

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

December 3, 2009

**MEMBERS PRESENT:**

Selectmen Paul Tierney, Charles Bartley and Kenneth Mertz were present.

**OTHERS PRESENT:**

Town Administrator Barbara Lucas was present.

**CALL TO ORDER:**

Chairman Paul Tierney called the meeting to order at 6:02 p.m.

Selectmen began by going over manifests, bills, requisitions, purchase orders and leave request forms. Mr. Mertz asked if these were all post budget freeze and he was advised that they were all previously approved requisitions.

- Building Permit – None.
- Septic System Review – Nora & Eric Foster, Tax Map U-12, Lot 7, Anchorage area. Selectmen reviewed the information for setbacks and other information. The property falls within the Shore Line protection area.
- Sign Permit – None.
- Intent to Excavate – None.
- Intent to Cut – Melissa Traber, Tax Map R-1, Lot 27B on Coolidge Woods Road. This was reviewed and approved.

**APPOINTMENTS:**

Public Works Budget Review  
Requisitions  
Director Jim Boucher  
6:15

Mr. Boucher presented a requisition for spare tires for the new International \$1387.32 for 3 tires. Another requisition was for 6 winter re-tread mounts for the F450.

Regarding proposed work on the transmission for the 1989 International, Mr. Boucher explained that he would like to have the truck for a backup. It is not currently possible to use it for plowing without risk of significant damage. Selectmen will revisit the issue after the first of the year.

A requisition for a spinner assembly for the sander was submitted. Mr. Boucher presented 3 quotes. The lowest was approved.

A requisition for 9 shoes for the plow blades on the wings was submitted and approved by the Board.

Mr. Boucher presented the quotes for the materials to make a shed to cover sand for residents. Several sources for materials were outlined. The least expensive option had to be contacted for availability and delivery time as the project would be difficult if the ground froze. A second source, slightly

more expensive, might be able to deliver materials quickly.

Requisitions for replacement parts for tire chains for the truck tires were reviewed and approved by the Board.

Mr. Boucher advised that the overhead door cable snapped at the garage and a frame was bent. He was authorized to get a repair estimate.

With regard to the Boynton Road paving project at the rail road crossing, Mr. Boucher noted the costs were \$9,240.00 to do it now (because of weather) versus \$6,650 in spring. The Selectmen directed him to do the work this spring. Mr. Boucher will cover the rails with cloth and gravel to protect them from plows this winter after the last train run. He was asked to contact DOT and confirm details for the work with them.

A contract for plowing and sanding was reviewed with Garth Woolsey, Northern Dirt Works, who lives in the vicinity of Blake Hill Road and Old Bristol Road. He has plowed for the town before but advised Mr. Boucher he now has a sander and can do sand work as well. Mr. Boucher will deliver sand to his location.

Jennifer Rocket of the Army Corps of Engineers contacted Mr. Boucher and advised that there was \$100,000 in the budget for a small bridge on Coolidge Woods Road. Mr. Boucher will meet with Ms. Rocket and review the project and report back to the Board.

*Tony Rowe  
6:30 p.m.*

Mr. Rowe lives by the Old School House on Dana Hill Road. A large pine tree in the right of way has concerned him. Mr. Rowe spoke with Mr. Boucher a month ago and confirmed it probably needed to come down but the Town couldn't do the work. Last week the wind took the top of it off. He expressed concern that if it fell either way it would either take out power lines or do damage to his property.

Mr. Tierney advised that New Hampshire law gives give the Town a right of way but the landowners own to the center line and the tree must be removed by the landowner, who is a neighbor of Mr. Rowe's. The Board suggested Mr. Rowe speak with the landowner and perhaps to PSNH if it is a threat to power lines. Mr. Rowe thanked the Board.

*Fire Department Requisitions  
and Grants  
Fire Chief Michael Drake  
6:45 p.m.*

The Chief presented a requisition for \$220 plus shipping and handling for calibration gas for the gas detector on the engine.

Another requisition presented was for replacement batteries. He had hoped to wait for the new year, but some recently failed and are not usable.

