

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

January 8, 2010

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 regular meeting of the Board to order at 6:00 p.m.

WORK SESSION:

The Board went over manifests, bills, requisitions, purchase orders and leave request forms.

- Building Permit – Steven and Judith Sewall, (Tax Map U-13, Lot 29) at 174 West Shore Road for an 860 square foot addition with a garage. They have a septic permit approval. Setbacks were reviewed and found to be close. An existing shed would be removed. This will require inspection on-site after the foundation is in place.
- Septic System Review –
- Sign Permit – None.
- Intent to Excavate – None.
- Intent to Cut – Kenneth and Crystal Avery (Tax Map R-18, Lots 44 & 45). The check for the required bond has not been received. Mr. Tierney suggested reviewing and approving the permit but holding the permit until receipt of the fee. The Board concurred and the permit was approved.
- Intent to Cut – James & Jennifer McMahon (Tax Map R-4, Lots 39 & 39B) for a 30 acre cut on 42 acres. This was reviewed and approved.

A Highway Department requisition for frame welding on the F-550 in the amount of \$1,000 was reviewed. The truck is necessary for plowing, so this item was approved.

Another requisition was reviewed for sprockets and bearings for the sander in the amount of \$249.00. The requisition does not note which truck and the item will be held pending clarification.

An amended requisition for chains for Highway Department trucks was reviewed. Originally approved on 12/3/09, the quote from B&B Chain did not include chains for the International truck and when the chains were delivered they were not heavy duty. The new cost is \$966.20 versus the originally approved \$369.50. Mrs. Lucas asked that this item be held for clarification. Some items on the quote seem to have different prices than the invoice, beyond the chain weight/size issues. Mrs. Lucas will speak with

Mr. Boucher and report to the Board.

An invoice from LGC for 2010 Workman's Compensation in 2010 was reviewed. The town budgeted \$29,000 and the bill was \$27,885.26. This was approved.

NH Municipal Association invoice for \$1,593.20 was approved.

A series of SEA invoices were reviewed. Mr. Tierney entertained a motion to hold these until a negotiated settlement for the sidewalk issues can be arranged. Mr. Bartley made the motion and it was seconded by Mr. Mertz. The vote was unanimous.

An invoice from George Sansoucy for work on the DirecTV matter as well as some work on the NH Electric Cooperative appeal. The total invoice is \$2,341.25. This was approved. Mrs. Lucas advised the Board she spoke with George Sansoucy's office who informed her they would be contacting Jay Whitelaw on the NH Electric Cooperative Appeal. Information was requested from the Coop but has not yet been provided.

DISCUSSION ITEMS:

Town Counsel & Auditing Firm

Email from Jay Whitelaw to the Auditor confirming there were no legal actions pending against the town for the period ending 12/31/2008 as requested by the auditors, Vachon, Clukay & CO.

Grant thru EPA CARE Program

Rodney Bascom provided information to the Board regarding \$2 Million dollars in grant application opportunities. \$30 to \$75,000 grants would be awarded to help develop and support public efforts to identify and reduce toxic risks locally and to assist these programs to become self-sustaining. This was taken under advisement and will be shared with the Transfer Station.

FEMA Project Update re: FEMA-1787-DR-NH

Mr. Tierney had previously contacted Mike Poirier of FEMA and requested a waiver and 18 month extension for the work on Straights Road which has been suspended due to weather. This email advised the extension was granted. Mr. Poirier went on to advise the check for Federal share for the work (\$114,476.88) was initiated 12/11/09 and the State portion (\$72,595.77) was initiated on 12/18/09 but may take a bit longer to process. The town has received the federal check already. Forms were also forwarded which will need to be submitted when the work is completed on Straights Road and the disaster project file will then be closed.

