

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

November 16, 2009

MEMBERS PRESENT:

Selectmen Paul Tierney, Charles Bartley and Kenneth Mertz

OTHERS PRESENT:

Mrs. Barbara Lucas, Town Administrator

CALL TO ORDER:

The meeting was called to order at 5:00 p.m. Chairman Tierney advised the purpose of the meeting was two-fold: The first to discuss proposed changes to Town Ordinances to add Building Permits; and the other to review the proposed budget of the Fire Department.

Building Permits

Mr. Tierney had spoken with Chief Michael Drake to get his input for work on proposed Town Ordinances with regard to building permit requirements for substantial changes made to existing buildings. New or substantially changed structural elements, or changes to plumbing, heating or electrical systems need to be done by licensed personnel who can ensure that systems are safe and up to code. A building permit and a certificate of occupancy would allow the town to outline standards as well as better track substantive property assessment value changes to existing properties.

Selectmen discussed definitions of “major” or “substantial” changes or additions. Mrs. Lucas noted that if intent is to ensure licensed persons are being utilized, it is a different issue than making sure changes for assessment values are brought to the attention of the town. Below are the substantive sections

A building permit shall be required if the estimated value of labor and materials any building construction, remodeling, structural alterations, enlargement or relocation is greater than \$5,000. The dollar figure proposed in this wording relates to a net change in valuation of the property which would be approximately equal to the town’s cost of sending an assessor to inspect said property.

Ordinary repairs which are non-structural repairs and do not include major alteration or replacement of heating systems are exempt from this requirement. This wording was acceptable to all Selectmen.

All work shall be in compliance with all applicable State of New Hampshire Building and Life Safety Codes. It is the responsibility of the person performing the work to ensure that this requirement is met. As the Town does not currently have a building code, the State Building codes would apply. This wording is intended to make that clear. This was acceptable to all Selectmen.

Installation of any fossil fuel, propane or interior wood fire heating systems shall require inspection and approval by the fire department. The State requires each town to be responsible for inspecting all furnace installations. This wording includes wood burning systems as well. This wording was acceptable to all Selectmen.

No person shall be permitted full time residential use of any building, structure or premises, or part thereof hereby erected, relocated, altered, converted, or extended until a Certificate of Occupancy has been issued by the Board of Selectmen or their Agent provided the structure is in one or more of the following categories: either a new structure, an expansion, or change of use (see Substantial Renovation). The definition would be similar to the definition of Substantial Renovation that exists in the Flood Plain section of the current Ordinance. It would entail the submission of documentation of compliance rather than an inspection at the premises.

To apply for a Certificate of Occupancy, the construction, repair, remodeling must be completed, the Building Permit returned with the Certificate of Occupancy application with documentation attesting to the installation conforms to the State of New Hampshire approval of operation of a septic disposal system, or other committed system in accordance with RSA47:A, water supply (either public or private), adequate power supply for power systems (i.e. either electric, solar or wind), Fire Department inspection results for fossil fuel, propane, or interior wood fire heating systems if required(i.e. year round use), installation of hard-wired smoke detectors, and driveway permit (either state or town). Energy Code approvals by the state are done at the building permit level not at the Occupancy permit level so it was not included in this wording.

Wording was developed to allow the permit format and required fees to be updated by the Town on a regularly scheduled basis.

**FIRE DEPARTMENT
BUDGET:**

Chief Michael Drake

Selectmen reviewed the proposed budgets prepared by the Chief for Fire Department, Ambulance and Emergency Management and Warrant Articles.

Mr. Mertz had a question regarding reimbursement for Special Details. Mutual Aid cooperation was helping for Moose Man Competition in the past. This year they only donated a boat and 2 persons for the event. Previously it had included an ambulance and more personnel.

Changes to the budgeting process were made since the last Fire Department Administration. Salaries were eliminated and made hourly and money was moved to the ambulance budget. The net change was

Money to cover increased expense in the Ambulance Department is being worked on

Furnace Inspections, chimney and boiler inspections are now state mandated for the schools. Inspection items not covered under a building permit will

require fees. The attorney will advise if this falls under the authorized duties of the Selectmen to establish these fees. Mrs. Lucas advised that a warrant article to authorize Selectmen to establish those fees may be necessary.

Fire Department Overtime needs revision to include Social Security, Medicare and forestry and mechanics. The Chief will review this and give the changes to Mrs. Lucas.

Fire Department Training doesn't reflect Firefighter 1 training that is going on right now. The Chief noted he was working on an application for a grant that would help defray expenses to bring firefighters up to Firefighter 2 levels requested by the State. Right now training is being done on firefighters own time.

Fire Dept. Physicals and Immunizations: This figure needs to be increased. The Chief was just notified that costs were increased. It is required for CDL certification for drivers. It was suggested that the two-year requirement for physicals be staggered so the budget can cover more personnel.

