

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

Thursday, September 12, 2024

MEMBERS

Present were Mr. Drake, Mr. Harvey and Eric Shaw by phone.

PRESENT:

OTHERS PRESENT:

Town Administrator Mr. Davenport 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 motions, seconded by Mr. Harvey to approve public minutes of 8/22/24 and Non-Public minutes of 8/22/24 as written. Votes were unanimous.
- Mr. Drake made a motion, seconded by Mr. Harvey to approve public minutes 8/29/24, as corrected. Vote was unanimous.
- Mr. Drake made motions, seconded by Mr. Harvey to approve public minutes 9/5/24, as corrected, and non-public minutes of 9/5/24 as written. Votes passed with Mr. Shaw abstaining as he was not present for 9/5.

WORK SESSION:

The Board reviewed/signed manifests, invoices, requisitions, purchase orders and leave request forms. The Board asked Mr. Davenport to follow-up on the transport charges for some equipment as they did not know what they were for.

The Board reminded Mr. Davenport that 3 quotes are needed, even for something being paid for by a grant, with the justification for the choice.

NHS Peter Lamb arrived at 6:21pm.

APPOINTMENTS:

6:30 pm

New Hampton School

NHS Joe Williams, Kathleen Howe, Peter Lamb were present. Mr. Williams said it was his understanding that the access to the fish hatchery by large trucks may be difficult (via Hatchery Rd) when it comes time to reconstruct the facility, and wondered what information the Selectmen had. Mr. Drake said this was still in the engineering phase, but Fish & Game realizes that access is a problem. Mr. Williams asked to get updates to ensure the safety of NHS students during the project. Mr. Davenport to contact Fish & Game for an update on status.

Mr. Williams said NHS are planning to change the entrance point to Dr. Childs Road slightly, with an island in the middle some distance from the intersection, to allow for large trucks to enter. Mr. Williams reviewed the school plans for a new dining hall and student center with installation of infrastructure, and a planned parking area between Veasey and Gnerre House. Mr. Drake advised Mr. Williams to meet with the Planning Board about these projects. Mr. Harvey suggested the school meet with the Public Works Director relative to drainage affecting Shingle Camp Hill Road. Mr. Lamb Hill House would get a new entrance off Shingle Camp instead of Dr. Childs Road. NHS plans to begin work in May 2025. Mr. Drake asked NHS to keep the Fire and Police Chiefs informed during the process. Mr. Williams said

they would like to change the street name of Dr. Childs Road. Mr. Drake advised NHS that the name change could be handled through the Land Use Administrator.

Relative to the MOU on Dr. Childs Drive now that it belongs to NHS, Mr. Williams submitted feedback from the school's attorney. The school is not agreeing to the sidewalk maintenance based on their counsel's concerns with liability. Mr. Williams suggested a possible donation from NHS to use towards the purchase of equipment to do the job. There was discussion on how to handle the snow on the sidewalk.

Mr. Williams said they met with the owner of the permitted food truck relative to where she'll be parking on Main Street on Monday's evenings.

7:00 pm
Ann Holloran, New
Hampton School
Principal

NHCS Principal Ms. Holloran, school counselor Kirsten Tilton and Fire Chief Cathy were present. Ms. Holloran inquired about involving the First Responder Association for some different fundraisers for a student in the school, in great need. Chief Cathy said the school would collaborate with the First Responders members on the various fundraisers. The Board expressed their support of this collaboration. Mr. Drake asked that the Selectmen's Office be notified of these events.

7:30 pm
Fire Chief Scott Cathy

At 7:09 the Board met with Chief Cathy early. Relative to some boots purchased for the department through a grant, the Board asked to see the purchase requisition with the 3 quotes that had previously been provided, as the invoice is now being paid.

Relative to a letter submitted to the Selectmen on 8/29 by Bradford Leclerc, Mr. Harvey asked what the status was of issues that need addressing at 190 Main Street, in order to get Occupancy Permit approval. Chief Cathy advised that he had performed an inspection in January, providing a list of items that needed work, and more recently Dana Pendergast visited the apartment building and there remains a list of items that need attention. The Fire Department will provide Mr. Leclerc with a schedule of dates to complete the projects, pointing out that this is a 4-unit apartment building. Chief Cathy advised there is untaped/unsealed sheetrock, detectors and lights missing, unrated doors installed, and designated exits are not to code. He said it appears there may be a 5th apartment planned. He said the rear of the building is 4-stories high from grade.

Chief Cathy provided the Board with a list of ambulance bills that need to go to collections. He mentioned that the hardship claim, which was approved by the Select Board, had been paid by an outside party. Mr. Drake made a motion, seconded by Mr. Harvey to send the list to collections in the amount of \$18,296.08. Vote was unanimous.

**NON-PUBLIC
SESSION:**

At 7:19 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 (by phone) – Y.

PRESENT:

Mr. Drake, Mr. Harvey, Mr. Shaw (by phone), Chief Cathy, and Mr. Davenport.

RETURN TO PUBLIC SESSION:

At 7:33 PM, Mr. Drake made a motion, seconded by Mr. Shaw to come out of non-public session and to seal the minutes for one year. Vote was unanimous. Mr. Drake made a motion, seconded by Mr. Shaw to come out of non-public session and to and to authorize Chief Cathy to move forward with the hiring of Robert Emerson at \$18.69/hr and Paul Spring at \$23.44/hr. Vote was unanimous.

Mr. Harvey asked the status of Engine 1 and Chief Cathy said they are waiting for the pump test, but it is nearly done. Chief Cathy left the meeting.

WORK SESSION:
(cont.)

Board reviewed purchase order for winter sand @ \$15,000, recommending Morrison, as their sand is a better quality and Pike was slightly more and would charge for trucking.

