

**TOWN OF NEW HAMPTON
BOARD OF SELECTMEN
MEETING MINUTES
TOWN OFFICES
NEW HAMPTON, NH 03256
March 18, 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 6:02 p.m.

WORK SESSION:

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

- Misc. Correspondence –

Northeast Resource Recovery Association membership dues \$107.55 for the NH Recovery Association. This membership is for the Transfer Station handling of its recyclables.

George Sansoucy's bill for February legal services of \$968.15 regarding the DirecTV matter was reviewed and approved for payment.

The invoice for the Vachon-Clukay audit of 2008 financial statements was received and approved by Selectmen. It was noted this will be billed against 2009, not 2010.

Open requisitions for the highway department allow Mr. Boucher to purchase sand, gravel and drainage gravel as needed (within his budget). Several companies provided quotes, but Mr. Boucher has requested approval from Morrison's in Bridgewater, and Hiltz Brothers.

Discussion regarding Mr. Boucher's suggestion to purchase Freon recovery equipment has been ongoing. Mr. Tierney noted that since 2006 the Town has spent \$2,600 to dispose of the Freon and the purchase would be approximately \$1,500 and includes 3 reusable disposal tanks and set up. The Transfer Station currently holds 65 units which need Freon removed. There is no cost for disposing of the Freon at the facility in Littleton using this equipment. It is an inert gas and poses no exceptional risks for storage or transportation. Mr. Boucher contacted both LGC and DES and neither have objections. There are no training or certification requirements. Mr. Boucher would like to put together a written procedure to cover any Dept. of Labor concerns as well as for his department personnel.

The Fire Department provided a quote from Lang for brakes and rotors for the Chief's vehicle. Three quotes are necessary per the Town Purchasing Policy, so the item has been tabled.

APPOINTMENTS:

Gylene Salmon and
Deb Davis
6:15 PM

Mrs. Salmon came before the Board to request support for her selection of Deborah Davis as Deputy Treasurer for the Town. She introduced Ms. Davis to the Selectmen and advised she had gone over the duties and responsibilities of the position with her, and that Ms. Davis had reviewed the investment policy. Ms. Davis advised she is comfortable with everything presented and foresees no difficulty in serving as Deputy Treasurer.

An employee who worked up through the ranks at Laconia Savings Bank for 26 years, Ms. Davis is currently Senior Vice President and Regional Manager for the territory Concord and south. Mr. Bartley asked if there would be any conflict of interest if the Town did business with Laconia Savings. Mr. Tierney advised that there would be but the Town has no plans to do business with Laconia Savings at this time, and it is not a problem. Ms. Davis advised the Board she has been a New Hampton resident for 27 years. A motion to approve Ms. Davis's appointment was made by Mr. Mertz, seconded by Mr. Bartley and was approved unanimously. A conflict of interest acknowledgement form was provided for her signature.

Conflict of Interest

Selectmen reviewed and signed the acknowledgement form for the Conflict of Interest policy.

Town Treasurer Appointment

Last week then Deputy Town Treasurer Gylene Salmon took over the duties of Town Treasurer when Cynthia Hallberg-Torsey was elected Town Clerk/Tax Collector. Mr. Tierney moved to appoint Gylene Salmon of New Hampton to the vacancy of Town Treasurer. This was seconded by Mr. Bartley and unanimously approved by the Board.

Resignation of Deputy Town Clerk

Carolyn Gailey tendered her resignation as Deputy Town Clerk effective March 19th. A motion to accept the resignation was made by Mr. Mertz and seconded Mr. Bartley. The motion passed. Mr. Tierney asked Mrs. Lucas to prepare a letter of thanks and appreciation to Ms. Gailey. Discussion noted in particular when events over recent weeks required extensive demands of her in the absence of the Town Clerk/Tax Collector, service to residents and the Town was not affected.

Police Department

The new vehicle, approved by voters in March, has been received.

New Chairman for Board of Selectmen

Mr. Bartley made a motion that Mr. Tierney continue as Chairman. The motion was seconded by Mr. Mertz. Mr. Tierney was appointed unanimously.

*Town Clerk/Tax Collector
Alisa Schofield*

Final pay for Alisa Schofield who is completing her term as Tax Collector and Town Clerk was signed by the Selectmen. A payroll change notice was also completed. Ms. Schofield came before the Board and was thanked for her work by the Selectmen. The Board wishes her all the best in her future pursuits.

Timber Tax

Collection of Timber Taxes for cuts by Daniel Harvey and Lillian McCrelis were reviewed by the Board. Mrs. Lucas pointed out a change in the paperwork for Ms. McCrelis.

*Report of Appropriations
MS2*

This document confirms the appropriations voted by the town and must be signed by the Selectmen and sent to the Dept. of Revenue Administration. The Selectmen reviewed and signed the reports.

*Summer Street Limited
Tax Map:
Route 104*

Application to put property in Current Use for property next to the Route 104 Diner.