Long Term Disaster Recovery Presentation

Mrs. Lucas and Chief Drake attended the presentation which outlined the process for Disaster Relief. New information on VOADs – volunteer organization assistance in disasters, including local organizations (Red Cross, Churches, etc.) and COADs (regional organizations which can help in the interim time before the State can provide assistance) was provided to attendees. The presentation was informative. Information on rescue training was particularly useful to the Chief and he advised that some of that training will be taking place locally, which will allow greater attendance by our

	volunteers.
<i>Letter to Vachon, Clukay & Co. re Audit</i>	A letter that confirms all information has been provided to the auditors was prepared and signed by Chairman Tierney.
<i>Unregistered Vehicles on Fairway Drive</i>	A draft letter inquiring as to the status of vehicles at property on Tax Map R-4, Lot 4N was reviewed and signed.
<i>Possible Un-Permitted Apartment, Old Bristol Road</i>	Regarding a follow-up on a complaint received that property on Old Bristol Road had an unpermitted apartment, Mrs. Lucas spoke with the property owners and confirmed that no such apartment existed or was planned. Confusion stemmed from the installation of a picture window. The property owners advised that they may want to create a green house for their use in the future but they would come before the town before any work was done.
<i>Health Officer Nomination</i>	Rodney Bascom's Term as Town Health Officer is up on 2/6/2010. Mr. Bartley made the motion to nominate re-appoint Mr. Bascom, seconded by Mr. Tierney. The motion to nominate Mr. Bascom for another term was unanimous. The nomination form was signed and forwarded to the State.
<i>Tax Bill Correction</i>	The 2 nd tax bill and current use assessment for Ronald & Donna Olszak was brought before the Board by Mrs. Lucas. She noted the change in current use lands was not made on the map before the second bill was sent out, resulting in a significantly higher, incorrect, figure. The correction will be made and the correction or abatement brought before the Board for approval.
<i>LGC Unemployment Claim</i>	The fourth quarter report for 2009 was reviewed by the Board.
<i>Weekly Police Activity Report</i>	Statistics for the week December 28, 2009 through January 3, 2010 were reviewed by the Board.
<i>Hammar & Sons Historical Sign for Central Street Bridge</i>	The Board of Selectmen viewed the historical sign that was located in the back meeting room. It was delivered to the office and will be stored at the Highway Department until installation this spring.
<i>Unregistered Vehicles Drake Road</i>	<p>A letter was sent to the Batchelders regarding unregistered vehicles on their property on Drake Road. Mr. Batchelder was leaving for Florida, so the Board will re-address the issue with him upon his return.</p> <p>Linden Drake has removed a couple of vehicles from his property, but has made no contact with the Town offices. Mrs. Lucas asked that if she is unsuccessful speaking with him, that a letter from the Town Attorney would be necessary to underscore the seriousness of the situation. The Board unanimously agreed and authorized such a letter if necessary</p>
<i>Fire Marshall's Office Informational Bulletins</i>	Information on portable generator safety for residents will be posted on the website. Additionally, regulations effective January 1 st regarding Carbon Monoxide Detection Devices in Dwellings were reviewed. These will affect all new construction and apartments, schools, and other buildings. This information will be forwarded to the Fire Chief.

- Compliment from Citizen* Louise Tilton contacted the Town Offices to commend Mr. Boucher for his work on a problem on Ms. Tilton's road.
- Carter Mountain Drainage* A complaint regarding a drainage issue on Carter Mountain Road was reviewed on-site by Mr. Boucher and was not found to be an issue. Work requested by the complainant (an under-drain) was not possible because there is ledge at that location. At his request, the complainant and Mr. Boucher will re-visit the site in the spring.
- Abatement Submission
Michael Dalponse* Regarding a trailer Mr. Dalponse has in Ames Brook Campground, he states that NADA priced his trailer at \$7,500 of value, but it was assessed for \$13,000. This item will be reviewed and if the Assessor feels it is necessary, the Board will authorize a site inspection.
- Complaint
Dana Hill Road* Drifting snow caused an issue on Dana Hill Road. The Highway Department responded promptly and resolved the situation. Mr. Boucher was complimented for his handling of the situation.
- PSNH Utilities Pole on
Magoon Road.* Public Service of NH has advised the Town that PSNH feels New Hampton should cover the costs of a new transformer, labor, materials they claim were the result of a town plow hitting one of their poles on Magoon Road. Mrs. Lucas contacted PSNH and provided a photograph of the pole which clearly showed rot in the pole. Further, it was confirmed that while the pole was hit, the pole did not go down, and no one's power was interrupted. Mrs. Lucas was advised that because of the holidays a response from PSNH might be delayed, but would be forthcoming.
- LGC Notice of Endorsement* The Town received notification that, as a Property Liability Trust member, the insurance policy now includes rebounding devices (this new coverage is primarily of interest for members who are schools or gymnasiums).
- Commerford, Neider and
Perkins (CNP)* The contract for 2010 General Assessing Services to the Town was received. A motion to sign the contract was moved by Mr. Tierney, seconded by Mr. Bartley. The motion was passed.
- Ethics Ordinance Proposal* After reading the guidelines and requirements for establishment of an Ethics and Conflict of Interest Ordinance in New Hampshire Towns, Mr. Tierney opened discussion regarding a warrant article to be developed for elected officials, staff and volunteers in New Hampton.
- Mrs. Lucas has discussed this with the Town Attorney and the Attorney will assist in its development, however Mrs. Lucas noted the proposed wording would have to be posted on January 25, 2010 in order to be presented to voters this year. If the work takes too long, the ordinance may need to be put off until the 2011 vote.
- Mrs. Lucas provided some reference materials for the Board including regulations adopted by other communities. She noted a preferred route, supported by the attorney, includes a document that would be signed by the

