

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

October 15, 2009

MEMBERS PRESENT: Selectmen Tierney, Bartley and Mertz

OTHERS PRESENT: Mrs. Lucas

CALL TO ORDER: The meeting was opened at 6:00 p.m.

Mr. Tierney advised the Board that a gentleman was scheduled to meet with the Board later this evening regarding a traffic accident with a Town of New Hampton vehicle. Mr. Tierney advised that he had spoken with the Town's attorney and questioned the need to go into "non-public session" on this matter. The attorney stated that it is the Board's discretion to go non-public, however to do so the Board must follow the RSA's that apply. Mr. Tierney said he felt there was no need to go non-public on this matter, but Mr. Tierney further noted that the duties of the Board include acting as a Board of Appeal any time there was departmental disciplinary action against any town employee. Therefore the Board could not hear any comments from the citizen regarding any town employee in this instance. If the topic were to come up, Mr. Tierney would advise the citizen to make his comments in writing to the Department Head as per protocol. The Board concurred.

WORK SESSION The Selectmen began by going over manifests, bills, requisitions, time cards, purchase orders and leave request forms.

- Building Permit - none
- Septic System Review - none
- Sign Permit - none.
- Intent to Excavate - none.
- Invoice from Assessors: This was approved.
- Invoices from the Police Chief: These were presented to the Board because of the recent Budget freeze. These were reviewed and found to be for authorized expenditures before the freeze was instituted and were approved.
- Email from Fire Chief regarding an emergency requisition for repairs which is to come from the expendable trust. Moved by Selectmen Tierney, seconded by Selectman Bartley. Vote passed and this was approved.
- Public Works: Repairs required after an inspection on the 1996 truck were approved.

APPOINTMENTS

*Charles Reynolds
Motor Vehicle Accident
Involving Police Cruiser
6:30 p.m.*

Mr. Reynolds indicated he was hoping the Selectmen would be able to do something to supplement the insurance offer made to him. Just prior to the accident he had spent \$2,000 on work for his car, but the insurance value doesn't reflect the value the car had to him at the time of the accident. Mr. Tierney explained that any money available for the Selectmen to spend has to be appropriated by the voters and as a result there was nothing they could do beyond the decision of the insurance company. Mr. Reynolds understood and thanked the Selectmen for seeing him. Mr. Reynolds went on to compliment the Fire Department personnel who responded. Selectmen thanked Mr. Reynolds for coming in and would pass his comments on to the Fire Chief.

DISCUSSION ITEMS

Land Use Change Tax bills were reviewed and authorized by the Board:
Baldi property (Tax Map R-5, Lot 11E): \$600
GJJP (Tax Map R-5, Lot 11D): \$1,950 and (Tax Map R-5, Lot 11F): \$450
These were signed by the Selectmen.

*Insurance Payment for
Cruiser Damage*

Local Government Center check for repairs to the 2007 cruiser involved in the accident on 10/5/09 was received. Selectmen noted there is a \$1,000 deductible and work will be done at Meredith Ford.

*Police Chief Salmon – memo
requesting approval to make
a conditional offer of part-
time employment.*

Selectmen reviewed the memo from Chief Salmon providing an overview of the applicant's letters of support, preliminary background check information and summary from the New Hampton Police Department's interview. The officer is fully certified, serves as a part time officer in Hill, and has a military background. The Police Chief noted the employment offer would be contingent upon a successful full background check, polygraph and an 8-week field training program with a New Hampton officer (allowing full exposure to regulations, policy & procedures within the New Hampton Police Department as well as developing familiarity with town roads, businesses, etc.). Planning for this position was originally intended for next year, but a current officer's pending medical leave for a month pushed up consideration. Selectman Mertz pointed out the medical leave would occur before completion of the 8 week field training program. A phone call to the Police Chief clarified that he would be filling in on the overlapping shift which would mean only an hour or two he would be patrolling solo. The Chief did not anticipate any major difficulty but noted it always depends on how quickly the officer could pick up on the few differences between the department he serves on now and New Hampton. He felt that in a matter of a couple shifts he could determine whether it would be appropriate to have the officer patrol solo earlier than 2010.

Motion to approve the Chief's request to make a conditional offer of part-time employment was made by Selectman Mertz, seconded by Selectman Tierney. The vote to approve was passed.

Public Works Requisition for Truck and the Lease Truck

While a lease agreement with the truck company had been drafted and reviewed by the Town's attorney, the finance company when requested to provide the actual complete lease agreement, they have now submitted a mandatory questionnaire and requested copies of town audits for 2007 and 2008. Mrs. Lucas asked the Board to not act on this item until the questionnaire was reviewed by the Town's attorney again. The Selectmen agreed to put off action on this item.

Copy of letter to NHDES regarding financial assurance test for the landfill

This was reviewed by the Selectmen.

