

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

October 4, 2018

MEMBERS

Mr. Irvine and Mr. Mertz were present.

PRESENT:

OTHERS

Town Administrator Mrs. Lucas

PRESENT:

CALL TO ORDER:

Mr. Irvine called the meeting of the Board to order at 6:30 p.m.

WORK SESSION

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

The board approved purchase requisitions from the PD (uniforms, IMC User Conference costs, monthly services for Prosecutor Estee), Town Clerk (ballets), Executive (railing at Town House), Hwy Dept (2010 Int'1 - increase in cost to repair clutch), Fire Dept (replace valve device on 17A2).

The board approved the following Payroll Change Notices:

- New hire - Finance Officer Ms. Duggan.
- For Contract Agreement - quarterly stipend for Chief Stevens, who is not taking health insurance.
- New hire – Firefighter Peter Reid with CDL license.
- New hire – Jordan Lippmeier as EMT Basic

The board approved the following Building Permit(s):

1. Pat & David Dietlin, Tax Map R13, Lot 17 – demo of barn.
2. Edward Morin, Tax Map U9, Lot 3 – tabled for further discussion on property.

The board approved the following Occupancy Permit(s):

1. David Tessier, Tax Map R15, Lot 4.

The board approved the following Septic Design(s):

1. James & Ellen Sickler, Tax Map R7, Lot 3E.

The board approved the following Intent(s) to Cut Wood:

1. Matthew & Francine Wendelboe, Tax Map R18, Lots 6A & 7 and Tax Map R8, Lot 7.
2. Dana & Nathan Torsey, Tax Map R9, Lot 9
3. Dana & Jonann Torsey, Tax Map R9, Lot 10

APPOINTMENTS

6:30 pm

Finance Officer

Wendy Duggan

Ms. Duggan was present. The board welcomed her and asked her to communicate any ideas/suggestions/observations she has.

7:00 pm

Bid Opening

2013 Ford

Interceptor

The board opened bids for the 2013 Ford Interceptor.

1. Ed Batchelder @ \$3,550
2. Josephine McPhail @ 3,025
3. Jamie & Lisa Emery @ \$3,151.50

4. Anthony Cady @ \$4,500
5. Jamie Lyford @\$1,500
6. Jonathan Killam @\$1,500.01

The board agreed to take the highest bid of \$4,500.

7:05 pm
Judy Woolfson

Ms. Woolfson was present to discuss the proposed building permit for her son, Dennis Foran. The proposal is to replace the current 1 bedroom cottage with a new one, which expands the footprint to fill the limited common area for that condominium unit. As the plan includes a small deck with stairs which is outside the limited common area, the board advised this cannot be allowed and Ms. Woolfson said they would address that. She expressed concern with two different plans that show the placement of the limited common area related to the right of way, one being parallel and one being at an angle to the ROW. Relative to the request for the 2nd floor plans, Ms. Woolfson said the contractor couldn't complete them in time for this meeting. She asked how far the structure has to be from the ROW, saying they have an alternate plan if needed. Mr. Irvine said the grandfathered rights are 9'6" from the ROW and any construction cannot make this more non-conforming. The board advised it may require either an application for a Special Exception or an application to the Planning Board for a change in the condo assn. site plan. There was discussion that there may be an exception to have stairs outside of the limited common area. The board agreed to take this under advisement and review other expansions in the association.

7:15 pm
LRPC David Jeffers

Regional Planner Mr. Jeffers & Assistant Planner Erin Daley, and town representative to LRPC Mr. Katz were present. Mr. Jeffers advised that LRPC has been working with NHDOT and T² to assess the town's road conditions to provide information and 10 year plan for budget discussions on maintenance and repairs. Ms. Daley reviewed how roads are assessed to ensure standardization and the beneficial information this provides towns. The cost to provide this service to New Hampton based on miles of roadway, would be \$8,500 to include a mapping report and annual follow-up on work done. Mr. Irvine expressed concern with whether the state would review this information to determine highway block grant monies, where now the town's miles of roadways is used.

8:15 pm
Police Chief Stevens

Chief Stevens was present. The board asked for input on departmental observations/concerns.