The Chief reported that 4" hoses (8 lengths of hose) were purchased under a 2009 warrant article. The actual cost was approximately \$3,984 including shipping and the Warrant Article had been for \$4,200.

A \$400,000 grant had been submitted for a fire truck and a warrant article

for the town's portion of matching funds had been submitted to voters previously. In that process the Fire Department found a second grant was available for the air exhaust system, protective equipment, EMS protective equipment and also training to bring everyone up to Firefighter Level 1 and 2. They put together a \$287,000 (with a town portion of 5% \$14,600) grant request and sent that in with the truck grant. The second grant did not go before the Town Meeting. If the grant is awarded, the Department cannot spend the funds without going to voters. A new warrant article can be put before the March meeting, but there are concerns regarding how long they can hold off accepting the grant if it is awarded to the Town. Mr. Tierney noted that if the grant was awarded, the Board will do everything it can to assist the Department. The Chief noted that there are other grant applications pending he is hoping to hear about in the next few weeks.

The Chief outlined a second communications radio he started to set up at the fire station to serve as a system backup and as part of a larger Homeland Security package. Currently they work on one band which means that if they were using the radio locally, they cannot monitor or communicate with other frequencies at the same time. The system uses an old AM antenna currently for backup. The Chief submitted a requisition of just under \$1200 for a new high band frequency antenna and cable to wire it up with the other radio. This addition to the system would not only give them a back up to their own department system, but would add the ability to monitor other fire stations and emergency management without losing communications with town departments or other communities including Maine and Vermont. While this was not going to be put before the Board until 2010, the recent wind storm and The Department budget was reviewed. Mr. Tierney stated he was in favor of the expenditure because of the communication issues experienced during the flood of August 2008. Mr. Bartley stated he would prefer to wait until 2010 and voted against the expenditure. Mr. Mertz stated he was in favor of doing it now because the safety issues were a reasonable.

Chief Drake advised of another grant application opportunity that would be geared toward recruitment and retention of firefighters. The Chief will keep the Board apprised.

*Town Clerk/Tax Collector  
Alisa Schofield*

Ms. Schofield met with the Board to discuss her maternity leave coverage. As a replacement she advised the Board Eliza Conde, who had served in the position prior to Ms. Schofield, needed a refresher course but was certified and can work Tuesday and Thursdays while Carolyn Gailey can work Monday, Wednesday and Friday. The plan is to cover approximately one month's leave from the time the baby arrives, but may go longer. Ms. Schofield confirmed her residence would remain in New Hampton. Mrs. Schofield advised she had another person to contact as a backup.

Mr. Tierney asked Alisa to speak with Eliza Conde regarding her salary requirements and other details. Mrs. Lucas advised the auditors will need to audit the Town Clerk/Tax Collector's office upon the election of a new official and the remainder of the collections will be transferred to the new collector.

*Cindy Hallberg Torsey  
Town Treasurer*

Regarding the Town's letter of credit with Franklin Savings Bank, approximately \$183,000 of the million dollar line of credit is currently left. Upcoming payments to the school district and to the County, coupled with the delays in repayments for the Central Street Bridge have caused the Town to find out if Franklin Savings would be willing to extend the line of credit by another \$750,000 to cover. Tax bills are going out next week and funds will start coming in shortly thereafter. Reimbursement funds from the bridge project are not expected until the repairs are complete. A partial payment prior to the completion is not possible under DOT rules. Mrs. Torsey will contact the bank and report back to the Board.

Mrs. Torsey is considering running for town clerk/tax collector, a post she has served previously for 16 years. She has served in Franklin for the past five years. In her consideration of the salary, she asked the Board if she could maintain a Deputy in name only and have a clerk one day per week. She proposed that a portion of the Deputy's current salary figure could then be moved to augment the Tax Collector's salary figure. This presupposes the budget is approved by voters. There was discussion regarding a warrant article in March for the Board to determine the salary based on training and experience.

Mrs. Torsey advised that she has a Bachelor's degree in business and served as president of the Tax Collectors Association for the past year.

