

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

November 5, 2009

**MEMBERS PRESENT:**

Selectman Paul Tierney, Chairman and Selectman Kenneth Mertz.  
Selectman Bartley is absent due to illness.

**OTHERS PRESENT:**

Mrs. Lucas, Town Administrator

**CALL TO ORDER:**

The meeting was called to order at 6:00 p.m. The Chairman began by noting the opening ceremony at the Central Street Bridge earlier today was well attended and went well. The Pemigewasset River Access Dedication was not only a success it was a complete surprise to William Phinney, to whom the access was dedicated.

**WORK SESSION:**

Manifests, bills, requisitions, purchase orders and leave request forms were processed by the selectmen.

- Building Permit – *Vacation Camps Resorts/Jellystone Park* (Tax Map R-20, Lot 1) Propane fill station. This was approved by the Planning Board and the Selectmen approved the building permit.
- Septic system review – None
- Sign Permit – None
- Intent to Excavate – None
- Intent to Cut – None
- Purchase Orders from the Town Clerk included:
  - 1) \$415 for 2010 Transfer Stickers. This was approved by the Selectmen.
  - 2) Purchase of window envelopes for \$104 to mail out letters for vehicle registrations was approved.
  - 3) \$36 for Auto Red Book as required for 2010. This was approved.
  - 4) Purchase Order for Dog Tags was approved.

**APPOINTMENTS:**

*Louise Tilton  
Informational Meeting  
Regarding position of Town  
Clerk/Tax Collector  
6:30 p.m.*

Ms. Tilton met with the Board to inquire about the requirements of the Town Clerk/Tax Collector position. She is a New Hampton resident. She provided a copy of her resume in advance of this meeting. Ms. Tilton was advised the position is an elective office which will be posted in January.

The Tax Collector is responsible for preparing and mailing tax bills twice per year. If they are not paid on time she might have to do research on titles and prepare any tax lien information which would then be relayed to Selectmen for their action. Tax rates are set by Department of Revenue Administration which has rules and requirements with which she would have to become familiar.

The Town Clerk position includes maintaining vital statistics and handling

vehicle registrations, which constitute a significant portion of Town Revenue. The Town Clerk is also responsible for all preparation for town votes. Town Ballot Clerks work for the Town Clerk who is responsible for administering the elections with the support of the Select Board. Primary, Town and Federal Elections regulations are controlled by the Secretary of State's Office. Additionally, the Town Clerk/Tax Collector is responsible for her department's budget and must be prepared for audits as required.

Training is provided through the State, and requires developing a familiarity of required software packages for the Department of Motor Vehicles as well as BMSI software for tax collection (property assessment issues are handled by the Selectmen). Certification requirements must be met through this training.

The Town Clerk/Tax Collector's position starts the Friday after the election for a three-year term with a swearing in on March 9<sup>th</sup>. Ms. Tilton asked about volunteering to come in order to become more familiar with the job. Mrs. Lucas suggested that the opportunity to come in must be extended to anyone running for the position but it was a possibility.

Ms. Tilton was advised by the Board of their intent to develop a warrant article so they would be able to adjust the position's salary commensurate to experience and qualifications of the person elected. She was advised the position is paid a flat salary for the year with bi-weekly paychecks but benefits come only with a 40 hour work week. Employees pay 10% of the health insurance premium currently, but that may change. There is an additional premium for an additional spouse. Vacation is one week after a year of employment. Time absent requires coverage or sufficient notice to the citizens expecting services. She was advised that during election weeks her hours can go very late, as they can for town meetings. Any deadline requirements for lien preparation could also require additional hours.

Ms. Tilton was advised the current Assistant Clerk will be leaving her position sometime in the spring. Ms. Tilton thanked the Board for their time and advised she would be in touch.

*Donald Drake*  
7:00 p.m.

Mr. Drake did not appear.

*Kirk Beswick*  
*New Hampton School*  
*Property at 58 Main Street*  
7:15 p.m.

Mr. Beswick came before the Board regarding the Gables property at 58 Main Street. It has been vacant and needs work. The schedule for starting the work was expedited because the school has five students scheduled to be on campus January 5<sup>th</sup>, but the School is short of space in the dormitories. He requested some guidance from the Board so he might start work immediately, before the next Planning Board meeting. If he were to wait until after the Planning Board meeting he would not have sufficient time to complete the work before the students arrive. He advised he had spoken with Fire Chief Drake regarding the plans for the building.

