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

February 7, 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 6:32 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 Ellinwood & Justine Bauer, Tax Map R-16, Lot 4

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

1. Jacinthe & Harold Lamos, Tax Map R-19, Lot 23

The Board took no action on the following Elderly Exemption:

1. John Brown, Tax Map R-13, Lot 17B

APPOINTMENTS None

DISCUSSION

The Board reviewed and discussed the following:

- The Board discussed the 2/8 payroll relative to the Drug Enforcement Granite Shield Grant through Belknap County. They reviewed the memo from Wendy Duggan explaining the situation and also reviewed the personnel policy (page #24). The issue specifically discussed was the 6 hours of overtime paid to an officer at the direction of the Police Chief to qualify for reimbursement from the Grant. In this instance the officer was out sick for 2 days, which under town policy the Board agreed would not qualify for OT. They also agreed that in the case of regular time pay, if it did not qualify for reimbursement the town would pay regular time for time worked. The Board directed that Mrs. Lucas informed the Police Chief that no exception will be made and OT will be paid in accordance with the town personnel policy. The Board agreed they will need to meet with the Chief in the near future

- Home Occupation form – Charles Tarr, Tax Map R-16, Lot 29. Selectmen determined the use was in compliance with the zoning ordinance. Approved by the Selectmen with the condition that it receive all necessary State and Federal permits.

- Timber Tax Warrant - $799.11. Selectmen approved and signed the warrant.

- The Board approved and signed the following Current Use Change Tax forms:
  a. Kenneth Carver & Sally Knight, Tax Map R-6, Lot 2C - $2,635.00
  b. William and Ann Strong, Tax Map R-8, Lot 15 $200.00
  c. Jeremy Vittum, Tax Map R-1, Lot 35 - $52.50
• Ambulance Billing Memos from Fire Department. The Board reviewed the recommendations by the Fire Department on
  a. Tanya Bouchard - Mr. Denoncour motioned, seconded by Mr. Mertz to forward to the collection agency. Vote was unanimous.
  b. Chelsea Davidson - Mr. Denoncour motioned, seconded by Mr. Mertz to forward to the collection agency. Vote was unanimous.
  c. Sabrina Lanear - Mr. Mertz motioned, seconded by Mr. Denoncour to forward to the collection agency. Vote was unanimous.
  d. Giovanni Lemon - Mr. Mertz motioned, seconded by Mr. Denoncour to forward to the collection agency. Vote was unanimous.

• Cartographic Contracts - $1,650.00 & $550.00. Mrs. Lucas advised the increase from last year is $100.00. Mr. Denoncour motioned to approve the contracts, seconded by Mr. Mertz. Votes passed unanimously. The Board signed both contracts.

• Grant paperwork for $13,945. The Board took no action and asked Mrs. Lucas to review the paperwork and discuss with the Fire Chief.

• Email from Mr. & Mrs. Lamos re: new lease for Town House to run Open Air Market for 2019, 2/6/19. The Board asked that Mrs. Lucas to provide them at the next meeting any costs incurred based on the use by the Open Air Market. Mr. Mertz pointed out the cost of mowing. Mr. Irvine also requested that Mr. Boucher provide any time or costs they Public Works Department may have incurred. They also will wait for feedback from Susan LeDuc before making a decision on the market being held on Old Home Day.

• Email from Michael Redding, dated 2/5, re: zoning regulations and solar arrays. The Board reviewed the email and agreed that the use would not be allowed in the General Residential, Agricultural and Rural District as it was a commercial business. Mr. Irvine’s position was that it would need a variance in the GRA zone. They agreed that it would be allowed in the Industrial District and the Mixed use District. It was also requested by the Board that the email be reviewed by town counsel before responding to Mr. Redding. Mr. Irvine suggested Mr. Mertz bring the issue to the PB chair for discussion this coming year.

• Followup email re: Short term Rentals. Appt. scheduled with Mrs. Lawless on Seminole Avenue for 2/14. Further research was submitted by the office on other properties that are being advertised as short-term rentals. The Board reviewed the properties and letters will be prepared for their signatures. A property in “Shoreline Cottages” (Tax Map U-9, Lot 9-5 and another in “Twin Tamarack” (Tax Map U-9, Lot 8A-7) were discussed further and found to have been historically rental units prior to zoning in 1986 and would not be issued letters.

