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

April 18, 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 6:30 p.m.

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

The board approved purchase requisitions for Hwy Dept (repair for 2013 International Dump Truck – portion not covered by warranty; 4 tires mounted & balanced for state bid price), Fire Dept (preventative maintenance for defibrillators; AEMT course for employee; Hazard Mitigation Plan costs with grant match).

The board approved the following Building permit:
1. Laura McCarthy, Tax Map U9, Lot 8A4. HELD
2. Tilton Realty Trust, Tax Map R11, Lot 17-36.

The board approved the following Sign Permit:
1. Sean & Paul Stanley (New Hampton Rt 104 LLC), Tax Map R4, Lot 90K. It was noted the LRGHealthcare sign was still in place. A letter will be sent asking them to remove it.

The board approved the following Intent to Excavate:

The board reviewed a Payroll Change Notice for Scott Phinney as a seasonal, temporary employee to perform maintenance on remote town cemeteries. Mr. Irvine made a motion, seconded by Mr. Denoncour, to approve the notice. Vote passed with Mr. Mertz recusing himself.

APPOINTMENTS 6:45 PM
Public Works
Director Jim Boucher

Mr. Boucher was present. When the 2013 International truck broke down it was taken to Reeds for a repair estimate. It was determined to be the cooling unit, covered under warranty. In starting the repair, they found other problems, also covered under warranty. The work was completed and Reeds sent the invoice to International so they could determine what was covered under warranty, billing the town for the balance. The repairs came to about $20,000 with $4,787 being the amount the town is responsible for due to labor costs. Mr. Boucher said he wanted to know what was submitted to International but has had a difficult time getting it. The board signed the requisition agreeing the monies would come from the Town Vehicle Maintenance Expendable Trust Fund.

2013 Dump Truck suffered a blown tire which damaged the fender, with repair estimate of $1,300, but it may pass inspection without requiring it be fixed. The board agreed that if this doesn’t cause further damage to the truck or any other vehicles, and it passes inspection, to leave the fender alone and monitor the damage.
2013 electrical problem is being diagnosed at Reeds but no estimate was available yet.

Mr. Boucher showed photos of a plastics shipment being sent to NRRA. As NRRA advised they could no longer use cardboard to hold it together, they used shrink wrap. After calling several times to schedule the shipment, on the date determined personnel were on hand to help with shipment. It was scheduled for 6am, but the trucker didn’t show until 8:30am. The truck had stopped in another town first and their plastics had fallen all over the container so the department took about an hour to reload the other town’s plastic in order to fit New Hampton’s plastics. Several days after the shipment arrived at its destination Mr. Boucher was called to say they were charging $.04/pound for the use of the shrink wrap. Mr. Irvine asked Mr. Boucher to contact NRRA saying the town will pay the $.04/pd and the town will bill NRRA for the 2.5 hours of employee time while they waited and 1 hour of employee time to clean up the other town’s plastic; or NRRA can waive the charge for the shrink wrap. Mr. Boucher said after speaking with NRRA about this problem he was told he would be called back, but to date – no response. Jim said future shipments will be shrink wrapped until loaded on the truck, then the wrap will be cut off.

Mr. Boucher showed the board the wire stripper setup being used to clean copper wire for recycling, saving time and increasing the income on recycled wire.

7:00 PM  
Lindy Drake

Mr. Drake was present. He said he is trying to sell the unregistered Ford Explorer stored on the property but is having issues with the title. As there are 5 vehicles on site in total, Mr. Drake said 2 are registered and 2 are antiques that he intends to fix. He said the roof on the house is now covered with a tarp, and will be covered with plywood and tin. Mr. Irvine said the items in the yard have a negative effect on neighbors and Mr. Drake said he was working on cleanup. Mr. Irvine asked Mr. Drake to continue the work and said they would schedule an appointment to meet in June for an update.

7:15 PM  
Harold Lamos

Mr. Lamos was present. Mr. Irvine said they are revisiting Mr. Lamos’ request to allow sales of local beer/wine, now that the Farmers Market has had its first year at the Town House site. There was discussion on: no consumption or samples, state statute relative to sales, and that the office would be required to submit paperwork with the state after reviewing the seller’s license. The board and Mr. Lamos agreed that no more than 3 vendors would be given approval by the town to locate there during the season. Mr. Denoncour made a motion, seconded by Mr. Irvine, to permit the sale of local beer/wine for the 2019 Farmer’s Market season. Vote was unanimous. Mr. Lamos was asked to have the vendors contact the Town Office.

7:30 pm  
Police Chief Stevens

Chief Stevens was present. Mr. Irvine read a memo from Chief Stevens requesting unpaid time off for Officer Michalski as he doesn’t have enough personal or annual time to cover the time off, he has already taken. Mr. Michalski had asked if he could carry over 40 hours vacation time which Chief Stevens wasn’t willing to do as Officer Michalski had time to schedule vacation prior to his anniversary date. Chief Stevens said as the department incurred no overtime to cover for Officer Michalski being gone, he told him he could take the unpaid leave, without realizing it needed the Selectmen’s pre-approval per the personnel policy. Mrs. Lucas noted that the office should have departments submit leave slips as soon as they’re signed so this issue could have been caught ahead of time. There was discussion on better communication between the PD and the Selectmen & Town Office.

NON PUBLIC

At 7:47 pm Mr. Irvine made a motion, seconded by Mr. Denoncour, to go into Non-Public
SESSION  
Session, according to RSA 91A:3 II (a) Personnel. Vote passed. Roll call was taken, Mr. Irvine - Y, Mr. Denoncour – Y, Mr. Mertz – Y.

