

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

October 1, 2009

MEMBERS PRESENT:

Mr. Tierney and Mr. Mertz.

OTHERS PRESENT:

Mrs. Lucas

CALL TO ORDER:

Chairman Tierney called the meeting to order at 6:06 p.m.

WORK SESSION:

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

- Building Permit - Jason & Dara Ahlquist (Tax Map R-12, Lot 7) for building a wood shed 14 x 22' on the back of a garage. This is exempt from Energy Requirements because it is a wood shed and will have no electric or water. The Selectmen approved this.
- Septic System Review – Sandra Gilpatric (Tax Map R-13, Lot 1C) A previously approved plan was amended. This was approved by the Selectmen.

APPOINTMENTS:

*Department Heads
6:30 p.m.*

Mr. Tierney began this portion of the meeting by explaining the recently announced spending freeze is for discretionary spending and not for needs like fuel, utilities and medical supplies, etc. over which Department heads have no control. He explained town revenues, which including \$18,315 of shared revenues from the state, are expected to decrease by approximately \$100,000. He advised revenue is not expected to be any better next year. The State's pending case for the \$110 million of malpractice insurance fund monies could have a greater effect on all town budgets if the State loses the case. The Board is making every effort to ameliorate the effect lost revenues will have on the town portion of the tax rate. The freeze is difficult but absolutely necessary. Any critical needs that come up must be brought before the Board for approval. The policy on emergency needs was outlined for the Chiefs.

Mr. Mertz asked if the Chiefs had any red flag items or specific concerns for the balance of the year. Chief Salmon advised of a couple items which need to be attended to this year. There is no heat in the Explorer (the department's primary winter response vehicle). The estimate to fix this is \$1,000. Snow tires have to be purchased which will be about \$800 per vehicle. Chief Salmon noted he was lacking winter uniforms for staff and also advised that he was losing one staff member for approximately one month in November due to a medical leave, but anticipates having two part

time officers ready to help cover.

Mr. Tierney asked Chief Drake about his issues of concern for the balance of the year. Engine 4, the oldest vehicle and the next scheduled for replacement, almost failed the last pump test and needs brake-work at a cost of about \$1,500. Chief Drake advised that the next pump test will be in the spring and it may not pass then. The additional work on the brakes is for a non-safety issue (rust flaking) but will need to be addressed down the line. Another vehicle has an issue with the transmission. He stated he had a list of items like electrical issues with the fire station which have been put on hold previously. Re-wiring was recommended to bring a 100 amp system (which has been added on to over the years) to a 400 amp service, and a sub-panel was found to lack a ground wire. He outlined issues with fire fighting gear he had hoped would be covered by a grant, but that money has not come through yet. Chief Drake advised pagers will be an issue next year. Currently only 5% are still under warranty and all are toning for other jurisdictions as well as for New Hampton.

Regarding H1N1, Chief Drake suggested that those notifications come straight to him so his responders are aware in the case of a call. Mrs. Lucas advised he is listed on the policy as the first call, along with the town offices and others. Chief Drake advised he is speaking with OSHA at Lakes Region with regard to not only a flu clinic for town employees, but also to coordinate other shots and required medical records for first responders.

With regard to the proposed 2010 budget for the Fire Department, Chief Drake advised he would have his budget to Ms. Lucas on 10/5.

When Chief Drake had been asked for clarification about a bill for replacement medical supplies earlier, Mrs. Lucas advised him about a possible proposal of buying on a county-wide process for better prices. Chief Drake explained he was aware of the suggestion and outlined some drawbacks as well as some plusses to the idea. He advised he also contacted Bound Tree as a provider to replace the LRGH as medical supplies provider and outlined some of their benefits. He is researching several options and his information will be provided to the Board.