• Email correspondence, dated 2/7, re: 104 Shingle Camp Hill Road. Jessica Yim, a foreclosure attorney contacted the office representing the holder of a mortgage on the property. She stated they received word that the property may have been condemned. Mrs. Lucas responded and informed them that the town had not taken any action to condemn the property. She also informed them that there were law enforcement actions at that location and referred Ms. Yim to the New Hampton Police Chief for further information.

• Report of Tax Lien Redemptions 1/31/19.
- Discuss Atlantic Broadband contract. Mrs. Lucas advised that Attorney Spector Morgan suggested the Board consider have the DTC attorney review the contract since they have recently reviewed other like contracts. The Board agreed. Mrs. Lucas will forward the necessary paperwork to the attorney’s at DTC. Mr. Irvine suggested the possibility that coming from the Bristol side by another provider and noted fiberoptic is coming.

OTHER BUSINESS

a. Discussion re: Amendment to increase appropriation of the operating budget by Fire Department personnel at deliberative session in the amount of $3,570. The increase was for supplemental insurance coverage for firefighters. The Board wants further clarification on: coverage term, transfer of insured from NH Firefighters Association to the Town of New Hampton, clarification on who and when they are covered. Mr. Irvine expressed concern with the statement made by the Fire Chief that volunteers are covered by the policy and said he wanted to see some strict guidelines and documentation on who is a volunteer, when they become a volunteer. Mr. Mertz said it is also in the interest of the insurance company as well. Mr. Irvine said he wants a copy of the policy to understand it. It was agreed to obtain further information on members covered, volunteers covered, when they are considered covered (from the time of call tone? In the vehicle responding to a call tone? Shift start time?), limit on number of members covered? term of policy, transfer of holder of policy. Mr. Mertz suggested that the representative can come in and address further questions.

b. The Board asked Regina Adams the status of finding a deputy town clerk/tax collector. Ms. Adams said she will begin the process shortly, contacting the candidate.

c. Mrs. Lucas advised DRA was in this week reviewed Veteran’s credits & Elderly exemptions. She said they advised that one property owned by Mr. & Mrs. Morrison Trust is an irrevocable trust which does not fit the definition of “ownership” under the statute and the DRA advised it needed to be removed. Mrs. Lucas stated she will contact the owners to review the situation with them and review their trust document.

Mrs. Lucas advised DRA will be in the week of 2/18 to review the current use. Mr. Irvine said it is unfortunate that property owners that do not respond to requests to update their current use file didn’t face a penalty such as losing the current use assessment for 1 year to ensure compliance. There was also discussion regarding the veteran’s credit being apportioned for 2 brothers and the fact the law as currently written doesn’t allow them to get the full $500 credit each. It was suggested that Mr. Irvine could discuss these two potential legislative changes at the NHMA meetings.

d. Mrs. Lucas will not be at the 2/14 meeting and Mr. Denoncour will not be present for the 2/21 meeting.

e. Mr. Denoncour stated that Mr. Hammond and Mr. Williams were quite happy with their meeting with the Board regarding the Gordon-Nash Library merger with the NHS. He said they are working to complete the press release which they will send to the town for posting on the website and connection.

f. Mr. Mertz asked if Police Chief was informed about the insufficient maintenance of the front steps, sidewalks and in front of the sally port. Mrs. Lucas said yes, she brought it to his attention. Mr. Irvine suggested they need to work together and if the Fire Dept is doing clean up in front of the bays it could do the PD vehicle bays.
g. Mr. Mertz discussed the cables on the overhead doors seem to be fraying. He said he suggested to the Deputy Chief that he talk with the Fire Chief and address it. He said it needs to be looked at. He said they also need to look at the gasket that is leaking and there is heat loss.

PUBLIC COMMENT
None

ADJOURNMENT
Meeting adjourned at 8:05 pm.

Respectfully submitted,
Barbara Lucas