*Appointments for the Various
Boards and Committees*

Mrs. Lucas is preparing an explanation of the various committees and Boards to put on the Web page to encourage citizens to serve. This will be emailed to the Selectmen who will review the material for any changes before it is posted. Selectmen reviewed and made the following appointments:

Brenda Erler for the Zoning Board – motion to appoint made by Mr. Mertz, seconded by Mr. Bartley – the motion passed.
Wally G. Orvis to the Zoning Board, motion to appoint made by Mr. Mertz, seconded by Mr. Bartley – the motion passed.
Alden Hofling to the Zoning Board, motion to appoint made by Mr. Mertz, seconded by Mr. Bartley – the motion passed.
Robert T. Joseph as an alternate to the Planning Board - motion to appoint made by Mr. Mertz, seconded by Mr. Bartley – the motion passed.
Nancy Conkling to the Conservation Commission - motion to appoint made by Mr. Mertz, seconded by Mr. Bartley – the motion passed.
Mike Anderson to the Conservation Commission as an alternate - motion to appoint made by Mr. Mertz, seconded by Mr. Bartley – the motion passed.

*Paramedic Intercept
Agreement from the Town of
Plymouth*

Fire Chief Drake has not had a chance to review this document. The motion to table this item was made by Mr. Tierney, seconded by Mr. Mertz, the motion passed.

*Cartographic Associates
Janan and Wesley Hays*

Report from Cartographic Associates regarding the Hays property. The new acreage was 1.6 rather than the original 1.7 acres on the appraisal. A meeting with the Hays is scheduled at the next Selectmen's meeting. The assessor's representative will be present and will have a new assessment figure that reflects the new acreage as well as some notations for portions of the property as "back lots". Mrs. Lucas noted that if the Hays do not find this adequate they could have a complete survey done of the total property. She explained they do have the option of going to the BTLA, but her understanding is they are scheduling hearings two years out at this time. Mrs. Lucas went over the map with the Selectmen. The survey provided from the Hays' surveyor was calculated from a 1931 survey, but what is the actual area has been determined by Cartographics using both the 1931 survey, the boundary line adjustment survey plan and the data from the aerial maps which are the basis of the tax maps. Based on that recalculation it is now 1.6 acres. Mr. Tierney has gone to the location and measured from the pin to the water edge with Mr. Hays and confirmed the discrepancy.

Larry Ballou Assessment

The trailer is uninhabitable condition and Mr. Ballou, now deceased, had

- Sinclair Hill Road* lifetime tenancy on the property. Currently the trailer is assessed at \$1,500. It was noted that the land is owned by another party and no one else can live on that property now, so Mrs. Lucas suggested making the assessment “no value” to make it easier for the executors, dealing with Probate Court, to remove the trailer from the property as soon as possible. The Selectmen agreed to change the assessment to “no value”.
- NH Electric Coop* Answers to the Coop’s interrogatories were sent in a letter by Jae Whitelaw and reviewed by the Board.
- Equalization Summary* The Equalization Summary from the BTLA was reviewed by the Board. Currently property assessments are undervalued by an average of 2% statistically.
- Citizen Inquiry for Assessments for Pools.* Mrs. Lucas is researching a question from a citizen regarding the assessments for pools – above and in ground. The information was reviewed by the Board, and Mrs. Lucas will relay the information to the citizen who requested it.
- Triangle Outside Town Offices* An update from the DOT provided the approvals for the beautification project on the triangle. Mr. Boucher will proceed with the work in the near future.
- Clement Trust Request for Extension for Timber Cut* A letter requesting an extension for the cut to June 30th was granted by the Board. Normally the deadline is April 1st.
- Excavation Trench Permit* Motion to approve a draft of the Permit pending was made by Mr. Tierney, seconded by Mr. Bartley. The permit application is required for any excavation on Town roads. In the event of an emergency, applicants are to notify the Police immediately and the permit application would then be completed and filed in 72 hours (the previous draft had this emergency filing required within a week). The motion passed.
- Shoreline Application Notice Steven & Mary Walker 5 Anchorage Road* The notice of application was reviewed by the Selectmen.
- Jellystone Campgrounds* Jellystone contends neither of their tax bills were received in the mail and asked that interest on the most recent tax bill be waived. Mrs. Lucas confirmed that the mailing address of record is correct and confirmed the bill was printed and was not aware of any other mailing issues with tax bills for other residents or businesses. The motion to deny the waiver of the interest due was made by Mr. Bartley, seconded by Mr. Mertz and the motion passed.
- Deputy Fire Warden* A letter of appointment from the State to Deputy Fire Warden Kenneth Torsey has not been received by Mr. Torsey. The State was contacted and confirmed that Mr. Torsey was listed in their system and that they would resend the letter. This item will be followed up in a future Board meeting to be sure the letter gets to Mr. Torsey.

