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

January 17, 2019

MEMBERS PRESENT: Mr. Irvine, Mr. Denoncour and Mr. Mertz were present.
OTHERS PRESENT: Town Administrator Mrs. Lucas.

CALL TO ORDER: Mr. Irvine called the meeting of the Board to order at 6:45 pm.

WORK SESSION

Manifests, bills, requisitions, purchase orders and leave request forms were reviewed and signed.

The board approved the following Building Permits:
1. Gordon and Justine Ellinwood, Tax Map R-16, Lot 4
2. Brian Forbes, Tax Map R-15, Lot 11

The board approved the following Occupancy Permit:
1. Tilton Realty Trust, Tax Map R-11, Lot 17-32

The board approved the following Supplemental Intent to Excavate -:
1. Hallberg Trust, Tax Map R-4 Lot 6

APPOINTMENT
7:00pm

Police Chief Stevens was present.

Mrs. Lucas said the Prosecutor’s contract has been reviewed by counsel and the Chief has reviewed counsel’s comments and the required changes were made. The board signed the contract.

Chief Stevens said he reviewed logs for any complaints on Seminole Avenue only finding that it was patrolled 10 times in the last month, but there have been additional patrols on that road that were not logged but visited as part of a regular patrol. He said in going back to May 2018, there have been no noise complaints in that neighborhood, but 4 complaints from the same individual with two being vehicles going too fast.

NON PUBLIC SESSION

At 6:12 pm Mr. Mertz made a motion, seconded by Mr. Denoncour, to go into Non-Public Session, according to RSA 91A:3 II (d) Acquisition. Vote passed. Roll call was taken, Mr. Mertz - Y, Mr. Denoncour - Y.

PRESENT

Chief Stevens, Mr. Irvine, Mr. Denoncour, Mr. Mertz and Mrs. Lucas

RETURN TO PUBLIC SESSION

At 7:02 pm, Mr. Irvine made a motion, seconded by Mr. Mertz, to come out of Non-Public Session and to seal the minutes for 5 years. Votes passed.

Mr. Irvine made a motion, seconded by Mr. Mertz, the town accept a gift of a piece of equipment from an anonymous benefactor for used by the town for public safety

DISCUSSION

The Board reviewed the following:
• Requisition for Controlled Technologies for evaluation of the PSB furnace was signed. Discussion regarding potential repairs needed on the furnace after evaluation. Board agreed to place $3,500 in the 2019 budget under general buildings.

• Requisition for preventative maintenance on the Holmatra Tools $950.00 was signed.

• Requisition for Police Dept. for IMC software support and license $5,748.00. Signed by the board.

• Payroll Change Notice – Nicholas Marsh – EMT-B certification. Increase to $15.00/hr. Mr. Mertz motioned, seconded by Mr. Denoncour to approve the payroll change. Vote passed and form signed by members.

• The Board reviewed the memo from the Town Clerk to add $925.00 to the printing line item for ballots as she had not gross budgeted and needed to include the cost of the school ballots but noted reimbursement would be received from the school district for the cost of their ballots. Mr. Mertz stated this would have no impact on the tax rate.

• The Board reviewed W-2’s and Chairman signed W-3.

• Gravel Yield Tax Warrant $47.70. Signed by the Board.

• Current Use – The following were all signed by the Board.
  a. Portner Revocable Trust, Tax Map R-4, Lot 39C $3,150.00
  b. James and Jennifer Doig, Tax Map R-12, Lot 28A $5,193.
  c. Peter Hall, Tax Map R-8, Lot 13 $0.00 but must pay filing fee $20.50
  d. Corey J. Chandler & Krista Brunt, Tax Map R-18, Lot 35 $2,750.00
  e. Ben Brady, Tax Map R-13, Lot 27 $62.50

• Contract for East Bay Jazz Band for Old Home Day. $700.00. Authorization was given to Town Administrator to sign. Mrs. Lucas signed the contract.

• Draft letter of appreciation to Kirsten Marsh for her service at the Police Department. The Board approved and signed the letter.

• Followup on William Castner and preservation easement on barn - In an email dated 1/16 Mr. Castner advised the board that he had removed the original attached wood shed and replaced it with a new addition to the barn which is being considered for a Discretionary Easement. The Board agreed that the new addition would not be included in the easement, only the barn would receive a 25% reduction of the market value, as the new addition did not fit the definition of preservation. Mrs. Lucas was directed to prepare the easement document for final review and signatures. She would also advise Mr. Castner of the Board’s decision. An after the fact building permit will be required as well for the woodshed addition.

• Followup with draft letter re: short-term rentals. The Board reviewed the newspaper articles relative to the subject and the process in which Laconia is dealing with the issue. The Board also reviewed a draft letter and made changes. The letter will be prepared and sent to 3 property owners that have been identified to date. The Board agreed that further
research needs to be done to identify properties that may also be issued letters.