Renovations include jacking up the building to do sill work, replacing the

roof, gutting the interior, creating a secondary egress on the second floor, installing a sprinkler system as well as redoing drywall and other items inside the building. An exterior staircase from the 2<sup>nd</sup> floor of the rear unit was planned to provide a secondary egress. After the students leave in May the plan was to install a kitchen on the first floor of the rear unit and make it a single two-story faculty apartment. Currently the rear section consists of one large room on the first floor and 3 rooms on the second.

He stated the school's interim goal is to get the five students in the back section for 5 months, with adult supervision in the front unit. Mrs. Lucas reviewed records that show the property to consist of a single family dwelling and one apartment in the back.

Chief Drake then arrived for a scheduled meeting on another matter and joined the conversation. He noted that his inspection showed two apartments had been created in the back sometime. Mr. Beswick advised that a person who came to the campus to provide training would sometimes use the back apartment because of a lengthy commute to Lancaster.

Motion was made by Mr. Mertz, seconded by Mr. Tierney to confirm that no building permit was required for jacking up the building, replacing the siding, windows and roofing and doing interior renovations consistent with repairs and maintenance of the existing use as a single family unit in the front and one single living unit in the rear. Any other planned work will have to go before the Planning Board for a determination of Site Plan Review requirements. Any change in use could require appearing before the Zoning Board of Adjustment.

**NON-PUBLIC SESSION:**

*Fire Chief Michael Drake*  
7:30 p.m.

Motion was made to go non-public at 8:25 p.m. by Mr. Mertz, seconded by Mr. Tierney to discuss the review of Chief Drake and his reappointment as Fire Chief.

**RETURN TO PUBLIC SESSION:**

Motion was made to come out of Non-Public Session at 8:55 p.m. by Mr. Tierney and seconded by Mr. Mertz. The Board has offered the Chief a contract renewal for three years.

**DISCUSSION ITEMS:**

*Chief Michael Drake*

Chief Drake advised that even though the second round of awards for the Fire Station Construction Grant have not been announced yet, it is clear that the competition for the grants is very stiff.

Currently the Fire Department 12 coldwater rescue suits – some are new and some are the old but serviceable. The Chief requested the Board he be allowed to offer 4 of the old suits be donated “as is” to the Bridgewater Fire Department which currently has none. After some discussion, Mr. Tierney moved that the Board authorize the donation. Mr. Mertz seconded but asked that the Chief first double check for any compliance issues with the older suits that might cause a liability issue for the Town. The Chief was not aware of any compliance regulations for suits, but he would check. The vote passed.

Chief Drake spoke regarding his need for the rental trailer for 2010. Currently they pay \$95 per month for the unit. Purchase of a trailer is approximately \$4,900 for 10 x 40' of space. If the Fire Department is unable to develop more space, he wanted to continue using the trailer or pursue the possibility of purchasing a trailer. The Board agreed that the storage was necessary and will take the matter under advisement as to whether a purchase or continued rental is appropriate.

*Discussion Regarding the  
Town Clerk/Tax Collector  
Position Salary*

Salary for this elected position is set by the legislative body in the Town. At the time the position was created and the salary set, the position was filled by someone with high qualifications and experience. Since that time other clerks have been elected with fewer qualifications and less experience. The Selectmen requested input from the town attorney who recommends a warrant article for the upcoming election that sets the salary at the current level for budgeting purposes, but goes further with wording to allow the Select Board to adjust the salary up to that level commensurate with experience and training for the position. Mr. Tierney proposed that qualifications be established and be part of the warrant article. Mr. Mertz agreed. Given the costs for training time and any secondary backup required during the transition of a less qualified person in the position, the ability to adjust the salary could save the town considerable money.

*Building Permit Process and  
Fees*

The Selectmen had a discussion regarding restructuring building permit fees and the reviewing the process for issuing building permits. Mrs. Lucas noted that State statutes outline the basic parameters and requirements for the process, but Selectmen do have the authority to adjust fees. More information will be reviewed and this matter will be discussed at a later meeting.

*Central Street Bridge*

Mr. Tierney advised the Board of a discussion he had with Ed Welch of DOT. Mr. Tierney stated that his assistance would be beneficial in developing a maintenance agreement for the bridge with Bristol. A subcommittee from both towns' Select Boards would work on this matter.