Cemetery Association Budget and Review

Mr. Tierney advised the Board that the Town has budgeted \$5,000 for upkeep of the cemetery behind the town offices for the past four or five years. Because of complaints received on its upkeep, the Board had previously decided that this year they would invite the Cemetery Association to appear before the Board before funds were allocated in the next budget.

The Board also discussed the funds held by the Town's Board of Trustees for specific plots within the New Hampton Village Cemetery and the previous request by the Association for the income from those funds. It was noted that the Trustees had previously calculated a dollar amount from a particular cemetery fund based on percent.

Generally other cemetery association documents require a percentage of their investment income be spent in maintenance of the cemetery. There is no current finance plan document available to the Board for budgeting purposes.

Selectmen were given a copy of the Association's by-laws and asked to review the document. Questions to put before the Association would be regarding how the money the town gives the Association and investment income for sales of plots is spent and what their finance plan is with regard to the needs of the cemetery.

Selectman Tierney suggested a letter be sent requesting the information and inviting them to appear before the Board on October 29th.

Fire Department Budget Capital Equipment Plan 2010-2016

Copies of this were distributed to the Board members for review before the Fire Department's budget interview.

Vachon & Clukay

The Auditor's 2010 budget was reviewed. It shall not exceed \$9,000.

Vision Assessing Software systems

Annual Support Service costs are submitted at the same figure as 2009.

Mitchell Municipal

No increase in hourly charge over 2009 levels was requested.

Lakes Region Community Services

The budget request is the same as the 2009 budget.

Gordon Nash Library

Mrs. Lucas advised the Board she spoke with Bob Hammond at Gordon Nash Library regarding their request for \$15,000 in the next budget which will require a warrant article put before the voters. They reviewed the format and requirements for a petition necessary to submit a warrant article.

Direct TV

Selectmen reviewed e-mails from the attorneys dated 10/14 and 10/15 regarding a motion to revise the schedule for fact finding.

Central Street Bridge

Rich Casella sent a picture of the graphics for the bridge sign. All agreed it was a good picture.

Winterset submitted an invoice for installation of the rails for \$2,275. The Selectmen discussed this cost and were agreed that New Hampton should not be billed for this expenditure. Their feeling is that the DOT may not yet have published their revised standards for this item, but the revised standard was relayed to the manufacturer of the rail (Trinity). Selectmen reviewed previous e-mails to and from SEA on this topic dating back to March 2008. Mrs. Lucas suggested the problem was that the plans were not adjusted and resulted that the cement came out too far for the proper installation of the two posts on the New Hampton side at the new DOT specification standards. An issue with the guardrail at the expansion joint could prove to be a similar situation, which the Selectmen also do not believe should be an expense to New Hampton. Concerns regarding a delay in the bridge completion may also require a delay in repayment from the State. Bristol's Board of Selectmen is meeting this night and the New Hampton Selectmen will hold further discussion after the decision of the Bristol Board.

November 5th at 5 p.m. is the tentative date and time for the opening ceremony. DOT personnel and Executive Counselor Ray Burton will be in attendance.

Appeal to the BTLA from the NH Electric Coop

#24246-08PT was received by the Selectmen. This will be submitted to the Town's appraiser (CMP) for review and comment.

Appeal to the BTLA from Wesley and JananHays Tax MapU-11 Lot 16

#24588-08PT was received by the Selectmen. This will be submitted to the Town's appraiser (CMP) for review and comment.

Site Plan & Wetlands Application: Sewall Property West Shore Road Tax Map U-13, Lot 29

Correspondence from NHDES and CLD was received with the application.

Police Department Statistics 10/5/09 thru 10/11/09

Selectmen reviewed the statistics. Selectman Bartley requested statistics from the previous week be regularly included. He was advised they were available on the website (which will save on paper).

*DOL Mandatory Training
11/2 either 1-4 pm or 6-9 pm*

Employees have been advised of the date and times for training. One employee leave slip for the date was reviewed, but the employee advised the Board he would attend the training and be off the balance of that day.

Fire Chief Contract Renewal

The current contract expires on October 16th but allows for an extension of 30 days. Using the extension would allow time for Selectmen to prepare their Performance Evaluations for the Fire Chief for next week. Selectman Mertz moved that the Fire Chief's contract be extended to November 12th for the Selectmen to compile their Performance Evaluations for a subsequent administration of his review and then subsequent contract renewal. The Selectmen concurred.

Mrs. Lucas was instructed to ask the Chief for a letter of intent stating he was agreeable to a contract extension and if he had the intention of seeking a contract renewal.

Chief Drake notified the Board he scheduled certification courses for fire and police officers: on 10/28 for blood borne pathogens and a Driver's CDL class on 10/31 for Fire Department personnel.