- Letter from Barry Rolfe regarding Veterans Credit being removed dated 1/8/19. See notes on card. The Board reviewed Mr. Rolfe’s letter. Mr. Rolfe objected to the removal of his Veterans Credit and pointed out the letter the Board sent to him identified his property as being on Lower Oxbow Road, when in fact it is on Upper Oxbow Road. Mrs. Lucas provided the board the assessment card which had notes from the assessor who spoke to Mr. Rolfe in March 2018 (prior to April 1st) which stated Mr. Rolfe said the property was uninhabitable and will be demolished. A letter will be prepared to respond to Mr. Rolfe.

- Email from Donahue, Tucker & Ciandella re: appearance filing on PSNH vs. Town of New Hampton, dated 1/14.

- Copy of letter from DRA sent to CNP, dated 1/15, granting an extension of 30 days to submit the USPAP report.

- NRRA annual report of recyclables.


- Reviewed final 2018 budget printout with final expenditures. Mr. Irvine noted a 7.3% remaining balance after all expenditures. Mr. Irvine said we should be prepared to address the balances at deliberative session. Mrs. Lucas stated she has asked the department heads to be prepared to address the balances in their budgets. She pointed out that a significant portion of the unexpended balance is due to personnel hires and changes. She noted that the finance officer position was budgeted to begin July 1st, but the position was not filled until October 1st is just one example.

- Review of Warrant Articles – The Board reviewed and voted on each article as to their recommendation:
  - Article #2 (operating budget) 3-0 to recommend
  - Articles #3, 4, 5, 6, 7 3-0 to recommend
  - Article #8 2-1 to recommend; Mr. Mertz voting to not recommend.
  - Article #9, 10, 11, 12, 13, 14 3-0 to recommend
  - Article #15 0-5 to NOT recommend
  - The Board agreed that an amendment was necessary to correct the total appropriation from $10,000 to $6,100 as $2,900 was already in the operating budget for the Cemetery Association and they agreed that if an amendment passed, they would reconsider their recommendation. The Board asked that a notice be posted to run concurrently with the town meetings to allow them to vote again on the article.

- Review budget MS636 & Default.

- Estimated 2019 tax rate. 2019, without estimating an increase in the tax base would be $6.38/1000.

- Proofing of the town report – Mary Tierney
OTHER BUSINESS

a. Mr. Irvine discussed the improvements planned for the town office building if the article passes. He suggested looking at lifting the roof and providing more space. He also suggested removing the wall on the first floor and if it is a carrying wall, to replace it with a steel beam. Mr. Denoncour said that is at significantly higher cost than what is proposed in the budget. Mr. Irvine wanted to take time to plan for future personnel. Mr. Mertz said he does not see the staffing model changing significantly in the next 10 years and with the additional office space on the second floor for $40T we can access both floors and the Selectmen can move upstairs. He said the town clerk will have a safer work situation and we will have access to the second floor with possibly an elevator or stairs. He sees spending the money for a 10-12 year gain and if and when there is additional space needed it will not likely be on this lot because of the lack of area for adequate parking. Mr. Denocour said at one time plans were proposed for the town offices to be on the lot next to the PSB but that did not happen and if it does some day it is considered again it will be much more costly.

b. Mrs. Lucas advised she received an email from a Bristol selectman wanting to discuss the recycling programs again.

c. Mr. Irvine discussed subcontractors and asked if Mr. Boucher had talked to all the contractors to be sure they were ready for the potential big storm this weekend. Mrs. Lucas said that Mr. Boucher said he has left messages for Mr. Woolsey and has not heard back. She said Chambers Paving in the future, after this storm, will only provide 1 truck. There was discussion on the contract and response by subcontractors. The Board agreed that Jim Boucher is prepared to take care of the roads. The Board encourages Mr. Boucher that the subcontractors that had signed a contract to be available and if they do not respond for this storm then do not call on them again.

PUBLIC COMMENT

None

NON-PUBLIC SESSION

At 8:18 pm Mr. Irvine made a motion, seconded by Mr. Denoncour, to go into Non-Public Session, according to RSA 91A:3 II (c) Personnel. Roll call was taken, Mr. Mertz, Mr. Irvine, and Mr. Denoncour were present and the vote was unanimous.

Present: Neil Irvine, Mark Denoncour, Ken Mertz and Barbara Lucas

RESUME PUBLIC SESSION

At 8:25 pm Mr. Irvine made a motion, seconded by Mr. Mertz, to come out of Non-Public Session and to seal the minutes for 5 years. Votes were unanimous.

ADJOURNMENT

Meeting adjourned at 8:26 pm.

Respectfully submitted,
Barbara Lucas