*Don Drake  
6:30*

Mr. Drake did not appear. The Board noted this was the second missed appointment.

*Letter for Town Auditors  
Attorney Spector*

Town auditors require a statement signed by the Board Chair advising there are no unasserted claims or assessments pending against the town. The Chairman signed the letter. Mrs. Lucas advised the attorneys will verify this and send the letter to the auditors directly.

*Linden Drake  
Drake Road  
Tax Map R-4, Lot 88*

Mrs. Lucas prepared a draft letter for the Board to send to Mr. Drake advising that the property needed to be cleaned up by the December 31<sup>st</sup> to avoid possible legal action and fines of \$275 per day. Mrs. Lucas advised that she and the Police Chief viewed the property and counted at least 15 vehicles. There appear to be more in the woods, but without going onto the property they were unable to verify if they were whole vehicles or parts. A young man living at the property pointed out 3 vehicles he owned, but stated the rest were Mr. Drake's.

*Doloris Batchelder  
Kelley Pond Road  
Tax Map R-4, Lot 29*

Mrs. Lucas prepared a draft letter for the Board to send to Ms. Batchelder advising that the property needed to be cleaned up by the December 31<sup>st</sup> to avoid possible legal action and fines of \$275 per day. Mrs. Lucas advised that she and the Police Chief viewed the property and counted 12 vehicles.

*Board of Tax and Land  
Assessment Correspondence*

A notice #24246-08PT from the BTLA, dated 11/20/2009 informed the Board of a challenge the NH Electric Coop had regarding its property assessment in 2008. The information was forwarded to George Sansoucy.

*DES Wetlands Permit  
Received 11/30/09*

The Selectmen received notification of approval of a Wetlands permit and non-site specific permit for culvert work on Coolidge Woods Road. The work will be done in 2010.

*Correspondence for credits  
due to 2<sup>nd</sup> tax bills.*

The Selectmen reviewed copies of letters Mrs. Vose sent to two property owners on behalf of the Board, to advise of credits due on their second tax bills. In both cases, the merging of lots after the first tax bill created the need for credit adjustments to their second bills. These were sent to Clarence Fife and Joseph Powers, Jr. Both letters were dated 11/24/2009.

*Belknap County 2010 Budget*

Selectmen reviewed correspondence from the Belknap County Commissioners with their budget needs for 2010.

*Christine and Ken Avery  
Intent to Cut*

Mrs. Lucas advised the Board that the Avery's had submitted an intent to cut a large part of their property. Selectmen could not act on it because state regulations required a bond when taxes are owed. Communications from the Averys indicated they felt the selectmen had "denied" their intent to cut. Mrs. Lucas then called and spoke with Mrs. Christine Avery. Mrs. Lucas advised her that the Selectmen had not denied the intent to cut, but that the bond posting was a state requirement. Mrs. Lucas also explained an alternative for them to consider would be to re-submit the intent to cut for a smaller area for which they could afford the required bond. Then as the timber funds became available a supplemental intent to cut could be submitted for the other property to be cut. She understood and thanked Mrs. Lucas. The Selectmen will wait for the revised intent.

*Central Street Bridge*

Previous discussion with NHDOT had occurred about a possible 5% retention of contract funds until the bridge rails and expansion joint issues were resolved. The attorneys had advised that this was not possible, and the information had been reviewed at the December 1<sup>st</sup> Board of Selectmen's meeting.

*State of New Hampshire  
Education Warrant*

Selectmen reviewed a letter with the tax warrant which authorized the Town to collect \$663,557 for school funding for 2010.

*Metrocast Cablevision  
Residential Rate Increases*

Selectmen reviewed a letter from Metrocast Cablevision advising of residential rate increases. Mr. Mertz inquired about previous license fees the Town could charge Metrocast. He was advised that issue would be visited at the time of their contract renewal in 2011. Previously the Board had not charged a license fee because of concerns of its effect on residential rates. Mr. Mertz asked if information was available on what other municipalities had charged and what its effect has been on residential rates.