elected official at their swearing in, or by the prospective employee at their hiring. Some municipalities do this only for elected officials, but her feeling was that it would be beneficial to have such an agreement for all town employees.

Development of this policy/regulation would either be included in or referenced in the Employee Handbook.

Procedures for Workers Compensation, and reporting accidents or injuries.

LGC is now processing these matters in house instead of utilizing an outside firm and provided the Town with the new policy and required forms.

DirecTV

A letter from George Sansoucy to Jae Whitelaw was received outlining taxable properties owned by DirecTV and information requested from DirecTV that has not yet been received. The date proposed to discuss these matters in January has not been acknowledged as yet, so the date may be pushed back.

*Chief Michael Drake
Response to Board Request*

In response to the Board's request for an itemization of items postponed or cancelled in 2009 because of the Discretionary Spending Freeze, the Chief provided the Board the requested information. The Board will need this for informational purposes at the Budget Hearings and Deliberative Session. All the Department heads are providing this information to the Board.

*2010 Budget Work,
Projected Revenues and
Warrant Articles.*

Selectmen reviewed the Operating Budget (to date) and the Default Budget with adjustments (like additional elections this year versus 2009, unavoidable contractual expense increases, insurances, debt services, etc.).

Warrant Articles for 2010 were reviewed as amended previously, with their expense sources as either General Fund or Special Revenue funding as well as any grants.

Regarding the proposed warrant article for the Fire Station addition at \$140,000. The Board inquired if there was some method whereby funds from the Land and Capital Reserve might be used for the addition. The Town Attorney advised this was not recommended and was not possible. The choices before the Board was either 1) change the Special Reserve account, or 2) add it to the General Fund expense or 3) advise the Chief that this will not be addressed this year.

Issues of the Fire Station condition have been brought before the town for approximately 15 years. Mr. Bartley expressed support for putting this off for one more year and noted it is possible the grant for a new station might come through. He then advised he would not vote against the Board putting the warrant article forward.

Mr. Mertz noted that the space is not just storage but a work area that requires attention to health safety issues. He was skeptical that the \$140,000 additional space was going to give them that much improvement in work space, or substantively improve the overall condition of the station.

Mr. Tierney suggested that this item be left as a General Fund item and bring it before the voters. He noted that if all the warrant articles are approved, this item could cost tax payers \$10 more per month on a \$200,000 home. It is asking a great deal of residents in a poor economy, but he feels there is no question the additional space is necessary and past due.

Mr. Mertz noted that the addition will extend the serviceable life of the station for some period of time, but he didn't know if it was one year or five years. The question he and voters will ask is how much longer that period of time will be. He noted the voters will want to know how long before another request will be made to improve the long sub-standard Fire Station building. It is possible that the approval of the addition could effectively kill support for a new station which is what is ultimately needed. This is a question the Chief will have to be prepared to answer.

Mr. Tierney will speak with the Chief tomorrow. Mrs. Lucas advised that the Board can wait until after the Budget Hearing to make a decision to pull the article on the addition without needing a second budget hearing. Presenting it to the public hearing will give them a chance to get some feed back from voters before deciding this issue.

Mrs. Lucas also pointed out to the Board that the Operating Budget to date is under expended, due to the budget freeze, though there are still some expenses to clear. She also advised she would be working on the final draft wording of the Warrant Articles. She hoped to have the work done by the next Monday meeting of the Board, but definitely complete by the next Thursday night meeting.