Chief Stevens proposed an ordinance for dogs running at large to allow the PD to take action on this problem. He provided some examples of similar town ordinances. The board agreed to discuss with the full board and make a decision.

Annual physical needed for Chief and another member of the department.

Chief Stevens advised the board of some items he wants to address:

1. More training for staff and is actively signing up personnel.
2. Reviewing call out times and adjusting schedules as needed.
3. Work on using monies saved from reducing callouts and overtime, to hire another part-time officer. With this savings he also proposed increasing part-time officer wages.
4. He noted the Prosecutor may be asking for more monies as the arrest rate is much higher than the number he was hired for.
5. Balancing police work needed vs. administrative work.
6. Consideration of weapon updates and weapons for new hires.
7. Chief Stevens asked how vehicles were replaced with the board advising it is a purchase and skip a year. Mrs. Lucas to provide the CIP to the Chief.

8. Future purchases of snow tires.

Mrs. Lucas advised that future development of Route 104 may require more need for Special Duty so the Chief may want to consider how that payment is handled. Chief Stevens spoke of ways for the department to interact with the community and show support for local organizations. Mrs. Lucas asked Chief Stevens to contact Margo Rossi.

NON PUBLIC SESSION

At 9:00 pm, Mr. Irvine made a motion, seconded by Mr. Mertz, to go into Non-Public Session, according to RSA 91A:3 II (b) Personnel. Roll call was taken, Mr. Irvine and Mr. Mertz were present and the vote was unanimous.

Present: Mr. Irvine, Mr. Mertz, Chief Stevens, and Mrs. Lucas.

RETURN TO PUBLIC SESSION

At 9:28 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.

Mr. Irvine commended Chief Stevens for the respect he showed at the burning of the damaged flags at the Primary.

DISCUSSION

- The board approved Christina Pollock picking up Robert Pollock's paycheck, as his written approval was provided.
- Yield Tax Warrant - \$7,687.23. Signed by the Board.
- Lang Transportation has filed an application to become an automobile inspection station. The board signed their approval for this.
- Review of properties for tax deeding:
 - a) Several bankruptcies for which no action can be taken.
 - b) Estate of Lawrence Downing – agreed upon payment plan; no action taken.
 - c) Rocky Daniels – previous request for extension on a payment; no payments made since the request; full payment promised for 2015 tax year by 10/12. The board agreed stating if that payment is not made they will execute the tax deed on 10/15.
 - d) James & Leslie Logel – abatement was granted for 2017; 1st issue bill of 2018 was based on previous year's assessed value so the overage now needs to be abated; Mr. Logel is asking for extension until 11/14 at which time 2015 taxes will be paid. Mr. Mertz made a motion, seconded by Mr. Irvine, to abate the 2018 taxes at \$499.32. Vote was unanimous. The board agreed to the extension to 11/14 and if payment is not made the tax deed will be signed on 11/15.
- Email from Atty. Steven Whitley regarding Northern Pass, dated 10/2. The Board agreed they could not refuse the offer of an anonymous source to cover the legal bills up to \$25,000 to fight Northern Pass during the appeal to the NH Supreme Court. The Board asked Mrs. Lucas to communicate to the Attorney that they will continue and are appreciative to the anonymous donor.
- The Board reviewed the emails regarding a Joint Meeting with Bristol relative to the valuation of Ayers Island Dam which was recently sold. The Board also reviewed an email response from the town Atty. Jae Whitelaw to Bristol's Attorney Shawn Tanguay, dated 9/27.