*DES letter to the Village  
Precinct*

A copy of a letter dated 11/25 and sent to Bob Barry of the New Hampton Village Precinct outlined that levels of tri-halo methane were 6/1000 mg. over the acceptable levels. This was less than it has been previously.

*DES letter re: Former  
Bobbies Girl Restaurant*

Selectmen reviewed a copy of a letter of closure from DES to Ronald Elliard, owner of Bobbie's Girl Restaurant, dated 11/25, stating their

*Route 104*

investigation for deficiencies at Bobbie's Girl is now a closed item. Selectmen noted the property is now owned by the Common Man.

*Brook Road Bridge*

Brook Road bridge which goes over Blake Brook was inspected during a regular municipal bridge inspection by NH DOT. The following deficiencies were noted: portions of the bridge abutments are undermined with up to two feet masonry of scoured penetration with settlement noted. Condition of the bridge was downgraded to 3 (serious condition) and recommendations were outlined to monitor and resolve the issue. The bridge condition does not warrant closure.

Mrs. Lucas emailed DOT and noted a preliminary replacement cost estimate was requested for this bridge in November 2006 that came to \$375,000. In light of the recent condition findings, the Town wanted an update on the estimate so it might be added to the 2010 budget. She also asked what year New Hampton might be able to apply for the State Bridge Aid municipally managed program for this project. She explained that the Town did not have the required 20% matching funds in its Capital Improvements budget at this time. The response back indicated the replacement cost update could be done, but project schedules were being developed for 2018. DOT suggested this project could be completed now at the Town's expense and could apply for reimbursement in the future.

Mrs. Lucas noted that funding in the Capital Improvements budget was not sufficient to include replacement of the bridge at the 2006 estimate, but information on an interim repair for the bridge could be gathered until such time as the replacement project could be revisited.

*Police Department Reports*

Selectmen reviewed the weekly statistical reports for the weeks ending 11/23 and 11/29.

*New Hampton School*

The New Hampton School provided the town copies of the Gables project meeting schedule. Additionally, Selectmen reviewed copies of correspondence between the New Hampton School and Fire Chief Drake regarding fire/safety project issues.

*NH DOT – I-93 Paving*

NH DOT sent a letter of notification that the paving project between exits 23 and 24 has been suspended for the winter.

*Possible Junk Car Issue  
Fairway Drive*

Mrs. Lucas requested to draft an informational letter to a property owner on Fairway Drive regarding excessive numbers of vehicles on their property. The Board authorized the letter as a preliminary step as this is a new issue at this location.

*Employee Insurance*

Meeting for December 9<sup>th</sup> was scheduled with all town employees. A letter was drawn up to explain to employees that a pay raise was not possible this year and why; to outline the issues with health insurance and to advise them a representative from LGC would be attending the meeting to give a presentation on the proposed changes. The selectmen committed to keeping

the percentage of employee contribution at 10% for the coming year.

*Police Department  
Computer System & Servers*

Information requested from CCS indicated the current equipment was not serviceable for a server. Previous discussions with the Police Chief indicated the need to replace computer stations. Several prices were discussed but there were questions with regard to the options and what effect if any other contracted services with the Town offices might have on the total package price and services.

A representative from CCS will be contacted for a phone conference or meeting with the Selectmen to discuss options and prices.

*Humane Society*

Mr. Tierney advised the Board he would discuss this item at the next Monday Board meeting.

*Medicare and Medicaid  
Updates*

Statistics on Town aid to the needy were reviewed.

**OTHER BUSINESS**

*Town Christmas Tree*

Additional lights had to come down due to damage and even with the extra lights on hand, the tree will not have as many lights as on previous years. The feed was tested and does not appear to have any issues. Mr. Mertz will go with Mrs. Lucas this evening to try the lights again. If there is a problem, she will contact the electrician and get any issues addressed before the tree lighting on Sunday at 5:00 p.m.

**PUBLIC COMMENT**

None was heard.

**ADJOURNMENT**

It was moved by Selectman Tierney to adjourn, seconded by Selectman Bartley. The vote passed and the meeting adjourned at 7:29 p.m.

Respectfully submitted,

Kristin J. Harmon