

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

Thursday, August 15, 2024

MEMBERS

Present were Mr. Shaw and Mr. Harvey.

PRESENT:

OTHERS PRESENT:

Town Administrator Corey Davenport and Scott Provencal.

CALL TO ORDER

Mr. Shaw called the meeting of the Board to order at 6:00 p.m. and led the group in the Pledge of Allegiance.

MINUTES:

Mr. Shaw made the motions, seconded by Mr. Harvey to take the following actions:

8/1/24 to approve as amended by Mr. Harvey.

8/1/24 Letter A (Non-Public) to approve as written.

8/1/24 Letter B (Non-Public) to approve as written.

Votes were unanimous.

WORK SESSION:

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

Relative to one invoice for \$2,800, Mr. Davenport advised that Public Works Director Mr. Boucher had advised him that a former employee had damaged a driveway entrance on Overlook Drive so when the paving company was doing work in town Mr. Boucher had them pave over the damaged section. Mr. Davenport to get more info.

Mr. Harvey asked if the area around the Brook Road Bridge has been cleaned up and Mr. Davenport said he did not know the status.

Selectman Drake arrived at 6:11 pm.

Relative to a used-oil furnace repair at the Highway Dept, Mr. Drake said he spoke with Foreman Mr. Cote and the repair person estimated \$1,500-\$2,000, but the final invoice was \$2,950 which is far less than a boiler replacement.

APPOINTMENTS:

6:30 PM

Carl & Camille

Knowlton

Mr. and Mrs. Knowlton were present. Mr. Davenport confirmed that the ZBA approved a variance with a condition that the impervious area not exceed 22.3%, which was the impervious area calculated per the existing condition survey.

Mr. Knowlton said they decided to tear down the existing camp to make it a new 4-season house they could live in full-time. He said they made the new house more conforming in its distance to the lake, removed a shed and deck that had been within the setback, replaced an old septic system with new, and used permeable pavers for the driveway. He said there is a stairway that was partially tucked under the roofline but during construction the stairway was moved out further for safety reasons. Mr. Knowlton said the overhang along the SW side increased more than the proposed conditions had shown, but from what he knows the builder constructed the house exactly to plan. As-

built calculations were required by the ZBA to confirm this limitation was met, and that survey reflected 23.9% of impermeable surfaces, exceeding the condition requirement by 1.6%.

There was discussion on re-applying to the ZBA for a Variance. Mr. Knowlton said he thinks not all portions of the deck should be counted as impermeable as water seeps through. The Board advised the Knowlton's to speak with the Land Use Administrator about options with the ZBA.

7:00 pm
Fire Chief Cathy

At 6:50 pm the Board met with Chief Cathy. He reviewed the following:

- Call activity up 3%.
- EMS billing YTD is up 3% compared to last year.
- No write-offs to report for EMS in August.
- EMS revenue currently at 68% reimbursement rate up from an average of 57%, so this could drop.
- Social media policy draft provided to Board, based on NHMA recommendations; purpose being community awareness, closures, warming/cooling shelters, etc. and for improvement and retention. Comments could either be removed if they don't meet the restrictions, or turned off. Chief Cathy said he would manage the site. The Board asked to have the policy reviewed by counsel.
- Change in medical billing legislation: payment from insurance company previously went to provider, but will now go directly to the ambulance service.
- Legislation requires that by 2025 all departmental gear must be PFAS free.
- County dispatch center to be moved with anticipated finish date in 2026. Mr. Drake expressed concern with what the impact to the Town would be.
- Chief submitted prioritization for dry hydrant locations: Mountain Vista Dr, Outlet Road off Route 104, West Shore Rd, Coolidge Woods Rd & Gordon Hill Rd (repair @top). Will be providing quotes for Mountain Vista location soon. Mr. Oaks is requesting the dry hydrant be added to the "open items" list.
- E1 axel housing was the wrong part, but they were able to find one that will only cost the Town \$500 more than the original estimate given last week; The Chief is unsure on the exact timeframe but anticipates 2 weeks for the engine to be back.

The Board asked members of the public to leave during the Non-Public Session.

NON-PUBLIC SESSION:

At 7:20 PM, Mr. Drake made a motion, seconded by Mr. Harvey to go into non-public session under RSA 91-A:3 II (a) Compensation – A roll call vote was held. Mr. Drake – Y, Mr. Harvey – Y, Mr. Shaw - Y.