Chief Salmon submitted his proposed budget to the Board. He asked the Board to note he separated full and part time staff wages. His part time administrative staff is now reflected in the part-time portion. Overtime previously approved to provide 24/7 coverage was under budget, but with the loss of one full time officer for medical leave in November, anticipated savings may be used up. The Chief noted a survey that found average overtime costs run generally 10% of the full time wage costs less salaried staff. He figured it at 7.5%. He explained that he has decreased the on-call budget line and increased the overtime budget, and based on current staff of 6 officers with training, court, sick, annual leave he is concerned with providing consistent 24/7 coverage. Court time comes out of overtime, but the Chief felt that overtime for training should come out of training budget. Most of the other line items will be staying the same. Building maintenance does have some items added to address some long standing issues. Office

supplies are up a bit as the copier was a donation and needs to be replaced.

*Donna Girard
Smoke Rise Road
7:00 p.m.*

Ms. Girard explained that before the town adopted zoning ordinances, approximately 25 years ago, a wall with stairs to the beach had been constructed with permission of the neighbors. The stairway was on both properties and the original intent was to allow access for both properties. She noted the neighbors had at that same time, 25 years ago, built a retaining wall and added a second stairwell on their own property to access the lake. The shared stairs were damaged by high water levels last year. Ms. Girard contacted the neighbor to let them know of her intent to rebuild the stairs fully on her own property. The neighbor gave her a letter stating the stairs had to be 20 feet from the shared property line. This is not possible because the Girard lot is non-conforming and any location would be within the 20 foot setback.

Selectmen determined the stairs in a new location was a continuation of an existing use on a non-conforming property but that it did improve conditions by fact that the stairs would be on one property instead of two. Ms. Girard was also advised that the neighbors did have recourse to appeal the Selectmen's decision if they felt there was an error in this finding. The Board advised Ms. Girard she would have to investigate any Wetlands issues with the state separately.

DISCUSSION ITEMS:

*New Hampton School
Assessment and Exemptions*

Selectmen reviewed a spreadsheet outlining land values, buildings, their uses and valuation and exemptions. The difficulties come in knowing about changes to buildings and their use between assessments. Several examples were outlined of buildings that had been vacant which are now being used, and changes in square footage used for different things (ie. dorms vs. faculty housing) which would affect assessment and exemption. Mrs. Lucas mentioned that an annual questionnaire is a mechanism used by other towns with private schools to advise the town of changes that may not be readily visible. She advised the Board that this could be looked into more fully before April.

Proposed Paving Projects

Selectmen reviewed road projects proposed for the coming year(s) at different locations. Mr. Tierney will review the list and details provided. Some projects may be small enough they would not need to go to bid. Quotes from other companies can be collected to provide further input to the Board. The selectmen agreed to direct Mr. Boucher along these lines and then RFPs could be developed for those projects that need to go to bid.

Notice of Claim

The town's insurance company will review a report from the Police Department and advise the Board.

Spear Property

The Selectmen reviewed an email from Robert Wenstrup on behalf of the Waukegan Shore Owners Association. It outlined the progress and status of the group's effort to purchase property along Winona Brook. Mrs. Lucas will be meeting with Mr. Kirshner of the Conservation Commission to discuss the matter.

H1N1 Memorandum

Selectmen reviewed a memo to be distributed with employee pay checks with regard to H1N1 Influenza and recommended safety tips.

Gordon Nash Library

The Selectmen received a request for \$15,000 from the town for 2010 to assist with operational expenses for the Library. The Selectmen directed Mrs. Lucas to draft a letter to Mr. Hammond at the library advising such a request would have to be a Warrant Article taken before the voters, and providing instruction as to petition requirements and steps in the process.

Madden Property

A letter was received from the NRCS advising that the Department of Agriculture reviewed the final progress, found the project in compliance, that payment has been made and that the Department was officially closing the agreement.

*Zoning Board of Adjustment
2010 Budget Proposal*

Brenda Erler, ZBA Chair, asked her 2010 budget be held at 2009 levels. Regarding one line item for minutes, Mrs. Lucas recommended that stenographer funds be moved to part-time hourly wages. The same would be applicable for the Planning Board budget. It is anticipated that the town will be able to realize some savings for these costs overall.