Mr. Mertz advised the Board that Chief Drake has told him he will need more staff to get CDL certification. This is an issue to be brought before the Board at a later date.

*Coop Single Stream
Recycling Project*

The Sandwich Board of Selectmen sent a letter announcing they have recommended that Sandwich join the agreement for the Coop Single Stream Recycling Project with Concord Solid Waste District. Approvals and Permits for the project are received with the exception of one Wetlands Permit.

*Health Insurance and Dental
Insurance Rates for 2010*

Another town (Belmont, which may be in a different municipal insurance pool) received their rates for 2010 and found they went up 16%. New Hampton has not yet received their 2010 rates from their provider, but Selectmen discussed the effect an increase that size could have on their budget.

*Vern Marion
Ames Brook Campground*

A burglary occurred at a trailer situated on the New Hampton side of the campground. The owner asked their trailer be moved from the more remote New Hampton location to the Ashland side. On 10/15 Mr. Marion asked Mrs. Lucas how the movement would affect their tax bill. She advised him to contact Ashland's Town Office and have them communicate with Mrs. Lucas so everyone was on the same page. The Selectmen concurred.

*Budget Meeting
October 19
5:00 p.m. to 7:00 p.m.*

Chairman Tierney advised the Board he would not be in attendance that night. Selectmen Mertz and Bartley will continue work without him.

*New Hampton School
Crosswalk Agreement*

The draft agreement was sent to the School, but the School has not responded as yet.

FEMA

Mr. Brierley, of FEMA, was in the Town Offices getting confirming paperwork to expedite closing out of the Donkin Hill and Victor Huckins Roads projects. Two invoice payment checks to Contractors, signed by Selectmen tonight, will have copies sent to Mr. Brierley and that should complete FEMA requirements on the project to allow final payment.

Data Merge, BMSI

The data merge is done, but there was a snag on two properties that had lots merged between the first and second property tax billings. The individual lots were billed separately on the first bill, but billing by lot will mean an overpayment on the second bill. Mrs. Lucas noted that while there is a way to back out the merged properties and adjust it in the system, it is a time consuming process and time is short before billing. She suggested that since the tax bill mailings are generated out of house, she could prepare a letter to those affected properties that when they receive their bills, they should contact the Town Offices for an adjustment to correct the figures for paying for each lot. The Selectmen will have to approve the abatements. The Selectmen concurred and authorized Mrs. Lucas to draft the letters to the property owners affected.

*MS1 and MS4
Deadline 10/19*

The system is ready to go and the figures were checked and found to be correct. The MS1 and MS4 reports will be ready on Monday for the Selectmen's signatures.

Minutes 10/1, 10/5 and 10/8

Minutes were delivered today. The Selectmen will review them and comment and approve on Monday.

*Letter to Mr. Ulrich
Former Campground*

Mr. Tierney summarized the verbal agreement with Mr. Ulrich who has been trying to help persons in need by allowing them to stay on his property even though his property is no longer a permitted campground. The agreement stated a very limited number (a person or family) must be referred immediately to the agencies designed to provide help, and if there was no other recourse the Selectmen would allow them to stay no longer than one week and they could not utilize campground buildings or out buildings. Mrs. Lucas will draft up a letter containing the conditions for the Board and the Ulrichs.

OTHER BUSINESS

Mrs. Lucas wanted to clarify the location of street lights the town pays for, which are as follows:

- 1) The mercury light at the Central Street Bridge was installed in 1972.
- 2) A fenced property at that location (Moore) also has an old incandescent light with a metal shade and bulb at the rise in the road which dates from 1947.
- 3) At the former Calley and Currier property there is a pole with a high-pressure sodium light which was replaced in 2006.
- 4) The fourth is right across from the Brunings' driveway and is an old incandescent light installed 11/1/1947. Mrs. Lucas asked the Chief if there was any traffic need for that location. He advised there is not now but offered only conjecture as to why it had been placed there originally.

Public Service bills for these 4 lights. It was noted that the two incandescent lights cost a total of \$14 per month, but replacement would be very significant. Other street light locations paid by the Town to the Precinct are by the Town Offices and at Veterans Park. Two additional lights with Public Service are at the Highway garage and Riverwood Drive. These were placed due to safety issues.

Selectman Bartley asked if all the department budgets were received and they have been with the exception of the Town Clerk/Tax Collector which was returned for corrections and re-formatting.

**POLICE CHIEF
EVALUATION**

For this item the Selectmen decided there was no need for a Non-Public Hearing. The evaluation and interview has been completed. The Chief just needs to come in to sign the evaluation.

PUBLIC COMMENT

None was heard.

ADJOURNMENT

It was moved by Selectman Mertz to adjourn, seconded by Selectman Bartley. The vote passed and the meeting adjourned at 8:27 p.m.

Respectfully submitted,

Kristin J. Harmon