

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

October 24, 2019

MEMBERS

Mr. Irvine, Mr. Mertz, and Mr. Denoncour (7:17 pm) were present.

PRESENT:

OTHERS

Town Administrator Mrs. Lucas

PRESENT:

CALL TO ORDER:

Mr. Irvine called the meeting of the Board to order at 6:07 p.m.

WORK SESSION

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

The board approved a purchase requisition for Hwy Dept (work clothes & boots, leaf springs for 2003 Mack).

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

1. Seemar Real Estate Holdings – Tax Map R11, Lot 21
2. Michael Cobb & Nola Rocco – Tax Map U1, Lot 4

APPOINTMENTS

6:30 pm

Fire Chief Drake

Chief Drake was present. Discussion on what was more sensible; to replace the 2nd ambulance, with a 5-yr lease/purchase, which doesn't go out very often, or the rescue/pumper with the 5-yr lease/purchase, with whichever is not purchased, apply to replace with grant monies. Chief Drake stated the mechanic said the ambulance needs replacement first and that the grant was written for the engine replacement and the warrant article for the rescue pumper is a non-lapsing article to year end 2020. He said they cannot "supplant", which means fund the purchase by appropriation and then apply for a grant.

There was discussion that a grant writer shared between Police and Fire, could be very effective.

To clarify a previous question on annual hydro-testing, Chief Drake it should say "SCBA repairs" and "flow-testing".

As monies remain in 2019 Equipment Maintenance & Repair budget line, Chief was asked if this was reflective of some repairs not being done until the end of the year. Chief Drake reviewed maintenance needed by year end, many scheduled for fall.

Mrs. Lucas said a quote was provided to include the Fire Dept on the file server with maintenance cost of \$350 for each workstation, to be budgeted annually.

7:00 pm

*Open RFP's for
2019-20 Winter
Maintenance*

The board opened the bids:

1. Chambers Asphalt - \$55/hr for equipment (two 1-tons & sanders), \$25/hr for operator.
2. Partridge Trucking LLC - \$55/hr for equipment (Dodge Ram & Peterbuilt), \$25/hr for operator. Addition of hauling sand at \$75/hr with \$25/hr for operator.

Mr. Irvine made a motion, seconded by Mr. Mertz to forward the bids to Public Works

Director for his review and recommendation. Vote was unanimous.

DISCUSSION

Fire Dept request for documentation to waive transport charges for a volunteer that experienced heat stroke while working at the town house as previously decided by Selectmen. The board signed the waiver.

- The board reviewed one change draft credit card policy. Mr. Mertz made a motion, seconded by Mr. Irvine to accept the change. Vote was unanimous. Board signed the policy.
- Board signed payment plan with Barbara & Eric Ford for the Downing property on Route 132N, Tax Map R20, Lot 58.
- DRA response to utility appraisal contract review with suggested changes.
- 2018 Audit Report.
- Review of sales analysis for equalization ratio.
- Email to Selectmen from Louise Tilton commended Town Clerk Ms. Adams for her handling of a registration.
- Email from engineer Erin Darrow to Mrs. Lucas and Conservation Commission Chair Mr. DuBois: question from abutter (to proposed Snake River access parking area) Mr. Bergeron looking for town support on possible subdivision of his property. Mr. Irvine said it would have to meet subdivision regs. Mrs. Lucas advised it doesn't meet the requirements and a Variance would be needed.
- Supervisor of the Checklist meeting notice.
- Lien redemptions.
- NASD revised payment schedule.
- Lakes Region Community Services; thank you for appropriations.
- Mrs. Lucas advised Mrs. Provencher's daughter paid her delinquent 2016 taxes.
- Mrs. Lucas advised the tax rate is under review by NHDRA.

OTHER BUSINESS

- Mrs. Lucas said she's waiting for a response from Mr. DuBois on who contacted NHDES relative to Prime Wetland Designation status.
- Mr. Irvine reviewed his concepts for the Veteran's Memorial Park and the board discussed further ideas. The board agreed to meet at the proposed site, at 5:00 pm, prior to the budget work session on 10/28.

PUBLIC COMMENT

There was none.

NON PUBLIC

At 7:23 pm Mr. Irvine made a motion, seconded by Mr. Mertz, to go into Non-Public

SESSION Session, according to RSA 91A:3 II (e) Litigation. Vote passed. Roll call was taken, Mr. Irvine – Y, Mr. Denoncour – Y, Mr. Mertz –Y.

PRESENT Mr. Irvine, Mr. Denoncour, Mr. Mertz, and Mrs. Lucas.

RETURN TO PUBLIC SESSION At 7:27 pm, Mr. Irvine made a motion, seconded by Mr. Denoncour, to come out of Non-Public Session and to seal the minutes for 5 years. Votes were unanimous.

NON PUBLIC SESSION At 7:28 pm Mr. Irvine made a motion, seconded by Mr. Mertz, to go into Non-Public Session, according to RSA 91A:3 II (b) Hiring. Vote passed. Roll call was taken, Mr. Irvine – Y, Mr. Denoncour – Y, Mr. Mertz –Y.

PRESENT Mr. Irvine, Mr. Denoncour, Mr. Mertz, and Mrs. Lucas.

RETURN TO PUBLIC SESSION At 7:31 pm, Mr. Irvine made a motion, seconded by Mr. Mertz, to come out of Non-Public Session and to seal the minutes for 5 years. Votes were unanimous.

Mr. Irvine made a motion, seconded by Mr. Mertz that based on the recommendation and complete documentation on the Town's new hire checklist to approve the hiring of Helen Dinsmore as the Tax Collector/Town Clerk Assistant, effective 10/28/19. Vote was unanimous.

NON PUBLIC SESSION At 7:34 pm Mr. Mertz made a motion, seconded by Mr. Irvine, to go into Non-Public Session, according to RSA 91A:3 II (a) Personnel. Vote passed. Roll call was taken, Mr. Irvine – Y, Mr. Denoncour – Y, Mr. Mertz –Y.

PRESENT Mr. Irvine, Mr. Denoncour, Mr. Mertz, and Mrs. Lucas.

RETURN TO PUBLIC SESSION At 7:36 pm, Mr. Irvine made a motion, seconded by Mr. Mertz, to come out of Non-Public Session and to seal the minutes for 5 years. Votes were unanimous.

Mr. Mertz made a motion, seconded by Mr. Denoncour to approve a Payroll Change Notice for Police Chief Stevens salary adjustment to \$68,000/yr, effective 11/4/19, based on his contract. Vote was unanimous and the notice was signed.

NON PUBLIC SESSION At 7:37 pm Mr. Irvine 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. Irvine – Y, Mr. Denoncour – Y, Mr. Mertz –Y.

PRESENT Mr. Irvine, Mr. Denoncour, Mr. Mertz, and Mrs. Lucas.

RETURN TO PUBLIC SESSION At 7:58 pm, Mr. Irvine made a motion, seconded by Mr. Mertz, to come out of Non-Public Session and to seal the minutes for 5 years. Votes were unanimous.

Mr. Irvine asked that Chief Stevens be asked to supply a blank copy of reimbursement form to be properly completed per the state guidelines as the present form submitted to the Finance Officer cannot go as is. He asked Mrs. Lucas to draft a policy for future grant reimbursement relative to payroll match or reimbursement and for the forms to be originated in the Selectmen's Office.

ADJOURNMENT: Mr. Mertz made a motion, seconded by Mr. Denoncour, to adjourn at 8:31 pm. Vote was unanimous.

Respectfully submitted,
Pamela Vose

DRAFT