<i>Police Statistics</i>	These were reviewed by the Board.
<i>Grant to Fire Department</i>	A letter to the Fire Department relative to a possible future award of a grant for \$188,794.00 for the purchase of firefighter personal protective equipment and training was received and reviewed.
<i>Letter from Sansoucy to BTLA</i>	The request for a hearing with the BTLA regarding the NH Electric Cooperative was reviewed.
<i>DRA Meeting</i>	Ken Mertz and Barbara Lucas met with Sam Greene of the DRA to discuss the equalization ratio process.
<i>Newfound School District Safety Committee</i>	Meeting minutes for the Safety Committee for the School District were received and reviewed. The New Hampton Police and Fire Chiefs are involved with the Safety Committee's work.
<i>Jeffrey Sawin, Tax Map R-1, Lot 27A Tax Appeal Request</i>	Mr. Sawin had delivered documentation requested by the Board by March 17 th as requested by the Selectmen. However because of the cost of copying at the Town Offices, he will have copies made elsewhere and delivered to the Selectmen within the next few days. This was acceptable to the Board.
<i>Audit</i>	Town Clerk/Tax Collector books will be audited on Monday before they are turned over to the newly elected Town Clerk/Tax Collector. Additionally the audit for 2009 has been scheduled for May 18 th .
<i>Minutes of Town Meeting and Election Results</i>	Copies of the Town Meeting minutes, election results, warrant articles, budgets, and MS2 documents signed this night will all be sent to the DRA as per the requirement of submission within 20 days of the Town Meeting. Mr. Bartley commended Mrs. Lucas on the synopsis of the voting which had been posted on the web and in the New Hampton Connection.
<i>Correction to Selectmen's Minutes of March 11</i>	<p>Mr. Tierney corrected the minutes of March 11, page 3, regarding the Central Street Bridge. The portion to be corrected currently reads as follows:</p> <p><i>He prepared a draft letter to SEA & Winterset, which was reviewed by the Town Attorney. It will be sent to Bristol for review and concurrence before it is signed by Mr. Tierney and sent.</i></p> <p>The minutes should be corrected to read:</p> <p><i>He and Mrs. Lucas met with Paul Weston, Town Manager, Bristol Selectmen, Joe Downing, and the invoice clerk/book keeper (name to be inserted) and showed them the analysis and made the recommendation. They informed their Board. Upon agreement from Bristol Board of Selectmen, Mr. Tierney will prepare a letter to SEA and Winterset. The letter he prepared was presented to the New Hampton Board of Selectmen and he advised it had been sent to Bristol for their concurrence. Paul Weston will advise their response as early as tomorrow.</i></p> <p>Mr. Tierney explained to the Board that Mr. Weston did advise that Bristol supported the letter the next day and Mr. Tierney then signed the letter and</p>

sent it to SEA and Winterset.

The motion to correct this portion of the March 11th Minutes was made by Mr. Tierney, seconded by Mr. Bartley and the motion passed.

Minutes of 2/4, 2/11, 3/3 and 3/11

The action to accept the minutes for these meetings will be tabled until the next Board meeting to allow the Selectmen to review them.

Meeting of April 22nd

Mr. Tierney asked the meeting of April 22nd be held on April 21st. The motion was made by Mr. Tierney, seconded by Mr. Mertz and the motion passed. Mr. Tierney also advised he would not be able to attend on April 29th.

NON PUBLIC SESSION:

The motion to go to non-public was made by Mr. Mertz, seconded by Mr. Tierney and the motion passed. RSA 91-A:3 II(c) regarding personnel issue. The meeting went non-public at 7:51 PM for the purpose of discussion of an employee matter.

RESUMING PUBLIC SESSION:

At 7:55 PM Mr. Tierney moved to resume the public session, seconded by Mr. Bartley, the motion passed. Minutes were sealed permanently.

Sick Leave Bank

The discussion of establishing a leave bank, whereby Town employees could donate time to another employee with extenuating need had been brought up previously for possible use in the New Hampton Employment Policy. A package of information from Plymouth and Gilford was distributed and information from other towns will be forthcoming. Chief Salmon is also pursuing additional information on this topic and will provide it to the Board. Mrs. Lucas noted the Plymouth plan is possibly more complicated than would be useful in New Hampton because of their calculation of differences in employee earnings.

OTHER BUSINESS:

Mr. Tierney noted that in the minutes of March 11th, Mr. Bartley mentioned he would like to see the Town reinstate print copies of the New Hampton Newsletter and suggested he might be able to find a method at low or no cost to the town to accomplish this. Mr. Tierney advised he would like to see this discussed more fully at a future meeting.

Also in the minutes of March 11th, Mr. Tierney noted Mr. Bartley's question regarding about the Board's use of mediation as it related to an abatement matter. Mr. Tierney explained the process used for tax abatement is established by the BTLA and the settlement meeting is the mediation process before a hearing is scheduled.

Mrs. Lucas advised the Board that minutes will be posted on the web.

PUBLIC COMMENT:

None was heard.

ADJOURNMENT:

It was moved by Selectman Bartley to adjourn, seconded by Selectman Mertz. The vote passed and the meeting adjourned at 8:10 PM.

Respectfully submitted, Kristin J. Harmon