

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

Thursday, September 19, 2024

MEMBERS

Present were Mr. Drake and Mr. Harvey

PRESENT:

OTHERS PRESENT:

Town Administrator Mr. Davenport, residents Scott Provencal & Richard Morse.

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 9/12/24 as corrected and Non-Public minutes of 9/12/24 (b) & (c) as written. Votes were unanimous.

WORK SESSION:

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

The Board reviewed the following:

Building Permits:

1. Doreen & Vito Castignoli; Map R6, Lot 45; After-the-fact: it was noted that the unpermitted improvements were made by the seller and the buyers are working to come into compliance to include finish added to the basement and a room above a detached garage. The Board signed the permit and advised that the new owner will need to obtain an Occupancy Permit
2. New Hampton Village Precinct; Map U1, Lot 15; *Approved by the Land Use Administrator*
3. Andy Moore for Kenda Corcoran; Map R3, Lot 29B (new lot); *Approved by the Land Use Administrator*

The Board reviewed and approved the following Intent to Cut Wood:

1. Cody & Ellen Rideout; Map R10, Lot 3

APPOINTMENTS:

6:30 pm

Doug Poirier

Umbral Technologies Doug Poirier, was present at 6:12 pm.

Mr. Provencal and Mr. Morse left the room.

**NON-PUBLIC
SESSION:**

At 6:19 PM, Mr. Drake made a motion, seconded by Mr. Harvey to go into non-public session under RSA 91-A:3 II (i) Emergency Functions; IT security – A roll call vote was held. Mr. Drake – Y, Mr. Harvey – Y.

PRESENT:

Mr. Drake, Mr. Harvey, Mr. Davenport, and Mr. Poirier.

**RETURN TO PUBLIC
SESSION:**

At 7:06 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. Vote was unanimous.

OPEN ITEMS:

Mr. Provencal and Mr. Morse came back to the meeting.

- Brook Road Bridge – Mr. Davenport said the guardrails are being installed and will be done, so this can be removed.
- Tax Deeded Land – no update
- Timber Harvest – The Board reviewed the proposals and decided to use Forest Resource Consultants based on experience and expertise offered in many areas.
- Fees – Mr. Drake asked to have a work session on building permit fees at a future BOS meeting and to include the Land Use Administrator, as those fees need the most discussion.
- Emmons Property – no update
- 911#s – no update
- Grants – no update
- 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
- Sidewalk Plow – Mr. Davenport to follow-up with Historical Society.
- 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

Mr. Harvey said he has asked Mr. Davenport to consider notifying property owners about their responsibility to maintain their driveway culverts and to consider a fee to charge them for cleanouts of their culvert if they don't maintain it, as a plugged culvert can damage the town roadway.

DISCUSSION:

- Board reviewed the draft Budget calendar
- Public Works Director Hiring Schedule – application deadline 9/20; Board discussed having a total of 6 people on a board to hold interviews. Mr. Drake recommended Interim Public Works Director Mr. Cote, and said prior Selectmen Ken Mertz and Tom Smith are willing to help.
- Board approved Land Use Change Taxes for 1625 Summer St Limited Partnership; Map U8, Lot 1-B @ \$14,920 and Map U8, Lot 1 @ \$19,830.
- FYI – GZA Water Report

New business after agenda was posted:

- FYI – CIP Final Report was approved at a Public Hearing at the Planning Board meeting on 9/17/24.
- Subdivision Regulation discussion – Mr. Drake said there is language in the current regulations for existing street conditions that states it is the responsibility of the Town to make improvements to a roadway, but he pointed out that if the roadway is Class VI or private it could be costly to the town's taxpayers. The Board agreed that this should be corrected so the applicant is responsible for upgrades to the roadway, unless the Planning Board makes a finding that the Town could make the

improvements.

- FYI – Lien Redemptions
- FYI – Fund Transfer for Ambulance Payment that had gone into the General Fund via an ACH payment from the government. This transfer corrects that deposit.

OTHER BUSINESS:

- Mr. Davenport asked if the Board wanted the Finance Officer present during budget discussions and they agreed they may only need her present for the hearing and Deliberative Session.
- Mr. Harvey asked if a bond is required for new driveway installations and Mr. Davenport said that is not a requirement. Mr. Harvey asked that the Public Works Director keep an eye on the driveway going in at the beginning of Gordon Hill Road as he has a concern about a tree there.
- Mr. Harvey said relative to temporary signage that keeps getting installed and removed at the Town House for elections, recommended pockets to install in the ground for sign placement, that could be covered, then uncovered and re-used over time.
- Mr. Drake said he now has the key and combination to the old safe, but hasn't opened it yet.
- Mr. Drake said the Hwy Dept employees told him the F600 is having power issues on hills. The Board told Mr. Davenport that the issue needs correction prior to winter, and while it is under warranty.

PUBLIC COMMENT:

- Mr. Provencal asked about the budget discussion schedule and Mr. Davenport said he would be posting it, to include the website. Mr. Davenport said binders will be available for any public who attend.
- Mr. Provencal asked who appoints the number of people to the Planning Board. Mr. Davenport said state statute dictates 5 or 7 regular members, then the Town voted on which number of regular members to have.
- Mr. Provencal asked if all highway department employees have received proper training on the operation and maintenance of the roadside mower. The Board said it seems to be only one or two employees utilizing that equipment.

Mr. Provencal and Mr. Morse left the meeting.

NON-PUBLIC SESSION:

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

PRESENT:

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

RETURN TO PUBLIC SESSION:

At 8:08 PM, Mr. Drake made a motion, seconded by Mr. Harvey to come out of non-public session and to seal the minutes for 10 years. Vote was unanimous.

NON-PUBLIC SESSION:

At 8:09 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. Harvey – Y.

PRESENT:

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

(Board of Selectmen, September 19, 2024, cont.)

**RETURN TO PUBLIC
SESSION:**

At 8:34 PM, Mr. Drake made a motion, seconded by Mr. Harvey to come out of non-public session and to seal the minutes for 10 years. Vote was unanimous.

ADJOURNMENT:

At 8:34 PM, Mr. Drake made a motion to adjourn, seconded by Mr. Harvey. The vote was unanimous.

Respectfully submitted,
Pam Vose