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

October 10, 2019

MEMBERS PRESENT: Mr. Irvine, Mr. Mertz, and Mr. Denoncour were present.

OTHERS PRESENT: Town Administrator Mrs. Lucas, and Finance Officer Ms. Duggan

CALL TO ORDER: Mr. Irvine called the meeting of the Board to order at 6:00 p.m.

APPOINTMENT
6:00 pm
Swearing in of PD Officer Gray

Chief Stevens, Officer Marsh, and Derek Gray and his family. Mr. Irvine said Chief Stevens has recommended Derek Gray be hired as a part-time officer and documentation has been received. Mr. Mertz made a motion, seconded by Mr. Denonour to accept Chief Stevens recommendation. Vote was unanimous.

Town Clerk Ms. Adams swore in Derek Gray as probationary part-time police officer.

Officer Marsh, Officer Gray and his family left.

Chief Stevens – 2020 Proposed Budget

The board agreed to take Chief Stevens’ appointment sooner as he was present. Chief Stevens reviewed his proposed 2020 budget. He advised that the proposed Special Duty revolving fund would handle how payments are made from the budget when paying special duty wages. As there would be excess funds remaining in this proposed fund Mr. Irvine asked what it would be used for and Chief Stevens said when enough monies are accumulated a new vehicle or equipment could be purchased at the board’s discretion. He reviewed the need for new workstations. Chief Stevens reviewed some grant possibilities. Proposed warrant articles include creation of the Police Special Detail Fund and a new cruiser. Asked when the recently purchased cruiser would be available, Chief Stevens said it is scheduled for November. Mrs. Lucas noted that any excess left in a revolving fund could no longer be used to offset taxes.

WORK SESSION

Manifests, bills, requisitions, purchase orders and leave request forms.

The board approved a purchase requisition for Fire Dept. (17C1 repairs), Planning Board (revised amount for Master Plan survey), PD (costs to transfer equipment to new cruiser, state inspection with pads & rotor replacement), and custodial services for Town Office & PD.

The board approved the following Building Permit application(s):

1. Glen Smith was present to review the building permit he submitted for Tax Map R17, Lot 1. The board asked for clarification on the setback distances to the property lines as they were not all shown. Mr. Smith added required information to the permit application. Mr. Smith asked about replacing an old garage on another lot he owns, which is probably within the setback of the road, the board advised Mr. Smith he would want to retain grandfathered rights to its location and encroaching towards the roadway probably couldn’t be allowed but increasing its size and not encroaching may be a possibility.

2. Pat & David Dietlin – Tax Map R13, Lot 17. Mrs. Lucas said it doesn’t meet the
setback to the ROW and advised that it is a continuation of the front the home
with this 60 sq. ft. porch/entry addition, noting it would not be living space, but a
means of accessing the front entrance. Mr. Irvine made a motion, seconded by
Mr. Denoncour, that the addition was incidental, was not increasing the non-
conformity, and the existing steps to the house are being removed which encroach
closer to the ROW. Vote was unanimous.

4. New Hampton School – Tax Map U3, Lot 12
5. Kevin & Cheryl Drake – Tax Map R4, Lot 58A: Held for septic design approval.

The board approved the following Occupancy Permit application(s):
1. Tilton Realty Trust – Tax Map R11-17.38

The board approved the following Septic Design:
1. Kevin & Cheryl Drake – Tax Map R4, Lot 58A

**APPOINTMENTS**

Cont.

7:15 pm
Town Clerk/Tax Collector Ms. Adams was present.

Ms. Adams reviewed her proposed 2020 budget for Town Clerk. She said she wanted to
attend the Certification program which the board said would have to be dependent on
whether her new deputy is up to speed to cover for her time when she’s gone for the
program.

Ms. Adams reviewed her proposed 2020 budget for Tax Collector. She proposed holding
off on purchase of new computer to 2021 due to election costs in 2020. She proposed
complete printing of the tax bills for a savings.

She proposed an increase in the hourly rate for Ballot Inspectors, Moderator and
Supervisors of the Checklist.

8:00 pm
Town Administrator
Mrs. Lucas

Ms. Duggan reviewed the proposed Finance Officer 2020 budget.

Mrs. Lucas reviewed the proposed Executive 2020 budget.

Relative to website costs the board asked to see if the webmaster could provide some
analytics to see what people are looking at and how often. The board agreed the costs for
the server should go under the Data Processing line, not an individual department. There
was some discussion on reconfiguration and improvements of the town offices and to
expedite a contract with a contractor to encumber the funds prior to 12/31.

The board reviewed boards & commissions 2020 budgets. Conservation Commission –
increase due to individual needed for transcribing minutes.

Mrs. Lucas proposed a Warrant Article to add $15,000 into the Expendable Trust Fund to
replenish monies spent on Town House roof.

There was discussion on health insurance costs and increases for 2020.

The board agreed to meet on 10/14 at 5:00 pm to continue budget discussions.
DISCUSSION

- Ms. Duggan distributed updated budget worksheets for Highway and Fire Dept. She suggested creation of a new separate budget account number for road improvements (i.e., paving, culverts, etc.), which is typically done by contractors, instead of making it part of the highway budget.

