

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

Thursday, September 5, 2024

**MEMBERS**

Present were Mr. Drake and Mr. Harvey.

**PRESENT:**

**OTHERS PRESENT:**

Town Administrator Mr. Davenport, Fire Dept members, 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:**

No action was taken on any minutes.

**APPOINTMENTS:**

*6:15 PM*

*Adam Schaub*

Adam Schaub was present with his wife and daughter, and was sworn in as a full-time Captain to the Fire Dept and congratulated by the Board.

**WORK SESSION:**

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

Mr. Davenport said that he and the Finance Officer are taking training so the Town can qualify for the federal grant (\$80,000) for the new cruiser, which is ready and being held. The Board signed the purchase order for this.

Relative to a previous discussion on the choice of utilizing Hiltz as the supplier for the ledge pack purchase order, Acting Public Works Director Mr. Cote had told Mr. Davenport he could not provide the reason why that was the quote selected.

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

**Building Permits:**

1. Jason & Kristen Forster; Map R4, Lot 90E
2. Carlos & Elaine Obregon; Map R10, Lot 5

**Occupancy Permits:**

1. 603 Contracting LLC; Map R4, Lot 44

**Septic designs:**

1. Ralph & Karin Gravallesse; Map R14, Lot 14A
2. Bernard & Joan Barnett; Map R13, Lot 4G

**OPEN ITEMS:**

- Brook Road Bridge – no update
- Tax Deeded Land – Mr. Davenport advised that the Conservation Commission met on 9/4/24 and agreed to pay the unpaid taxes, interest, and penalties to acquire the parcel on Winona Heights Drive as it abuts the conservation lot. Mr. Harvey made a motion, seconded by Mr. Drake to sell this parcel to the Conservation Commission with the cost paid by them. Vote was unanimous.

*6:30 pm*

*Acting Public Works*

At 6:26 pm, Mr. Cote arrived. He said about ½ of the chip sealing is complete, with work continuing on Friday and possibly Saturday.

Director Harry Cote

Mr. Cote said they made improvements to the 1<sup>st</sup> portion of the Nature-Fitness trail where there had been some washout, but more work is needed relative to removing some of the vegetation that is growing in towards the trail. There was discussion on the use of the roadside mower, chipper, or chainsaws, and coordinating help from NHS using hand tools.

Mr. Cote reviewed the following:

- He would like to utilize Morrison vs Pike Industries for sand - to cut costs, with the Town doing the hauling.
- Estimate (\$7,000+) provided on CAT backhoe; repair to air conditioner as it continues to be a problem.
- He will work to get proposals for winter plowing & sanding.
- Recommendation to add another employee during the winter as the extra help is needed and as one employee plans to start their own business in the spring and will leave the department.

**OPEN ITEMS:** (cont.)

- Fees – Relative to proposed fee on Fire Chief inspections @\$75/hour – Mr. Harvey suggested there be a minimum charge noted. Temporary Hawkers/Peddlers – clarify that permit is good for one year.
- Emmons Property – Mr. Davenport advised that the Tax Collector will prepare documents for tax deeding.
- Timber Harvest – Mr. Harvey asked about the pine on the Town House property and Mr. Davenport said this can be discussed with any forester the Town engages. Mr. Davenport said forester Galen Robinson has submitted a proposal.

7:00 pm

Kevin Lemire, Forester

Mr. Lemire was present at 6:54 pm. He reviewed his background and experience and asked what the Town's goals and expectations were. Mr. Davenport said there are several lots in town of various size, with access being an issue on some, though some may not be ready to be harvested yet. Mr. Lemire asked if there were management plans on any and the Board said no. Mr. Drake said the most promising parcels would be the 9 acres off Chase Road and the 100 acre parcel on Straits Road. Mr. Lemire said the timber market is not very good currently, so it may be sensible to wait a year or two. He said he can also work with an abutting landowner to cut costs. Mr. Lemire reviewed support people he can utilize as needed. Mr. Davenport said he would find out from NHDRA timber tax appraiser on the best method for handling yield tax responsibility. Mr. Lemire to submit a proposal on services.