Regarding the sidewalk repair options – Mr. Tierney advised the rebar buried in the cement is epoxy covered, so it is less likely to rust. Additional treatments would provide an added protection. A factor to note is that the sidewalk is on top of bridge deck. Removing cement to  $\frac{3}{4}$  inch below sidewalk rebar could have an effect on the rest of the deck. Mr. Mertz expressed his opinion the Town should not paying for the whole sidewalk and the money put aside for when work is necessary. Mrs. Lucas stated that while the total sidewalk cost is \$46,000 in the contract, the Town would only get 10% of that because it would not be reimbursed by the state. Discussion ensued with regard to whether the whole sidewalk cost would not be paid, or just the portion for the affected area. It was agreed the next step is a meeting with two town Boards and DOT to discuss the status of the bridge. It was moved by Selectmen Tierney, seconded by Mr. Mertz to authorize Mrs. Lucas to schedule the meeting with DOT and representatives of both Boards. Mrs. Lucas will contact Bristol first.

Regarding snowmobile use on the bridge: The width of the sidewalk was made to accommodate snowmobiles. Discussion ensued with regard to protection of the bridge surface in the winter, and pedestrian use at the same time. Mrs. Lucas suggested that CO James Kneeland of NH Fish & Game be consulted because at this time there is no established trail on the federal land. Additionally, there is no place for snowmobiles to go once on the Bristol side of the bridge. The Selectmen decided that for right now snowmobiles cannot use the bridge without written permission. No use is granted at this time, but selectmen will pursue more information on this topic, if a request is received by the snowmobile club.

Mrs. Lucas advised the Historic Plaque for the Bridge will be completed by 11/19/09.

*Meeting with LGC*

A meeting to discuss the Town Employees' Medical/Dental plan options with LGC had to be rescheduled. Efforts to gather information on other plan options will continue.

*Department of Labor*

The Town had received an extension to complete the required work by 11/30. All the work is complete and Mrs. Lucas sent a letter advising the DOL of this.

*Salt Pricing*

Selectmen noted a piece in the news which noted the price for road salt paid by the town of Laconia. Mr. Tierney will discuss this matter with Mr. Boucher. Laconia reportedly paid \$52/ton compared with \$61/ton that New Hampton paid. It is possible there were other charges not mentioned in the news article but the Board will follow up on this item.

*Shore Land Permit  
Application  
Nora Foster  
21 Anchorage Road*

Selectmen acknowledged receipt of the Notice of Submission for the application.

*Lease for 2010 Dump Truck*

Mr. Tierney advised he had signed the requisite lease forms after Mr. Boucher and Mr. Lang had inspected the truck. The truck will be picked up on November 11<sup>th</sup>. It was noted that due to Mrs. Lucas the lease was procured at a savings to the town of approximately \$500 per year.

*BTLA Appeal from  
Wesley & Janan Hays  
Seminole Avenue*

The BTLA had a rule change in September requiring mediation. Copies were distributed to the Selectmen. A mediation session will be required with the Hays. After discussion the Selectmen agreed that Commerford (CNP) will review what was submitted by the Hays to the BTLA and listen to the recording of the Selectmen's meeting with the Hays. If they feel another site visit is required, that will be done before a meeting with the Hays and CNP.

*Tapply-Thompson  
Community Center*

The TTCC advised the Selectmen that they will keep their budget request level funded for 2010, but advised there would be an increase in 2011. They provided fair share statistics that showed 19% use by New Hampton in 2009,

however this year they will keep it at the previous (13%) rate from 2008.

*LGC  
Unemployment Compensation*

The Selectmen reviewed the LGC report for Unemployment Claims for the 3<sup>rd</sup> Quarter of 2009.

*DES Dredge & Fill Wetlands  
Permit Application*

Selectmen received the confirmation of the Standard Dredge & Fill Wetlands Application for Coolidge Woods Road right of way. It was noted that this item dated back to 2005.

*Josh Prescott  
Hazardous Waste*

Information from Josh Prescott was received with information regarding the disposal of unused medications. This information will be relayed to Fire Chief Drake.

*TTCC Happenings*

Selectmen acknowledged receipt of the newsletter from the Tapply-Thompson Community Center.

*Flu Breakout at New  
Hampton School*

Chief Drake got a call after 4 p.m. on Monday 11/2 that 30 students came in to the infirmary. Not all had flu symptoms. Tuesday morning there was a meeting of the school's Emergency Response Team which opted not to use Berry Hall for overflow students who were ill. He provided the school a listing of half a dozen agencies that could provide back up services. Mrs. Lucas advised Rodney Bascom, the Town's Health Officer, recommended the school suspend any sporting events for the time being. The Chief advised the Board New Hampton School was closed today.