- Unanticipated Funds from Municipal Aid (2 years) - $27,771.54. There was discussion on whether to use it for another purpose through a hearing, or add it to Revenue. The board asked Mrs. Lucas to see if it could be used to replenish a Capital Reserve Fund.

- Board reviewed properties faced with tax deeding. Mrs. Lucas has reached out to several property owners to try to arrange a payment plan. The following 6 properties are land only parcels involved in bankruptcy. Mr. Mertz made a motion to tax deed Tax Map R5, Lots 11, 11B, 11C, & 11E from High Ridge 2009 Realty Trust and Tax Map R5, Lots 11D & 11F from GCJP LLC. Vote was unanimous. The board considered the tax deed for Loren Emmons, Tax Map U1, Lot 18, noting he has a payment arrangement for taxes. Mr. Irvine made a motion, seconded by Mr. Denoncour not to accept the tax deed. Vote was unanimous. Six tax deeds were for campers in Twin Tamarack. Permitting Assistant Mr. Pollock had visited the campground confirming all campers were still on site, except one which was removed owing $751 in delinquent taxes and interest. No trailers remaining had current registration. Campground owner Mr. Osuchowski will advise each trailer owner when he sees them that the town will be considering the taking of their trailers and encourage them to pay. The board agreed to table the 5 remaining and Mr. Irvine made a motion, seconded by Mr. Mertz, to abate Tax Map U9, Lot 5.97, John Quinn and Lasa Milagro, @ $535.30. Vote was unanimous.

- The board discussed the need for a 2nd ambulance.

- Inquiry from Town Clerk/Tax Collector to supply treats to trick-or-treaters on Halloween as the office will be open. The agreed it was a nice thought but did not support it.

- Memo from Town Clerk relative to election law changes.

- Primex results of inspection at Hwy garage with some recommendations.

- Email from Michael Cobb & Nola Rocco, new owners of 6 Old Bristol Rd inquiring about offering their home as an Airbnb, with accommodations in their house and another in their connected apartment. It was noted it was a permitted use in the Village District.

- Discussion on Cemetery Association reimbursement relative to email correspondence with Mr. Bicknell. The board confirmed what they were and weren’t willing to pay for as previously agreed to. They would pay for the maintenance costs for the cemetery but not administrative costs, such as the post office box and insurance, etc.

- Copy of Wetlands Permit application submitted by Right Angle Engineering for parking area on Winona Road.
- NHDES moving forward with Snake River Prime Wetland designation.

- Resident on Forest Pond Road complaining of dumping at the end of the cul-de-sac. Request to put “Not a through road” sign with the board agreeing. Mr. Mertz asked Mrs. Lucas to respond to resident’s request and ask them to notify the PD.

- Requests going to Trustees of the Trust Fund: Conservation Commission approval of Kelley-Drake Farm Conservation Area pamphlet costs and payment for repair of Zoll device.

- In 2016 the Dept of Safety issued bans on motors for Sky Pond. Mrs. Lucas said she reached out to the state to ensure proper signage is in place and to rectify the incorrect information on their website.

- GZA’s inspection while performing gas samplings at the landfill have produced some issues with the maintenance of the trees that will be addressed with Public Works Director Mr. Boucher.

- Dept of Natural & Cultural Resources, Div. of Forest & Lands notification of basil area that can be cut along an area of Victor Huckins Road with Mr. Boucher’s input.

- Conservation Commission Chair Mr. DuBois to meet with Selectmen to consider Conservation Easement on town land near Winona Heights & Bald Ledge and Jackson Pond.

- Tax Lien redemption list.

**OTHER BUSINESS**

- Mr. Irvine if there was any further information on the Wells agreement. Mrs. Lucas to follow-up.

- Mrs. Lucas said DMV Director is looking to re-locate back to Exit 23 and looking for possible properties.

**PUBLIC COMMENT**

There was none.

**NON PUBLIC SESSION**

At 10:02 pm Mr. Irvine made a motion, seconded by Mr. Denoncour, to go into Non-Public Session, according to RSA 91A:3 II (c) Personnel. Vote passed. Roll call was taken, Mr. Irvine – Y, Mr. Denoncour – Y, Mr. Mertz – Y.

**PRESENT**

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

**RETURN TO PUBLIC SESSION**

At 10:15 pm, Mr. Irvine made a motion, seconded by Mr. Denoncour, to come out of Non-Public Session and to seal the minutes for 5 years. Votes were unanimous.

**NON PUBLIC SESSION**

At 10:15 pm Mr. Irvine made a motion, seconded by Mr. Denoncour, to go into Non-Public Session, according to RSA 91A:3 II (e) Litigation. Vote passed. Roll call was taken, Mr. Irvine – Y, Mr. Denoncour – Y, Mr. Mertz – Y.

**PRESENT**

Mr. Irvine, Mr. Denoncour, Mr. Mertz, and Mrs. Lucas.
RETURN TO PUBLIC SESSION
At 10:37 pm, Mr. Irvine made a motion, seconded by Mr. Denoncour, to come out of Non-Public Session and to seal the minutes for 5 years. Votes were unanimous.

ADJOURNMENT: Mr. Irvine made a motion, seconded by Mr. Mertz, to adjourn at 10:37 pm. Vote was unanimous.

Respectfully submitted,
Pamela Vose