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

RETURN TO PUBLIC SESSION  
At 8:08 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. Mertz made a motion, seconded by Mr. Denoncour that based on Chief Stevens’ recommendation to offer a Corporals position to Detective Tyrrell, effective 4/29/19. Vote was unanimous and a swearing in was scheduled for 4/29/19 at 4:30 pm.

Chief Stevens said he received a request from NHS to shut down Main Street for 2 hours during their graduation on 5/25. The board said that as this is a holiday weekend, Main Street is a detour road when Hwy 93 is shut down, they have a good PA system, and there are other parts of the campus that can be used, the board denied this request, 2-1. Mrs. Lucas pointed out that last year she thinks there was a narrowing of Main Street with cones which slowed traffic down.

As the Personnel Policy is being revised Chief Stevens brought some concerns/suggestions to consider: increase in paid holidays based on other area PDs, allow carrying over of sick time, and awarding with vacation time when sick time isn’t used. He asked if there is an accident involving a town vehicle that New Hampton’s PD be allowed to respond instead of an independent agency as is the present requirement. Mr. Irvine said the purpose of this policy is to avoid conflict of interest. The board agreed to take these under advisement.

Chief Stevens said he wanted to discuss some items that were part of his review, but said it didn’t need to be under Non-Public Session.

• Relative to the handling of the Town Office’s bank deposits Chief Stevens said state statute requires deposits to go at least weekly, not necessarily daily. Mr. Irvine asked for better communication between the departments, saying the Town Office needs to know earlier in the day when the department is unable to transport, and the PD’s involvement is to keep the monies safe during transport to the neighboring town’s bank. Mrs. Lucas said the town doesn’t want to hold money in the office for longer than necessary and there are requirements on the state’s money needing to go to the bank daily. As there are times the PD is busy with departmental business making transport difficult, Mr. Irvine asked Chief Stevens to work with the Town Clerk/Tax Collector and Mrs. Lucas on a solution.

• Attention to safety relative to impounded vehicles not being properly secured: Chief Stevens said they always secure them. There had been one released from impound, which wasn’t removed by the owner in a timely manner. The board apologized for their misunderstanding, as it was based on someone else’s information.

DISCUSSION  
The Board reviewed the following:

• The board signed a letter to Robert & Carole Curry relative to a cabin, separate from their home, which previously had no heat, or kitchen and was considered accessory. It
is now listed as having a wood stove, a kitchen, which could make it a separate dwelling unit. The listing also states the main house has 5-bedrooms but the file has a 4-bedroom septic system.

- The board signed an application from New Hampton Community Church to merge lots, Tax Map U4, Lots 3 & 4. The board asked Mrs. Lucas to obtain documentation to show that Pastor Scott Mitchell can authorize this merger.

- The board signed appointments in the Fire Dept for Fire Warden positions.

- Mr. Mertz made a motion, seconded by Mr. Irvine to approve BTLA Forms A-9 for the New Hampton Cemetery Assn and New Hampton Historical Society for tax exempt status. Vote was unanimous. The board reviewed and held the BTLA Form A-9 for the New Hampton School for corrected information.

- Mrs. Lucas distributed for review, a nomination for possible recipient to LRPC’s Kim Ayers Award for a town resident.

- Mr. Irvine said a follow-up letter was sent as Mr. Wells, who never updated the board, as requested, on what his plans were for what appeared to be a 2nd small dwelling under construction. The board reviewed a letter of response from Mr. Wells in which he states his feeling is that the matter is closed. Mrs. Lucas to discuss the sequence of events with town counsel for further legal action.

- Noise Ordinance being reviewed by Police Chief Stevens.

- $20,000 was added to the Bridge Repair & Replacement Fund.

- Copy of Appearance by Atty. Christopher Boldt on behalf of the Town in the case vs. Eversource on 2017 taxes.

- Response from Mr. Lawless stating they intend to submit an application to the ZBA for a Special Exception on their short-term rental.

- Hwy Dept complaint forms.

- Letter from NHDOT warning of smoking at gas pumps. Copies distributed to Dept. Heads.

- Follow-up required by Permitting Assistant Mr. Pollock and a deck constructed on Charles and Annie Flight’s manufactured home that may be over the property line.

- The board reviewed call out hours for the PD in 2018 where overtime was not paid when someone took a day off, with 3 occurrences found. Mrs. Lucas has asked Finance Officer Ms. Duggan to see what other towns are paying for call out hours. The board took this under advisement scheduling continued discussion on the Personnel Policy on 4/22 at 3:00 pm.

- Mrs. Lucas said there are 2 applications to the ZBA for Special Exceptions on short-term rentals.
The board discussed and agreed to the purchase of a tree to plant in recognition of Pat Schlesinger’s years of service to the town.

**OTHER BUSINESS**
- Mr. Denoncour asked if a building permit was needed to electrify a greenhouse and Mr. Irvine said he could submit one for documentation purposes, with no fee.
- Mrs. Lucas said that relative to what other towns pay for overtime based on hours worked 7 towns were contacted and they pay for anything over 40 hours.
- Flag pole for Veteran’s Park has been ordered.

**PUBLIC COMMENT**
There was none.

**NON PUBLIC SESSION**
At 9:27 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 9:30 pm, Mr. Irvine made a motion, seconded by Mr. Mertz, to come out of Non-Public Session. Mr. Mertz made a motion, seconded by Mr. Denoncour, to seal the minutes for 5 years. Votes were unanimous.

**ADJOURNMENT:**
Mr. Irvine made a motion, seconded by Mr. Denoncour, to adjourn at 9:31 pm. Vote was unanimous.

Respectfully submitted,
Pamela Vose