS Resolution as follows:
It is hereby resolved by the Town of New Hampton, New Hampshire, that:
WHEREAS, Emergency response to critical incidents, whether natural or human-caused, requires integrated professional management and
WHEREAS, Unified command of such incidents is recognized as the management model to maximize the public safety response and
WHEREAS, The National Incident Management System, herein referred to as NIMS, has been identified by the federal government as being the requisite emergency management system for all political subdivisions and
WHEREAS, Failure to adopt NIMS as the requisite emergency management system may preclude reimbursement to the political subdivision for costs expended during and after a declared emergency or disaster and for training and preparation for such disasters or emergencies. THEREFORE, it shall be the public policy of this municipality to adopt the NIMS concept of emergency planning and Unified Command. It shall further be the policy of this municipality to train public officials responsible for emergency management. The motion was seconded by Mr. Harvey. The Board voted 3-0 in favor of the motion. Mr. Drake made a motion to adopt the EOP as follows:
This publication of the New Hampton, NH Emergency Operations Plan represents a concerted effort by the town government to provide a mechanism for effectively responding to and recovering from the impact of natural or human-caused disasters or emergencies.
This plan and associated supporting documents aim to facilitate the delivery of local government, town, and mutual aid resources and provide needed assistance and relief to disaster victims and the community. As no town has the resources to manage a significant emergency without outside assistance, this plan represents New Hampton’s best intentions to deal with disaster within the framework of town and statewide coordination. The adoption of this plan nullifies all previously adopted Emergency Operations Plans for the Town of New Hampton, NH. The motion was seconded by Mr. Shaw. The Board voted 3-0 in favor of the motion.
- Letter Response & Discussion; Richard Terris, 63 Gordon Hill Road, Map R3 Lot 16 – Mr. Davenport commented that a letter was sent regarding living space in a shed and the denial by the property owner who said the shed is just a place to work. The Board is in consensus that a follow-up visit by the assessors should be done.
- Letter Response & Discussion; Barry Rolf, 44 Upper Oxbow Road, Map

R17 Lot 22 – Mr. Davenport commented that the property owner responded to a letter and stated that he did not build anything and that he submitted an application. There is no building application on file and that there is a park unit on the property which is under construction. The Board is in consensus to send an enforcement letter regarding buildings permits that are needed for unpermitted structures.

- New Hampshire Humane Society Community Day – The Humane Society is giving away free pet food and supplies. Last year the fire association volunteered to run this service for the town. The pickup day is August 24th. The Board is in consensus to participate in the program. Mr. Davenport will forward this to Fire Chief Cathy to see if the association wants to participate.
- Election Official Appointments – Mr. Drake made a motion to appoint Cynthia Deal, Devin Humphries, Jane MacDonald, and Dana Torsey as Inspector of Elections for the Town of New Hampton, seconded by Mr. Harvey. The Board voted 3-0 in favor of the motion.
- Veteran Tax Credit; Jason & Kristen Forster, 232 Pinnacle Hill Road, Map R4 Lot 90-E – Mr. Drake made a motion to approve the Veteran Tax Credit for Jason & Kristen Forster of 232 Pinnacle Hill Road that takes effect in 2026 in the amount of \$500, seconded by Mr. Harvey. The Board voted 3-0 in favor of the motion.
- Charitable Organization Paperwork – This is a cover sheet for the Cemetery Association and Historical Society for DRA. The Board signed the cover sheet.
- 6 Mari Drive, Twin Tamarack, unpaid taxes 2nd issue bill – The property was sold and the purchaser wants the taxes abated as the seller died last July. The Board is in consensus to abate the unpaid taxes.
- Review Change Use Penalty assessments for Map R4 Lots 11-11D based on sale prices & Map R14 Lot 11D for outbuilding – The assessors' recommendations were reviewed by the Board.

New Business after the Agenda was Posted:

- Planning Consultant Contract – Town attorneys and Primex reviewed the contract and a few edits were made. The consultant will not spend over \$25,000 which is the amount of the warrant article. Mr. Drake made a motion to sign the planning services agreement with Tara Bamford, seconded by Mr. Shaw. The Board voted 3-0 in favor of the motion.

OTHER BUSINESS:

Mr. Drake received a call from Harry Cote saying that someone came and looked at the furnace at the garage and he said it doesn't need to be replaced but that a repair will fix it with a squirrel cage. The waste oil furnace is working fine. The estimate is \$1,500-\$2,000. The work will be done. Mr. Drake saw signs for a community yard sale. Mr. Shaw said he thought it was only happening on Old Home Day. Mr. Davenport will look into it. Mr. Davenport commented that he spoke legal regarding the Hiltz-Drake lot line adjustment has taxes owed on it and legal recommending to ask for the proportional amount of taxes of approximately \$500 to clear the title. The property has liens on it. The Board is in consensus to have the liens paid. Mr. Davenport is working on the multi-factor authentication for all emails.

PUBLIC COMMENT:

Mr. Morse commented that the Board has a lot of patience with public that

comes in to speak with them even though there was nothing the Board could do to help. Mr. Provencal volunteered to help with the Humane Society Community Day. Mr. Davenport will get the date and time to Mr. Provencal. Mr. Provencal asked if a property has a no trespassing sign the assessors cannot go on the property. Mr. Shaw commented that those properties are assessed on a high side then if they appeal the assessors go onto the property.

NON-PUBLIC SESSION:

At 8:53PM, Mr. Drake made a motion, seconded by Mr. Harvey to go into non-public session under RSA 91-A:3 II (b) hiring – A roll call vote was held. Mr. Drake – Y, Mr. Harvey – Y, Mr. Shaw - Y.

PRESENT:

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

RETURN TO PUBLIC SESSION:

At 8:58PM, Mr. Drake made a motion, seconded by Mr. Harvey to come out of non-public session and to seal the non-public minutes of 8/1/24 (b) for one year and to hire Brian Reed for the Highway Department at a starting rate of \$21.50 per hour. The Board voted 3-0 in favor of the motion.

NON-PUBLIC SESSION:

At 8:58PM, Mr. Drake made a motion, seconded by Mr. Harvey to go into non-public session under RSA 91-A:3 II (a) personnel matters – A roll call vote was held. Mr. Drake – Y, Mr. Harvey – Y, Mr. Shaw – N.

PRESENT:

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

RETURN TO PUBLIC SESSION:

At 9:13PM, Mr. Drake made a motion, seconded by Mr. Shaw to come out of non-public session and to seal the non-public minutes of 8/1/24 (a) for five years. The Board voted 3-0 in favor of the motion.

ADJOURNMENT:

At 9:14PM, Mr. Drake made a motion to adjourn, seconded by Mr. Harvey. The vote was unanimous.

Respectfully submitted,
Wendy Capone