- Public Works Director, Jim Boucher advised that the 1996 International Dump Truck is not inspectable, based on the condition of the vehicle. The Board authorized Jim Boucher to take it to the State auction for disposal.
- Application for Brook Road Project, signed by ACOE and submitted. The application prepared by Mr. Irvine was submitted for grant funding, copied to LRPC as well.
- NH Optical tax appeal was withdrawn for non-suit. Email from Atty. Whitelaw advised that the taxpayers attorney filed suit believing they did not have taxable property, but there were informed that they did have taxable poles in the town of New Hampton.
- Copy of a letter from our Attorney to Belknap County Superior Court, dated 9/26, re: Fairpoint/NE Telephone – appearance filing.
- 2018 3rd quarter budget. The Board reviewed the budget printout. There was serious concern with the heating line for propane for the Fire Department. Mrs. Lucas was asked to check whether additional propane will be required prior to the end of the year. Also, of concern was the Public Works Department budget. The Board asked that a draft memo be send to all departments expressing concern and asking for them to curb discretionary spending in the last quarter.
- Email from Kerrin Thompson, dated 9/25, re: use of Town House. The email advised that the filming plans were delayed and they would be back to the town in the spring.
- Notification from GZA, dated 10/3, that a new property has been added to the Groundwater Management Zone, known currently as Smithfield Plumbing.
- Mrs. Lucas advised she had a telephone conversation with Wayne Klekamp regarding Yogi Bear campground and a future meeting is to be scheduled with Health Officer, Town Office, Fire Chief and Police Chief attending, to discuss permitting, calls for emergency services, and health officer complaints regarding conditions at the campground.
- The Board discussed the proposal to construct a turnaround and parking spaces being constructed at K-D Conservation Area.
- Copy of Ad for Snow plowing contractors. Mr. Irvine stated that clarification was needed as he recalls the discussion that the subcontractors are only plowing not sanding and salting and that the rate should reflect what they are doing. He said PWD, Jim Boucher advised that they have them plow and our trucks go out to push back, sand and salt. Mr. Mertz agreed.
- A copy of the ad for vacant PWD position with a deadline of October 12th.
- Discussion regarding 2019 Budget:
 - a) Budget memo – due 10/15 for data entry
 - b) The Board will discuss setting a schedule for meetings with Dept Heads and work sessions at the next meeting on 10/11.
 - c) Associations requests for: CAP, New Beginnings, NANA – All level funded

- requests.
- d) Appropriation request for payment to Transport Central. The Board agreed that a letter be sent to request a petition to put the new appropriation request on the warrant.
 - e) The Board agreed to postpone the projects for Veterans Park construction and new flag pole for Vietnam-Korean Memorial for the 2019 budget.
- Discussion regarding:
 - a) James Morin property – additional dwelling unit without a building permit. Board reviewed a draft compliance letter to be sent to Mr. Morin.
 - b) Mrs. Lucas explained that upon a remeasuring of the Trisha Sargent property relative to the setback from the right-of-way to a new shed, it was found not to be in violation.
 - Police Department – stats for August.
 - Mrs. Lucas advised that draft minutes for the Selectmen will be put on website beginning in the next couple of weeks.
 - Notification from Belknap County of meeting on Tuesday, October 9th at 10am for a supplemental appropriation and clarification on County Commissioners authority to transfer funds with the approved budget.
 - Mrs. Lucas advised that the appraisers have stated they are completing the sales analysis and proofing data input into the new Summit software system. The office was advised that the Summit should be installed in the office in the next couple of weeks and training will be done. Notification to taxpayers should be going on in a couple of weeks as well. CNP has stated that final values should be in the first couple weeks of November.
 - Mrs. Lucas advised that Bill Lambert was contacted by Mr. Pollock regarding improved signage for the southbound on ramp to I-93. The concern is the motorists turning into the turn lane for Shingle Camp to the left instead of staying to the right for the on ramp to I-93. She stated Bob was told by Mr. Lambert that one of the options was to remove the turn lane for Shingle Camp Hill Road. Mrs. Lucas said she advised Bob and at the TAC meeting he made it clear that the Town would not consider that an option, that Shingle Camp Hill Road is one of the highest traffic roads.
 - Contractor Steve Hanser emailed that the Town House roof will be done “Possibly December”.
- OTHER BUSINESS**
- Mr. Irvine asked that the Public Works Director look into guardrail for the section of road on Old Bristol Road where they did the work to deal with the beaver dam. Mr. Irvine stated there is quite a curve there and a significant drop off.
 - Mr. Mertz asked that the Fire Department time card format be reviewed and revised. Mr. Irvine suggested he could work on that and Mrs. Lucas asked that the new finance person be involved in any possible changes.

**PUBLIC
COMMENT**

There was none.

ADJOURNMENT: Mr. Irvine made a motion, seconded by Mr. Mertz, to adjourn at 10:34 pm. Vote was unanimous.

Respectfully submitted,

Pamela Vose &
Barbara Lucas

DRAFT