School District Schedule for 2010 Meetings

The schedule for the budget hearings for the School District was received and provided to the Board.

Establishment of Fees Draft Ordinance

RSA 41:9-A was reviewed by the Board. The Attorney recommends a short, general statement which will reflect the wording of the RSA, but she doesn't recommend setting fees within the ordinance. The Board has authority for setting or changing fees for building permits, but, for example, fees for the Fire Chief's inspections are not clearly outlined in the State regulations. The Board will ensure the wording of the ordinance to allow establishment of and changes to fee schedules for required town inspections.

Posting of Proposed 2010 Budget and Warrant Articles

As mentioned earlier, the posting will be done by January 25, 2010.

Visit from Former Employee

Mrs. Lucas advised the Board of a visit at the Fire Department by a former town employee.

Carter Mountain Road Coolidge Woods Road

Mrs. Lucas advised of a complaint regarding drainage on Carter Mountain Road which was investigated and will be re-visited in the spring.

*Sidewalk on Central Street
Bridge*

Mrs. Lucas noted that if the need arises for plowing the sidewalk, Mr. Boucher has figured out a methodology to plow without actually hitting the surface of the sidewalk.

*Michael Coleman, CAP
Elderly Housing*

He has contacted several landowners without success. Mrs. Lucas provided a name and number for KGI and another potential property contact. He will come before the Board at some point to further discuss other possibilities.

OTHER BUSINESS

*Joint Meeting of ZBA and
Planning Board*

The joint meeting with the Planning Board & ZBA has been cancelled. The regular meeting of the Planning Board will be held Tuesday at 7:00 p.m. with the Public Hearing on the Ordinance Changes to begin at 7:30 that night.

*Police Department Proposed
Personnel Policy*

Police Department Personnel policy work is still pending. The Chief is working with LGC for development of the policy.

Recycling

Mr. Bartley asked for an update on the recycling committee. Mr. Mertz advised the status hasn't changed. Mr. Mertz has not called a meeting for some time because there was no additional information with which to work. He advised that single stream has minimum requirements which New Hampton is far short of meeting at this time. Possible single stream efforts may be revisited as the situation evolves in the region.

Lost Revenues

The Board requested that in preparation for the public hearing, figures be prepared on anticipated lost revenues in 2010 for recyclables, motor vehicle fees, shared revenues, as well as the future loss potential for Rooms & Meals.

Spending Freeze Rescinded

Mr. Tierney suggested that it would be appropriate to rescind the spending freeze and direct department heads to return to the regular purchasing policy with the understanding they are limited to operational expenditures only until the Town vote in March. Mrs. Lucas will prepare a memo for the Monday meeting. The motion was moved by Mr. Tierney, seconded by Mr. Mertz and the vote passed.

*Fire Department Grant for
Personal Protection
Equipment
Cost modification*

Mrs. Lucas advised that the equipment grant the Fire Department received was not for all the equipment they anticipated. The problem the Chief noted for Mrs. Lucas is that prices were lower for some units requiring a greater dollar number from the Special Revenue Fund. The warrant article will have to be adjusted to match. He will provide Mrs. Lucas with the corrected figures but advised that the difference may mean a net change of \$2,000 higher. The Board advised Mrs. Lucas to get the changes and bring it to the Board.

Selectmen's Budget Meeting

The next Selectmen's meeting is scheduled at 5:00 p.m. on Monday.

PUBLIC COMMENT

None was heard.

MINUTES:

December 14, 2009

December 17, 2009

Mr. Mertz noted that on the minutes of December 17th, on page 5 (Verizon cell phone updates) reads: *Mr. Tierney made a motion to authorize Mrs. Lucas to sign the agreement for cell service, seconded by Mr. Tierney.* This should read: ***Mr. Tierney made a motion to authorize Mrs. Lucas to sign the agreement for cell service, seconded by Mr. Mertz.***

A motion to accept the Minutes for December 14th and the Minutes for December 17th as amended be accepted was made by Mr. Tierney and seconded by Mr. Mertz. The vote passed.

ADJOURNMENT

It was moved by Selectman Tierney to adjourn, seconded by Selectman Bartley. The vote passed and the meeting adjourned at 8:29 p.m.

Respectfully submitted,

Kristin J. Harmon

DRAFT