

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

January 2, 2020

MEMBERS

Mr. Denoncour, Mr. Mertz, and Mr. Irvine were present.

PRESENT:

OTHERS

There were none.

PRESENT:

CALL TO ORDER:

Mr. Denoncour called the meeting of the Board to order at 6:00 p.m.

WORK SESSION

Manifests, bills, requisitions, purchase orders and leave request forms.

The board approved the following Occupancy Permit application(s):

1. Tilton Realty Trust – Tax Map R11, Lot 17-48.

APPOINTMENTS

6:30 pm

Paul Tierney

Mr. Tierney was present. He reviewed the history of a building permit issued to Wintringham Trust, Tax Map U15, Lot 8 and the fact that a deck was constructed that was not on the permit and appears to not meet the setback to a side property line. Mr. Wintringham then submitted the required Appeal to the ZBA, as the office advised him to do, filing to appeal ALL the choices on the ZBA application, ie. appeal to administrative decision, variance, special exception, etc. As this application as submitted would be difficult for the ZBA to approve and after review of the choices for appeal Mr. Tierney and the board agreed that Mr. Wintringham should refile for only the Appeal for an Equitable Waiver from Dimensional Requirement.

Mr. Tierney advised he wanted to stay for Mrs. Arsenault's appointment with the board for her interest in serving on the ZBA.

6:45 pm

Anne Arsenault

Mrs. Arsenault was present to express her interest in serving on the Zoning Board of Adjustment. She provided her background and her interest in serving. The board asked questions and various scenarios were discussed.

Mr. Mertz made a motion, seconded by Mr. Irvine to sign an appointment for Mrs. Arsenault as a regular member to the ZBA.

DISCUSSION

- The board signed the IRS Quarterly 941.
- Memo from Finance Officer Ms. Duggan, estimated December expenses still unpaid. It was determined the PD 2019 budget was overspent and Mr. Irvine said Ms. Duggan advised Chief Stevens via email of the issue. She then emailed the PD Admin, Mrs. Cremin to get any remaining invoices, credit card slips, etc. from 2019 that need to be paid. Additional bills have now been received overspending the budget further with more anticipated. Mr. Irvine said when Chief Stevens stopped by the office Mr. Irvine asked him if he was aware he was over budget and Chief Stevens said he did not know. It was noted that OT was paid for training when the purpose of utilizing part-time officers was to reduce OT while his part-time budget is underspent for 2019.
- Request from Permitting Assistant Mr. Pollock to attend Wetlands Law & Compliance course to retain a certification he currently holds, but will benefit the

town in his duties. After discussion the board agreed to pay for his time during the work session and Mr. Pollock can pay for gas and his entry fee.

- Conditional offer templates and PD agreement document was reviewed by Town Counsel and the board agreed to provide to Police Chief.
- Discussion on comments made on Master Plan surveys and whether it could be helpful to address some of issues brought up. The board agreed to gather response and guidance from the appropriate department once survey results are compiled and possibly post on the town website.
- Assessing firm provided guidelines to help assist the town when determining how far along a building project is when asking for permit extensions. The board took this under advisement for Mr. Irvine to investigate what other towns are doing.
- Discussion on how often to take appointments for the board, with the board agreeing to schedule appointments weekly, instead of bi-weekly, but scheduling or limiting appointments on a discretionary basis.
- Finalized budgets going to department heads in preparation of the budget hearing on 1/9, with consideration to increase fund balance.
- Board reviewed Fire Chief's submitted monthly reports.
- Public Notice for Planning Board submittal to Town of Gilmanton – cell tower.
- Mr. Irvine reviewed further investigation he had done relative to the meeting with George Moore, Dixon Hill Road. The Town parcel abutting Mr. Moore's is valued at \$73,900 taxes; interest and penalties total \$7,617 at tax deeding more than 3 years ago; property last logged in 2004. Forester Shaun Lagueux said he could estimate the value in timber with a site visit.
- Certification training and testing for Tom O'Shea at NHDES for Solid Waste Operator and Town Clerk/Tax Collector assistant Ms. Dinsmore.

OTHER BUSINESS

- Mr. Irvine asked the board if they wanted to include notice of Barbara Lucas' retirement on the Town Website and the New Hampton Connection email and the board agreed.
- Mr. Denoncour asked for clarification on statute that allows for a Selectmen to act as Town Administrator. Mr. Irvine advised that as long as the TA is part-time, it is allowed, but said he could confirm this with Town Counsel.
- Mr. Mertz asked Mr. Irvine if he had a draft job opening for the position, which he said he was working on. There was discussion on how long to leave the job opening available for submission of resumes. Mr. Irvine to look at other similar openings and distribute a draft ad for the position through Administrative Assistant Mrs. Vose next week.

PUBLIC COMMENT

There was none.

**NON PUBLIC
SESSION**

At 7:46 pm Mr. Denoncour made a motion, seconded by Mr. Irvine, to go into Non-Public Session, according to RSA 91A:3 II (e) Litigation. Vote passed. Roll call was taken, Mr. Deoncour – Y, Mr. Mertz –Y, Mr. Irvine – Y.

PRESENT

Mr. Denoncour, Mr. Mertz, and Mr. Irvine.

**RETURN TO
PUBLIC SESSION**

At 7:49 pm, Mr. Denocour made a motion, seconded by Mr. Mertz, to come out of Non-Public Session and to seal the minutes for 5 years. Vote was unanimous.

**NON PUBLIC
SESSION**

At 8:50 pm Mr. Denoncour made a motion, seconded by Mr. Mertz, to go into Non-Public Session, according to RSA 91A:3 II (c) Personnel. Vote passed. Roll call was taken, Mr. Deoncour – Y, Mr. Mertz –Y, Mr. Irvine – Y.

PRESENT

Mr. Denoncour, Mr. Mertz, and Mr. Irvine.

**RETURN TO
PUBLIC SESSION**

At 7:58 pm, Mr. Denoncour made a motion, seconded by Mr. Irvine, to come out of Non-Public Session and to seal the minutes for 5 years. Vote was unanimous.

ADJOURNMENT:

Mr. Mertz made a motion, seconded by Mr. Irvine, to adjourn at 8:00 pm. Vote was unanimous.

Respectfully submitted,
Pamela Vose