

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

October 22, 2009

**MEMBERS PRESENT:**

Selectman Kenneth Mertz, Selectman Paul Tierney (via speaker phone)  
(Selectman Bartley was ill.)

**OTHERS PRESENT:**

Town Administrator Mrs. Lucas

**CALL TO ORDER:**

The meeting was opened at 6:10 p.m. Selectman Tierney was contacted by telephone at approximately 6:30 p.m.

**APPOINTMENTS:**

*Holly Carter  
6:30 p.m.*

This appointment was cancelled.

**WORK SESSION:**

Selectman Mertz began by going over manifests, bills, requisitions, purchase orders and leave request forms.

- Building Permit - none
- Septic System Review - none
- Sign Permit - none.
- Intent to Excavate - none.
- Purchase Requisition from the Fire Department to hydro-test 8 air bottles for \$560. These were filled at Bristol and a problem with their equipment may have caused water to be placed in the bottles. This was approved by Selectmen Mertz and Tierney.
- Clean and paint the cascades for the air bottles in the trailer for \$95. These requisitions require 2 signatures. Selectman Mertz signed and Selectman Tierney will sign tomorrow.
- Two new batteries for the Forestry Unit for \$250. The Forestry Unit is out of service at this time. Selectman Tierney gave approval as did Selectman Mertz.
- Highway Department requisition for front tires in the amount of \$373.54. These had been approved previously by Selectman Bartley.
- Requisition from Highway Dept. for a front end alignment on the F-550. While getting the tires, it was pointed out a misalignment may have caused the tire wear. Selectman Mertz suggested putting this aside until Monday when they could speak with Mr. Boucher. Selectman Tierney agreed.
- Requisition from the Transfer Station for repairs on a baler (there are two at the Transfer station but it was not clear if they perform the same functions). Staff pulled the electric motor and found the key (a part on the shaft) needs replacing. After replacing the key it is believed the baler

would still be non-functional due to what staff believes to be a bad hydraulic pump. An estimate from one company for replacement of the pump is \$2,000. Mr. Tierney asked if they could get along with one baler for the rest of the year, or if there were any other quotes. The Selectmen will hold this item until Monday.

- Highway Department – Porter Paving estimate of \$9,350 for paving aprons and skirts on Shingle Camp Hill Road. Funds would come out of the Highway Block Grant. Other estimates for the work were higher. This item was approved by the Selectmen.
- Invoice from Good Shepard Lutheran Church, for used furniture purchased for \$706 (costs split among departments). Purchase of chairs was mandatory due to violation of DOL requirements. Two lateral filing cabinets were the only items purchased after the freeze. This was approved by the Selectmen.
- LRGH Healthcare invoice for physicals and drug screens for \$156. This was approved by the Selectmen.
- SEA Contractor payment requisition #16, for gravel, pavement, reinforcing steel, dry rubble, street granite curb paid directly to Winterset in the amount of approximately \$140,997 for the New Hampton portion. Bristol paid one penny more than did New Hampton.
- Invoice from George Sansoucy for \$1,537.50. This was approved.
- Intent to cut wood or timber: Thomas & Muriel Smith, Dana Hill Road Tax Map R-10-16A: The cut would involve 20 out of 30 acres on the lot. This was approved.
- Intent to cut wood or timber: Bruce and Christine Davol, Straits Road, Tax Map R-10, Lot 25B. Ten acres of a ten acre lot is being cut. This was approved.

*Local Emergency  
Management Plan*

The final copies were printed and delivered to Town Offices. Mrs. Lucas advised she would deliver the required copies to the Homeland Security Office tomorrow and distribute other copies as required.

**DISCUSSION ITEMS**

*MS1 and MS4*

The document was reviewed by both selectmen (Mr. Tierney was able to view an electronic version). Mrs. Lucas advised some adjustment is required on the New Hampton School properties because the software will not recognize split uses as exist on some of their properties. Instead she will prepare a spread sheet that will show the portion of properties that are exempt and non-exempt.

BMSI figures match the MS1 documents overall and the merge was deemed successful.

The documents (MS1 & MS4) are ready to go to the state with the Selectmen's signatures. This was approved by both Selectman Tierney and Selectmen Mertz tonight. Mr. Mertz signed the document and Mr. Bartley, who had reviewed this document previously with Mrs. Lucas, has already signed it.

*Items from the Police Department*

The Police Chief submitted requisitions as follows:

- 1) Need to purchase one case of copier paper and a toner. These were approved.
- 2) A Request to ask 123 Lock and Key for 3 keys, a padlock key for juvenile records as required by the County, and 3 keys for the used lateral file which was purchased. Cost of above services is approximately \$70. This was approved by Selectmen Mertz and Tierney.
- 3) Order for printing 20 books of write up slips (25/book) used by Officers for traffic stops and accidents that do not result in a summons. This year there have been 1,062 stops so far and 49 motor vehicle accidents requiring write-up slips. The Department has only 12 books left which might carry them to the new year, but it was determined to be too close to take a chance. The other item to print would be Incident reports, a single sheet form. The quotes from various printers were reviewed and the quote from JD Designs was approved by the Selectmen.