PRESENT:

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

RETURN TO PUBLIC SESSION:

At 7:37 PM, Mr. Drake made a motion, seconded by Mr. Harvey to come out of non-public session and to seal the minutes for five years. The Board voted 3-0 in favor of the motion.

Mr. Shaw made a motion, seconded by Mr. Harvey to approve pay increases

for Fire Dept employees Ron Howe, Brian Engelson, and Danielle Read based on administration support. Vote was 2-1.

NON-PUBLIC SESSION:

At 7:39 PM, 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, Mr. Davenport and Chief Cathy.

RETURN TO PUBLIC SESSION:

At 7:42 PM, Mr. Drake made a motion, seconded by Mr. Harvey to come out of non-public session and hire Adam Schwab as a full-time firefighter Captain. Vote was unanimous.

Members of the public returned to the public meeting.

7:30 pm
Police Chief Tyrrell

Police Chief Tyrrell was present for his appointment but as other members of the public were present to speak with the Selectmen, this was tabled.

Kevin Lacasse was present and provided history on discussion with Mr. Boucher. He said the cul-de-sac in front of his house pitches towards his driveway and always has creating run-off problems towards his house since construction in 2005. Mr. Lacasse said he spoke with Mr. Boucher 2 years ago, prior to any paving work and at that time Mr. Boucher said he would make improvements to the cul-de-sac to help alleviate the problem with water draining onto Mr. Lacasse's property, by bringing up the level of the roadway 2-2.5 feet. Mr. Boucher said when the cul-de-sac was originally created it should have been sloped down to a drain. Mr. Lacasse said that he currently had landscaping and retaining walls in place, so with this info he added more granite steps and changed his landscaping to meet the added height. When the fine grading was recently done and there was no drain installation, he spoke with Mr. Boucher who said they weren't putting in a drain. Mr. Lacasse said he has an excavator and would do it for free but Mr. Boucher wouldn't allow it due to the liability issue. With everything pitching to his house - water created another washout and he re-landscaped again with new drainage and repaved his driveway to bring it up to the new cul-de-sac height. Mr. Boucher told him to keep his pavement 1" + higher to allow for the fine coat of the cul-de-sac. Mr. Lacasse said when he recently spoke with Mr. Boucher, he was told they were not fine coating the cul-de-sac. Mr. Davenport advised that the plan was to chip seal in September over the current pavement. The Board agreed to speak with Mr. Boucher about a fine coat in the cul-de-sac prior to chip sealing.

Mr. Knowlton, who was still present, asked if he should approach a neighbor about obtaining additional land through a boundary line adjustment and the Board said he could speak with an engineer or survey to see if this was an option, but was cautioned that a boundary line adjustment cannot make any abutting lot more non-conforming than it may currently be.

All members of the public left the meeting.

NON-PUBLIC SESSION:

At 8:03 PM, 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, Mr. Davenport, and Chief Tyrrell.

RETURN TO PUBLIC SESSION:

At 8:26 PM, Mr. Drake made a motion, seconded by Mr. Shaw to come out of non-public session and to seal the minutes of for 5 years. Vote was unanimous.

Mr. Drake made a motion, seconded by Mr. Harvey to have Chief Tyrrell make a conditional offer of employment to a prospective candidate. Vote was 2 to 1 in favor.

WORK SESSION:
(cont.)

Members of the public returned to the meeting.

Manifests, invoices, requisitions, purchase orders and leave request forms: PO with 3 quotes for ledge pack the Board asked which vendor was being selected by Mr. Boucher. Mr. Davenport to find out.

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

1. Christopher & Holly Read; 178 Straits Rd, R10-28A
2. Roy & Debra Morrison; 302 Pinnacle Hill Rd, R4-21E
3. Mary Hong Living Trust; 94 West Shore Rd, U14-7
4. Denis & Colleen Mainville; 77 Lake View Dr, R8-1A2

OPEN ITEMS:

- Brook Road Bridge – no update
- Tax Deeded Land – no update
- Timber Harvest – no update
- Fees – Mr. Davenport provided updated draft fees that shows comparisons from old to proposed. Board to discuss at 8/29/24 meeting.
- Emmons Property – State updated Mr. Davenport on what is owed to them from the Emmon’s estate requesting that the Town hold off on the tax deeding to work with the estate on offering the property for sale - privately. The Board agreed to delay tax deeding for 2 weeks.
- 911#s – no update
- Grants – Mr. Drake asked Mr. Davenport to check on the status of the culvert replacement grant.
- Carter Mountain Road unregistered vehicles – no update
- Town House – no update
- Drake Road – no update
- Personnel Policy – no update
- Town Roads – no update
- Dr. Childs Rd; discontinuance – no update
- NHS PILOT – no update
- Sidewalk Plow – Mr. Drake asked if this could be temporarily moved to the Hwy Dept until it can be determined what to do with it and Mr. Davenport said he would speak with Mr. Boucher about moving it.
- Coolidge Woods Road Erosion (River)– no update
- Coolidge Woods Road Erosion (Washout) – no update
- Welcome sign relocation – Mr. Davenport said he would speak with Mr. Boucher about getting it removed.
- Job Posting (PD, FD, DPW) – no update

- Nature-Fitness Trail & other trail systems

DISCUSSION:

- Mr. Davenport asked for a due date for Dept head submission of budgets and Mr. Drake said he's worked on a schedule which he will provide. It was noted medical insurance rates would be available mid Oct. The Board asked that the Dept heads propose their budget including any increases to wages.
- Memo from Finance Officer advising Board needs to choose HealthTrust retiree health insurance plan as another is being offered that will increase the rate to the retiree, while potentially reducing the insurance rates for the Town. Mr. Shaw made a motion, seconded by Mr. Harvey to keep the current insurance plan.
- Board signed a Partial Release of welfare tax liens for small portion of land transferred in boundary line adjustment between Linden Drake and Hiltz Rev. Trust.
- Board signed an abatement for Christopher Perry; 6 Mari Dr; Map U9, Lot 7-35.
- Mr. Drake made a motion, seconded by Mr. Shaw to grant a Veteran's Tax Credit for Christian Robinson; 98 Riverwood Dr.
- The Board discussed an enforcement letter to Barry Rolfe; 44 Upper Oxbow Rd; Mr. Davenport advised that the zoning ordinance only allows for a dwelling to be constructed or a HUD approved manufactured home. In this case Mr. Rolfe has a park model, which he can only use to recreate, and not to live in. Mr. Davenport said Mr. Rolfe never came for a building permit and if he had he would have learned that the park model was not acceptable for a dwelling. Mr. Davenport to draft a different letter.
- The Board signed the following Change Use penalties:
 1. North; Coolidge Woods Rd; Map R14, Lot 11D
 2. Thompson; Pinnacle Hill Rd; Map R4, Lot 11
 3. Claridge; Pinnacle Hill Rd; Map R4, Lot 11A
 4. Normington; Pinnacle Hill Rd; Map R4, Lot 11B
 5. Johnson; Pinnacle Hill Rd; Map R4, Lot 11C
 6. Boutin; Pinnacle Hill Rd; Map R4, Lot 11D
 7. Gravalles; 428 Coolidge Woods Rd; Map R14, Lot 14

Mr. Drake said when it comes to fees, he would like a fee imposed for assembly permits.

- FYI – LRPC letters for representatives Dave Katz and Andrew Anderson commending attendance.
- FYI – Letter to Richard & Mary Terris Living Trust asking for contact info for renter to ensure the shed can be visited to confirm it is not being used as a dwelling unit.
- FYI – ZBA letter to Christina Smith that returns her ZBA Variance application as it is not complete, nor does it have the required information.
- FYI – Vehicle Registration Update
- Mr. Drake made a motion, seconded by Mr. to accept the resignation of Fire Dept call member Brian Read Jr. Vote was unanimous.

OTHER BUSINESS:

Mr. Harvey asked for a quote for a culvert replacement on Blake Hill Road, which Mr. Davenport said he would have for the next meeting. Mr. Drake advised this was one of the targeted culverts for the grant and asked Mr. Davenport to find out if a culvert at Blake Hill and Old Bristol Roads is targeted.

Mr. Davenport advised there is a set of used snow tires (sample of 1 provided) that are available to purchase vs. buying new. It was the consensus of the Board not to take the liability of used tires.

PUBLIC COMMENT:

There was none.

ADJOURNMENT:

At 9:26PM, Mr. Drake made a motion to adjourn, seconded by Mr. Harvey. The vote was unanimous.

Respectfully submitted,
Pam Vose