*Waukewan & Winona Lake
water levels.*

Selectmen reviewed a copy of a letter from Tenley Jones dated 9/28 to the Dam Bureau regarding the Lake Waukewan water levels.

Mr. Tierney proposed a letter to the Dam Safety Bureau thanking them for the recent meetings; the fair and equitable manner in which they were conducted and expressing hopes that the gathering of data will lead to a fair and equitable solution to the issues of water levels on Waukewan and Winona lakes. Mr. Mertz concurred. Mrs. Lucas will draw up the letter.

*Change to Assessment Card
Hali Dearborn Trust
Tax Map R-20, Lot 47*

A camp in the back of the property had been removed. This change to the assessment card was approved by the Selectmen.

NHDRA Extension for MS1

Selectmen received a letter granting an extension to October 19th.

Status of Merge with BMSI

The process of merging data to BMSI had an agreed balance with Vision data, but there are some glitches in the breakdown of categories. Vision and BMSI do not agree as to how some items are notated because of coding differences, but these corrections are being made. The re-test to confirm the fix should be complete very soon.

Land Use Tax

1. GCJP LLC (Tax Map R-5, Lot 11D) \$1,950.00 Approved by the Selectmen.
2. GCJP LLC (Tax Map R-5, Lot 11F) \$450.00 Approved by the Selectmen.
3. Baldi (trustee for High Ridge - Robie Property (Tax Map R-5, Lot 11E) \$600.00 Approved by Selectmen.

Department of Labor

DOL Inspector Roy will be at the town offices on October 7th. Selectmen authorized Mrs. Lucas to sign off on the completed issues as needed to expedite the response letter due back to the DOL.

*NH BTLA Tax Appeal
Wesley & Janan Hays
Seminole Avenue*

Materials submitted to the NH BTLA dated 9/30 were received. Mrs. Lucas will forward the materials to the Assessor and based on her review of any new information or further recommendations, the Board will proceed as necessary.

2010 Old Home Day

The Committee budget for 2010 was received and is the same as 2009.

*Lakes Region Mutual Aid
Association
Conflict of Interest Policy*

An email copy of a policy adopted by the Board of Directors was received. A form for signature by the town representative to the Board was received. Mrs. Lucas will speak with the Chief and advise the Board.

Lakes Region Mutual Aid

The proposed 2010 budget went up 9.42% over 2009 levels. The town Fire Chief will be asked to inquire how the increase for New Hampton was determined and report to the Board.

Full Circle Newsletter

The newsletter was shared with the Board and an article regarding revenues to towns for recyclables in 2010 was pointed out in particular for the Board's information.

*Pemigewasset River Local
Advisory Board*

Selectmen received a request for \$200.00. This was forwarded to the Conservation Commission as last year it was part of their budget.

*Mike Drouin
Use of town land for tree
stand*

The gentleman requested permission to place a tree stand on the town property behind the fire station. So long as the stand is temporary, does not penetrate the bark and no cutting of any branches is involved, no permission is required since the property is not posted.

*Dam Bureau Meeting on
Waukegan & Winona Lake
water levels.*

Selectman Tierney reiterated that the meeting was run very well and as noted above, a letter will be sent to the Dam Bureau. A considerable amount of anecdotal information was shared at the meeting. The Dam Bureau plans to install several meters to collect cyclical data and measure changes in the watershed over time. Based on that and other information, they will develop a base-line plan that will probably include a fall drawdown.

*2010 Annual Town Meeting
Important Dates*

Selectmen asked that copies of the schedule be given to each department head.