Chief Drake did a follow up inspection and called the Community Elementary School which subsequently decided to suspend their students' visits to the New Hampton School gym facilities.

The Chief reported the infirmary was temporarily permitted to increase its capacity to 14 from its normal 7. The school will have to meet some requirements he had outlined for them. He confirmed they have established a fire watch by two persons: one goes for rounds and the other stays with the students who are ill. It is not always a nurse. He explained that a nurse is on during the day and will provide some coverage at night as available. For example, he noted the Sunday nurse will cover Wednesday and Thursday nights and a security guard will cover other nights. They do not have medical personnel covering at all times. The Chief summarized that the school had 30 students ill on Monday and 25 more by 2 p.m. the next day. The nurse advised the Chief today eight more severe cases were in today.

Chief Drake noted his staff received their shots on Monday and it takes 8 to 10 days to develop the immunity.

Mr. Tierney advised that when this was over a meeting should be set up to discuss what went on, and how they might improve Town response to a similar situation in the future.

*Light at Veterans Park*

Mrs. Lucas reported the need for replacement of the light at the Park. Cost of the bulb and the electrician to do the work would be expensive. The light

had been smashed even though there is a cage on the bulb. This was authorized by the Selectmen. Mrs. Lucas noted lights on the Christmas tree also need attention as some lights are out and there had been some vandalism. She pointed out this is done with volunteers.

**FOLLOW UP ITEMS:**

- Mel Torsey's wall: Mrs. Lucas advised she spoke with Mr. Boucher who tried to speak with Mr. Torsey but he was not available. Mrs. Lucas left a phone message for Mr. Torsey but has not heard back from him as yet.
- Crosswalk Agreement with New Hampton School: Mrs. Lucas spoke with Kirk Beswick. A meeting will be set up with DOT, Mr. Beswick and Mrs. Lucas to confirm that the crosswalks were created to DOT standards and to outline maintenance of same. Any standards which the Town would be asked to maintain by DOT will be asked of the School.
- Re: Police Chief's meeting with the Carters on Drake Road. Mrs. Lucas emailed Chief Salmon regarding this issue but has not heard back from the Chief as yet.
- FEMA Closeout for Donkin Road, Victor Huckins Road and the Lower Oxbow Road: This item was put aside for this evening.
- Selectmen were reminded of the CNP meeting next week to discuss assessment planning (discussion of cyclical vs. statistical review in advance of revaluation assessments).
- The LGC Conference is coming up. Deadline to confirm attendance is 11/6. Selectman Tierney will discuss this with Mrs. Lucas tomorrow morning and advise if he will be able to attend.

**MISCELLANEOUS  
CORRESPONDENCE:**

The following correspondence was reviewed by the Selectmen:

- Security Warning from Robert Levesque regarding the theft of emergency vehicles.
- Whole Family Resource Center information titled "Families In Crisis".
- A copy of the Assessor's Exchange was received.
- 2010-2011 Political Calendar was received.
- "The Rural Hitch" was also received.

**OTHER BUSINESS:**

Regarding the Garden Club's Veteran's Park plan: Mrs. Lucas reported that she met with Kathleen Kozak and advised her the Town was unable to provide funding in their budget this year, but would certainly support the effort by posting information for donations on the website and via the email newsletter. Mrs. Lucas was asked if the Public Works Department would be able to assist by removing several inches of sand from the site. She advised them she would check with Mr. Boucher. The Town has quite a bit of loam available which might be available to assist with the Club's efforts at the Park. Mrs. Lucas will discuss this as well with Mr. Boucher.

**MANY THANKS TO  
BARBARA LUCAS:**

Mr. Mertz asked to take a moment so he might speak for the Board in acknowledging the years of work and considerable effort put forward by Mrs. Lucas in the Central Street Bridge project. Both Selectmen

commended her and thanked her for her efforts on behalf of the Town and her service to both the New Hampton and Bristol communities.

Selectman Tierney advised he spoke with Nancy Mayville of DOT at the opening ceremony. He reported that she was extremely impressed with Mrs. Lucas. She noted that Mrs. Lucas's attention to detail and professional deportment was a critical element in the success of the Central Street Bridge project.

Mrs. Lucas thanked the Board.

**PUBLIC COMMENT**

None was heard.

**ADJOURNMENT**

It was moved by Selectman Mertz to adjourn, seconded by Selectman Tierney. The vote passed and the meeting adjourned at 9:20 p.m.

Respectfully submitted,

Kristin J. Harmon

DRAFT