The Board reviewed the following, approved by the Land Use Administrator:

Building Permits:

1. Christopher & Tamara Van Lenten; Map R6, Lot 7D
2. Ralph & Karin Gravalles; Map R14, Lot 14A

Septic designs:

1. Moore Family 2008 Trust; Map R3, Lot 29B
2. Richard Dalphond & Marie Remson; Map R3, Lot 9A1

OPEN ITEMS: (cont.)

- Brook Road Bridge – no update
- Tax Deeded Land – no update
- Timber Harvest – Board reviewed 2 proposals, one each from White Mountain Forest and Forest Resource Consultants. The Board took these under advisement.
- Fees – Mr. Shaw asked about highlighted sections on the draft fee worksheet and Mr. Davenport said those were new fees, or were never charged for in the past. The Board took these under advisement.
- Emmons Property – Mr. Davenport advised that the Tax Collector will prepare documents for tax deeding.
- 911#s – no update
- Grants – Relative to culvert replacements, Mr. Davenport said he received an email from HSEM requesting various forms needing completion, with 2 options to get this done...1) “brick funding” a federal fund which helps develop a scope for work for projects (culvert related) or 2) obtain the information, but there are engineering studies required and there is not enough time to accomplish those. Mr. Davenport then advised that Acting Public Works Director Mr. Cote said he is concerned with the sink hole on Blake Hill Road, due to a culvert insufficiency and has a plan for to upsize the culvert, hiring a contractor and equipment to do the work. Once done - it would need to be paved over at a cost Mr. Davenport estimated at \$3,000-\$5,000. The Board discussed the Hwy Dept could haul asphalt themselves, which Mr. Davenport confirmed Mr. Cote said they could do. The Board discussed whether to pave it right away or leave it dirt based on future plans for paving. The Board agreed this work should be done right away.
- 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 – Discussed earlier in the meeting
- Sidewalk Plow – no update
- NHS PILOT – no update
- Coolidge Woods Road Erosion (Washout) – no update
- Job Posting (FD & DPW) – no update
- Nature-Fitness Trail & other trail systems – no update
- Dry hydrants – no update
- Welcome sign relocation – no update

DISCUSSION:

- Relative to consideration on what financial software to choose, IT provider Umbrell Technologies, said it should not matter much which software the Town decides on. Mr. Davenport said he and Finance Officer Mrs. Capone are recommending MTS software, with a transition taking place the beginning of 2025. Mr. Davenport will have in inquire as to when the first payment would be needed, 2024 or 2025. The current software is contracted to the end of the 2024 with some overlap likely needed for the transition. The Board agreed to contract with MTS.
- FYI – Lien Redemption
- FYI – PSNH trial date update due to delay. Mr. Davenport to find out whether this will create increased legal costs.

New business after agenda was posted:

- Mr. Drake made a motion, seconded by Mr. Shaw to sign a 1-yr heating contract with Irving Energy at \$1.26/gallon for propane, and \$2.44/gallon for oil. Vote was unanimous. Mr. Davenport is looking to see if there may be a reduction offered for Town employees.
- Building Permit Fee discussion – The Board considered whether a building permit, which is an addition to a home, a portion serving the main house, and a portion serving the ADU, should incur separate fees. The Board determined that as the addition is all together, bottom and 2nd floor, each floor serving a different unit, it would be charged for one permit.
- Mr. Drake made a motion, seconded by Mr. Harvey to approve an abatement for John Chapple at \$27.54; Twin Tamarack camper was registered, Map U9, Lot 5-133. The remaining deck remains taxable. Vote was unanimous. The Board expressed concern with the added costs to office staff when this happens with campers, as it is a continuous problem. Mr. Davenport to investigate whether the Town could charge anything additional to the taxpayer when this happens.

OTHER BUSINESS:

Mr. Harvey asked Mr. Davenport if he had gotten any cost to re-install the electric heat in the Town Clerk/Tax Collector side of the building, as many years ago it had been disconnected for some reason as this secondary source of heat may be needed due to reoccurring problems with the mini-splits. Mr. Davenport to get a quote.

Mr. Drake brought up the peeling paint on the Town House and 3 dead pines that need removal. Mr. Davenport said Mr. Cote will have the Hwy Dept scrape and prime the structure ahead of the election. The Board agreed one de-humidifier should be turned back on. Mr. Davenport to have the Town House cleaned prior to the election.

PUBLIC COMMENT:

- Mr. Provencal asked what sidewalk NHS was talking about getting cleared off during winter and it was explained it is the one that leads from the elementary school to fish hatchery inlet.
- Relative to the financial software the Town will be purchasing, Mr. Provencal wanted to ensure the company was in good financial standing, has good security, and a backup program.

Mr. Provencal left the meeting.

NON-PUBLIC SESSION:

At 8:24 PM, Mr. Drake made a motion, seconded by Mr. Harvey to go into non-public session under RSA 91-A:3 II (C) Hiring – A roll call vote was held. Mr. Drake – Y, Mr. Harvey – Y, Mr. Shaw (by phone) – Y.

PRESENT:

Mr. Drake, Mr. Harvey, Mr. Shaw (by phone), and Mr. Davenport.

RETURN TO PUBLIC SESSION:

At 8:38 PM, Mr. Drake made a motion, seconded by Mr. Harvey to come out of non-public session and to unseal the minutes of 9/12/13(a), 9/12/13(b), 9/9/04, 9/2/04, 9/5/13, 9/16/04. Vote was unanimous.

ADJOURNMENT:

At 8:39 PM, Mr. Drake made a motion to adjourn, seconded by Mr. Shaw. The vote was unanimous.

Respectfully submitted,
Pam Vose