**OPEN ITEMS:** (cont.)

- 911#s – no update
- Grants – no update on the Hazard Mitigation 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 – Mr. Davenport said NHS has an appointment with the Board on 9/12, to include this discussion.
- Sidewalk Plow – Mr. Davenport to discuss with Mr. Cote and the Historical Society.

- NHS PILOT – Mr. Davenport to work with Mr. Shaw on a letter for this.
- 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:**

- Mr. Davenport said he, the Finance Officer, and Tax Collector reviewed other possible finance software providers, obtaining quotes, recommending a switch from BMSI (who are switching to GWorks) to MTS. Mr. Provencal asked what other towns are using and what the Town's new IT supplier feels about MTS. Mr. Davenport said the Finance Officer received input from other towns who are switching away from BMSI, many choosing MTS, with another company being very good, but who don't offer tax billing and are very expensive. He said he would speak to the IT provider for input. He said use of ARPA monies could be used for this increase in the budget on the set-up costs.
- Board reviewed a Hawkers & Peddlers permit application from Mary Beth Workman; Organic Smoothie Food Truck to be parked on Main Street in front of NHS, which they have supported. Board signed the permit, recognizing the Fire Chief will still had to sign his approval.
- Mr. Drake made a motion, seconded by Mr. Harvey to rescind the allocation of \$10,000 in ARPA money for the Planning Consultant as the Town had approved \$30,000 in a Warrant Article, and the consultant has agreed not to go over that amount. Vote was unanimous.
- Mr. Davenport said he spoke with Mr. Cote about paving cul-de-sacs and Mr. Cote said what Mr. Boucher had previously said – that it is a lot of extra cost for an area that gets less traffic. Mr. Cote said he would try to get the chip seal up to roughly the same level as the pavement. Mr. Davenport said Kevin Lacasse had asked the Board to reconsider paving the cul-de-sac, then chip sealing it in 2025. Mr. Drake said they couldn't change the project due to scheduling and that all the chip seal material to perform the work was already delivered.
- FYI – William Hodges & Anne Tarryk; Map U10 Lot 11; letter to advise of ZBA utilization deadline.
- FYI – Moultonborough Cell Tower Public Hearing Notice
- FYI – Day Away Program Thank You letter
- FYI – NH Fish & Game Boat Mooney Clark launch - Public Hearing
- FYI – Auto Registrations for August
- FYI – Andover Cell Tower Public Hearing Notices (2)

New business after agenda was posted:

- Board signed CAI Contract for 2024-2025

**OTHER BUSINESS:**

Mr. Harvey asked about the letter dropped off by Mr. Leclerc at the Selectmen's meeting on 8/29. Mr. Davenport said he did not receive it and it appears Mr. Leclerc emailed it to himself and not Mr. Davenport. Mr. Davenport was provided a copy, and said he would follow-up with Chief Cathy.

Mr. Harvey suggested the Hwy Dept have a posted schedule of work for the department.

**PUBLIC COMMENT:** Mr. Provencal asked about money the Conservation Commission receives for the purchase of land in town. Mr. Davenport explained that ½ the money received for Land Use Change taxes goes to the Commission. These monies can be used for purchasing land they want to hold in conservation. The Board explained that the commission purchases and manages land in town to create nature trails (Kelley Drake Farm Area) for public use (nature observation, hiking, etc) and to protect sensitive or historical areas.  
Mr. Provencal asked with the approval for the Organic Smoothie food truck to park on Main Street to sell food, what type of regulations are in place to prevent many food trucks from doing the same. The Board said each one would have to be reviewed and permitted on its own merits.

Mr. Provencal left the meeting.

**NON-PUBLIC SESSION:** At 7:55 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.

**PRESENT:** Mr. Drake, Mr. Harvey, and Mr. Davenport.

**RETURN TO PUBLIC SESSION:** At 7:58 PM, Mr. Drake made a motion, seconded by Mr. Harvey to come out of non-public session and to seal the minutes for one year and to authorize the Police Chief to move forward with the conditional offer of employment to Jason Bevis upon completion of the required documentation. Vote was unanimous.

**ADJOURNMENT:** At 7:59 PM, Mr. Drake made a motion to adjourn, seconded by Mr. Harvey. The vote was unanimous.

Respectfully submitted,  
Pam Vose