Mr. Mertz read a memo from the Police Chief requesting a review of Police Department Disciplinary Procedure. The Chief is asking the Selectmen to review the Police Department's internal procedure in relation to Town Employee policy. It is the Chief's feeling that the Police Department needs a more fully developed internal disciplinary policy before bringing matters to the Select Board. He proposed contacting LGC and setting a time and date to discuss this in the near future. Selectman Tierney agreed that this needs to be reviewed and proposed that this be discussed on Thursday. Selectman Mertz concurred.

*Direct TV Emails*

A letter dated 10/15 from Mitchell Municipal Group regarding the explanation of the 2007 assessment was reviewed as well as subsequent emails dated 10/20 and 10/21.

*Central Street Bridge*

- 1) Regarding the \$2,200 invoice for bridge rail post charges – Bristol agreed with New Hampton that this should not be paid by the towns. Email correspondence Mrs. Lucas sent to Wade Brown on this item also noted that charges for replacement rails were also unacceptable to the towns.
- 2) An email to Wade Brown also asked if NHDOT had been contacted for their opinion in light of test results on the sidewalk issue and asking what the turnaround was on the historical sign.
- 3) An email from Paul Weston confirmed Counselor Burton's attendance and set the date for the ribbon cutting ceremony on Thursday 11/05 at 4 p.m.
- 4) Selectman Mertz will contact Colonel Garabedian at NH Fish & Game and confirm the ceremony date and time.

*Items for Surplus from the Fire Department Chief*

Among the 26 items listed by the Chief was an electric typewriter which was beyond repair. Other items listed included a computer monitor, keyboard, inkjet printer, and other items. At the Selectmen's request, the Chief will be asked to advise if any of the items are serviceable and that list would then be circulated to other departments. Some items, if taken to the transfer station, like the computer parts, would have a fee for disposal which the town would

have to absorb. Mrs. Lucas noted she could ask CCS if any of the computer parts were worth salvaging.

*LGC Health Insurance*

The health insurance rate under the current plan is increasing 16.4%. Mrs. Lucas received information from LGC on another option they offer which is 2 tier but that also has a 15.2% increase. Information on a Matthew Thornton plan indicates an increased cost of 6.2% but Mrs. Lucas needs some time to review the details to find out if it provides equivalent coverage. This item was put aside by the Selectmen for further review.

*Town Clerk/Tax Collector Position*

Selectmen had asked for a review to determine if there was any flexibility in the listed salary for this position based on experience. The warrant article that combined the two positions in 1991 was reviewed but it did not include any discussion of salary. Review of subsequent minutes showed a letter signed by the Selectmen on 5/24/90 that established the position at 32 hours (minimum for full time employee status) but there was no mention of anything germane to the question of salary based on experience. Although it is an elected position, the position is still eligible for benefits if sufficient hours are worked.

Mrs. Lucas spoke with LGC and is seeking more information. Selectman Tierney pointed out that a precedent had been set with the three persons elected to the position since the warrant article had joined the two positions. This item was tabled for next Thursday, pending more information.

*Selectman Tierney leaves the meeting.*

Selectman Tierney ended his conference call attendance at this meeting at approximately 7:30 p.m. Selectman Mertz continued to review items which did not require another selectman present.

*Community Action Program*

The CAP budget request for \$7,186 is the same as it was for the 2009 budget. The information received notes that services provided to New Hampton residents totaled \$201,031.87 for the year.

*Lakes Region Planning Commission*

LRPC budget request of \$1,309 is for Hazardous Waste Collection. This item is shown in the town budget under the Town Transfer Station Budget.

*LGC*

An article from the LGC website was provided to the Selectmen for their information. LGC posted a response to a Concord Monitor Op-Ed piece regarding a subpoena received on behalf of the Professional Firefighters Association.

*Jon Osgood*

Mr. Osgood emailed the Town Offices on 10/19 to inquire as to the need for Building Permits for solar panels and wind turbines. In order to ensure energy credits from the federal government, he is required to make sure he has all required building permits on the town and state levels. He described several options with costs that range between \$10,750 and \$40,000.

This will be held until other selectmen are available to discuss the matter. Selectman Mertz noted that a wind turbine would almost certainly require site plan review for height, set backs, etc. Solar panels, whether on a roof or

a stand alone array, were another matter to be discussed with the other Selectmen. Mr. Mertz also asked Mrs. Lucas to ask the assessors if this was an issue that would require a change in property values.

*Public Service of NH*

A charge for damage to a pole on 2/27/09 has been questioned by the Town. Mrs. Lucas reports that her attempts to contact PSNH personnel have not been successful to date.

**OTHER BUSINESS**

*Lease agreement on truck*

An agreement prepared by the Town Attorney was submitted to the truck rental company. It was returned with significant changes. This document will be reviewed by the attorneys again.

**PUBLIC COMMENT**

None was heard.

**ADJOURNMENT**

It was moved, discussed and voted by Selectman Mertz to adjourn at 7:45 p.m.

Respectfully submitted,

Kristin J. Harmon

DRAFT