Contract Services, includes software, engineering advice for fire alarm and sprinkler systems and code requirements, third party consultants for pre-construction engineering review. The state is no longer doing fire inspections. Mr. Tierney pointed out that the Town has to get their own consultants to review and those costs should be reimbursed as they are for Site Plan Review.

Building Maintenance and Repair – floor drain issue includes some kind of tank in the rear of the building, but there is no water/oil separator which needs to be addressed.

Dues, Subscriptions and Conferences has an increased because of increases in dues and software as well as mutual aid fees.

Office supplies includes a request for a copier under a warrant article.

Equipment Repairs and Maintenance – has gone up \$3,000. Portable radio repairs are necessary but they are unknown costs at this time. A number of items require repair and maintenance but the Chief is trying to prioritize and get some done each year.

Fuel is up \$1,000. This is reflected in the increased number of calls.

Vehicle Maintenance Repair – discussion with Kevin Lang includes some major work that will be required for passing inspection on Engine 4. The oldest truck's pump may not pass pressure and flow requirements. Potential for major transmission problems is significant for that vehicle and so the Chief is debating how much money should be put into the vehicle. A number of parts of the truck are no longer available because it is more than twenty years old.

A warrant article to replenish the emergency repair account to \$20 to \$25,000 was discussed. As part of the budget work, Mrs. Lucas will review the funds remaining and report back to the Board.

Supplies, uniforms and gear have gone up significantly. Planning is for gear first and supplies. Protective equipment is about \$1,500 per set but it is locally made and can be repaired locally. He does want to provide sweatshirts, winter hats and tee-shirts for the summer. Class A uniforms are lacking for most employees, cost about \$300 per person and are not a priority. They borrow as needed for special occasions.

Equipment is up by \$3,000 to \$10,000. More equipment is listed than comes to \$10,000 to illustrate the needs of the department. Some helmets are 25 years old. Gloves can cost \$60 per pair. Some of the hoses need to be replaced and others haven't been tested in years. The hoses he proposes to get can be repaired in-house. These purchases will save money for the town.

Mr. Mertz pointed out that explanation to the voters needs to be clearer. The explanations for the final budget need to be pared down or made more concise for clarity. Mrs. Lucas noted that expenditures not identified in the budget cannot be purchased. The Chief noted all the items were listed for the Selectmen's edification.

Ambulance Professional Services includes the Comstar collection agency fees.

Fuel is down because the cost of gas is down, and the Fire Department car is much cheaper to run for business calls than the ambulance.

Maintenance and Repair will need an additional \$500. The potential for a \$1500 job to replace fuel tank on one of the trucks is listed. Again the Chief is listing more items than are budgeted for to bring items to the attention of the Selectmen. Chief Drake asked that the Special Revenues account warrant be reworded so funds would be available year round.

Ambulance equipment – striker chair that can be used on stairs. It was hoped to purchase it this year, but other issues precluded the requisition. This item will have a warrant article.

Emergency Management – part time wages are \$500.00 to keep the account active and enable requests for reimbursement from the Federal Government if warranted by a major emergency.

Warrant Articles –

1st priority was the Chief's Item 5 for the Striker Cot payment

2nd priority was Item 8 for replacement pagers.

3rd priority was Item 6 for an Emergency Generator – the town is now eligible for a Homeland Security 50% matching grant application and funds would come out of Special Revenue.

4th priority was Item 2 for an addition on the back of the station, including a

\$140,000 addition 20' deep and 70' long.

5th priority was Item 4 for a Vehicle Exhaust System which was a Department of Labor issue. The grant that was applied for previously with a co-pay cost for the town of 5% but will probably not come through until 2010.

6th priority was Item 3 for the purchase of a copier.

7th priority was Item 10 to rebuild the water pump on one of the engines.

8th priority was Item 7

9th priority was Item 1

10th priority was Item 9.

Fire Chief's Contract

Selectmen advised the Chief's Appointment was signed but not the Contract. He was advised the wording will reflect the protections noted in State RSA's that specify dismissal of the Fire Chief could only be for cause. The Fire Chief was fine with that.

*New Hampton School
Gables Project*

Fire Marshall visited the Gables site and advised the school that there is no stipulation in the fire codes for temporary dormitories, and the work on The Gables building had to meet the dormitory requirements. The school has hired an engineer to come up with the plans for review by the Fire Department.

*Police Department
Chief Doug Salmon*

Chief Salmon stopped in and advised his copier is out of color cartridges and requested approval to order replacements as well as for some office supplies. He also reported to the Board that the 3-part forms he requested previously could be produced at the State Prison for less than he originally quoted to the Board.

OTHER BUSINESS

None was heard.

PUBLIC COMMENT

None was heard.

ADJOURNMENT

It was moved by Selectman Mertz to adjourn, seconded by Selectman Bartley. The vote passed and the meeting adjourned at 7:18 p.m.

Respectfully submitted,

Kristin J. Harmon