Central Street Bridge

1. Paul Weston emailed advising the Governor would not be available for the bridge ribbon cutting.
2. Mr. Wade's email was received, recommending replacement of a rail not meeting specifications. The Selectmen agreed that replacement of the rail for the expansion joint is what they will require.
3. An email confirming the bridge was opened on 9/30 was received.
4. An email from a citizen, dated 9/27 reported backfill at the bridge mixed humus in with the gravel under the roadway. The Town investigated and while it did not appear to be extensive, submitted an order it be removed. The citizen had a number of issues with work by Winterset which were relayed and investigated. The gentleman was invited to come before the Board if he had any other issues.
5. Regarding a conversation with Ed Welch regarding a radar test for any inconsistencies in thickness of the concrete on the Bristol side:

Measurements were taken and will be analyzed by DOT. The Town has asked to be notified when those results are available. Mr. Welch did discuss some mixing of gravel with humus. Quality of the gravel was investigated, and gradation tests were employed, but not compaction tests which will be done. More work by Winterset may be required, but at this time no bridge closure is anticipated.

Route 104 TE Project

An email from Kevin Gagne regarding his availability to discuss the Route 104 TE (Transportation Enhancement) project was received.

Notification from New Hampton School

The school advised the Town, per policy, one student presented with flu-like symptoms yesterday. The student is staying in their room (no room mates) until the parents pick her up. Another student presented flu-like symptoms this morning and those parents are coming to pick their child up today. The school advised they would be contacting Lakes Region Hospital regarding planning should students require isolation on campus.

Meeting with County/Town Administrators

Mrs. Lucas advised the next meeting is scheduled for 11/3 at 2:30 p.m. A written report will be provided to the Board.

Fire Academy Meeting

Selectmen were reminded of a meeting on 10/3 at 8 a.m. at the Fire Academy in Concord.

OTHER BUSINESS

- Mr. Mertz asked about changes to a lake front property and was advised the matter will be referred to Ralph Kirshner of the Conservation Commission.
- Mr. Mertz spoke with Karen Mitchell, secretary to the Precinct Electric who advised they are considering a wind tower on Burleigh Mountain. They will bring the matter before the Planning Board if and as their plans coalesce.
- Mobil on the Run has installed an ATM sign off the glass, but the cigarette price sign is still up on the window. This will be discussed at a future meeting.
- Mr. Mertz reported the mounting work on the plaque for the Central Street Bridge is complete. He also contacted the NH Fish & Game Department regarding the bridge ceremony. They indicated they would be happy to attend.
- Mr. Mertz advised the Board that regarding problems with the copier at the Police Department; he may be able to provide a copier and toner pack as a donation to the Department.

PUBLIC COMMENT

None was heard.

NON-PUBLIC SESSION

Employee Evaluation

Motion was made by Selectman Tierney to go into Non-Public Session at 9:38 p.m., in accordance with RSA 91-A:3 II (a), for the purpose of discussing an employee evaluation. Seconded by Selectman Mertz. Vote Passed.

Members Present: Selectmen Tierney and Mertz and Mrs. Lucas.

PUBLIC SESSION

At 9:49 Selectman Tierney made a motion to return to Public Session, seconded by Selectman Mertz. Vote passed.

MINUTES

9/17

Page 2, regarding Home Occupation: read as *“Mr. Tierney advised Ms. Vasquez that she could apply for a site specific variance from the ZBA or she could file an Administrative Appeal if she thought there was an error in the decision of the Selectmen.”*

Correction should read: *“Mr. Tierney advised Ms. Vasquez that she could apply for a site specific variance from the ZBA or she could file an Administrative Appeal if she thought there was an error in the decision of the Selectmen, or she could do both.”*

Page 2, regarding Hazardous Waste – line 1: remove *“impressive”*

Motion to accept the Minutes as amended was moved by Mr. Tierney, seconded by Mr. Mertz. The vote passed.

MINUTES

9/24

Page 4 under Central Street Bridge – New paragraph added as follows:

“Selectmen rejected a field repair of the guard rail and requested instead factory replacement and installation of a new guard rail.”

Motion to accept the Minutes as amended was moved by Mr. Tierney, seconded by Mr. Mertz. The vote passed.

ADJOURNMENT

Motion to adjourn was made by Mr. Tierney, seconded by Mr. Mertz. The meeting was adjourned at 9:51 p.m.

Respectfully submitted,

Kristin J. Harmon