

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

October 31, 2019

MEMBERS

Mr. Irvine and Mr. Denoncour were present.

PRESENT:

OTHERS

Town Administrator Mrs. Lucas

PRESENT:

CALL TO

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

ORDER:

WORK SESSION

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

The board approved purchase requisition(s) for Hwy Dept (2013 International emergency repairs, cutting edge for grader plow).

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

1. Tom & Karen O'Shea – Tax Map U5, Lot 27
2. Jim O'Brien – Tax Map R16, Lot 10.17
3. Steven & Sandra Crane – Tax Map R6, Lot 46

The board approved the following Intent to Cut Wood:

1. Barry & Carol Graton – Tax Map R14, Lot 9
2. Mark Robert & Christine Brennan – Tax Map R16, Lot 13E

APPOINTMENTS

Town Clerk/Tax Collector Ms. Adams was present.

7:00 pm

Public Hearing

Mr. Irvine advised that the Board of Selectmen was holding a Public Hearing, in accordance with RSA 31:95-b III (a), to take action on the expenditure of \$27,771.54, which would authorize the expenditure of unanticipated and unrestricted monies distributed by the State of NH for municipal aid. The Board proposes these funds to be used for the purpose of purchasing the scheduled replacement of existing computer workstations and an existing file server. Mr. Irvine reviewed the items being purchased: fiber optic cable, file server, 3 PD workstations, 2 workstations for the Town Clerk/Tax Collector, 1 workstation for Selectmen's Office, workstation at Fire Dept, and artificial intelligence anti-virus software in the amount of \$26,625.

Mr. Denoncour made a motion, seconded by Mr. Irvine that the board use the unanticipated funds to purchase replacement of workstations and existing file server in the amount of \$26,625. Vote was unanimous. Public hearing was closed.

DISCUSSION

- Mrs. Lucas reviewed the preliminary 2019 tax rate, not yet finalized by NHDRA.
- Copy of response from utility appraiser Sansoucy to NHDRA relative to their review of the contract and criticism of properly identifying telecommunication or special use properties: explanation by Sansoucy on how they are properly

identified in the MS-1. The board signed the contract with utility appraiser Sansoucy Assoc.

- As the board had previously voted to waive delinquent taxes for 2016-18 on a trailer in Twin Tamarack which is gone, the board signed the abatement.
- The board reviewed delinquent ambulance bills voting for all to go to collection:
 - a) Patient is insured with \$102.12 remaining, their responsibility.
 - b) Patient is insured with \$117.74 remaining, their responsibility.
 - c) Patient has Medicaid but didn't respond to their requests for information. Question as to whether the transport was an emergency. Bill is \$1,166.51.
 - d) Patient with no health insurance; involved in MVA; bill is \$1,274.75.
 - e) Patient with no health insurance; bill is \$1,220.63.
 - f) Patient with no health insurance; bill is \$1,193.57.
 - g) Patient is insured with \$250 remaining, their responsibility.
 - h) Patient with no health insurance; bill is \$1,180.04.
 - i) Patient with no health insurance; bill is \$1,220.63.
 - j) Patient with no health insurance; bill is \$1,220.63. .
- Email from Rick Van de Poll to Mrs. Lucas that he advised NHDES that if someone from New Hampton contacted NHDES to request delay of the Prime Wetlands Designation for the Snake River it was done without authority to delay, so it should be ignored.
- Discussion on privacy policies relative to analytics that could be done by the webmaster.
- Mrs. Lucas reviewed Be Fair Builder rep's recommendations for the Town Office improvements/ reconfigurations. Builder will meet with Fire Dept to review any requirements they may have.
- As Ms. Adams was asking for a wage increase and as the wages for the position were addressed in a warrant article which related to experience & certifications, the board asked Ms. Adams if there were any other courses she wanted to take other than the 4-yr certification she previously requested. Ms. Adams said there were none she was aware of. The board suggested other types of courses she might want to take that are related to her job responsibilities.
- 2020 Budget:
 1. Discussion on adjustments to Conservation Commission budget.
 2. Fire Dept workstations – question on how many in the dept need an annual maintenance being added to the town's server.
 3. Discussion on whether or not to budget for 2 more Welcome signs in 2020 with agreement to wait until the 2 purchased, going on Route 104 are well received. Sign permits still need to be obtained through NHDOT.
 4. Mrs. Lucas said relative to the board's discussion to remove \$50,000 from the Hwy Dept budget for road reconstruction, and that plans were laid out in the Road Surface Management System Report, suggested adding it the \$100,000

warrant article for road improvements.

5. The board considered any warrant articles that could be removed, agreeing to remove the warrant article for a police cruiser, which made more sense than removing the backhoe as a backhoe failure has a greater negative impact to the town. The warrant article to add money to the expendable trust for dry hydrants was added at the discretion of the Selectmen, not requested by Chief Drake, so consideration was given to remove it for 2020. Reduce the amount going into the Bridge Repair fund from \$20,000 to \$10,000. This is a \$60,000 reduction and propose to add the \$50,000 for paving.
 6. Discussion on warrant article relative to special duty fund – more research needed but the board agreed any balance above the detail reimbursement amount paid to the officer out of the PD budget, would go into the general fund.
- Mrs. Lucas said relative to the possible warrant article for a grant writer, Chief Drake discovered that a grant they want to apply for is due in December. There was discussion that the Fire Department's 2019 budget has monies remaining, if the board allowed him to use these monies for a grant writer for this purpose in 2019, it is very possible it could be awarded for the extrication tools they need. The board agreed he should proceed with this.
 - Notification of Dredge & Fill Permit for Wolak Realty LLC, Tax Map R4, Lot 91.
 - Mrs. Lucas said Mr. Boucher has been using the blower for clearing leaves out of ditches/culverts. Property owner on Sand Hill Rd contacted him to clean up the road again after she had yard clean-up blown into the roadway. The board advised he can't clean it up; it is the responsibility of the property owner.
 - There was discussion on questionnaires sent to property owners if the sale price vs the assessment were vastly different, which includes a Welcome letter with pertinent info for new owners. The board considered whether these should go to all new owners. Based on cost the board agreed some type of postcard could be used. Administrative Assistant Mrs. Vose to be asked to draft one.
 - Discussion on refinance of Public Safety Building; Laconia Savings Bank is very interested in serving New Hampton and will offer better loan rate if all accounts are moved to their bank. Mrs. Lucas and Finance Officer Ms. Duggan to meet with their reps.
 - Grant reimbursement process: Selectmen agreed to have policy drafted on how these will be handled going forward - by the Finance Officer.
- OTHER BUSINESS**
- Mr. Irvine suggested results of the Community Survey be utilized to support some of the items being asked for in the budget and warrant articles.
 - Mr. Irvine asked Mr. Denoncour to write the State of the Community for the 2019 Town Report.
 - Mrs. Lucas advised that Mr. & Mrs. Ford signed their payment agreement.

- Budget meeting scheduled for 11/4/19.
- There was discussion on offering possible shredding services of one box of paper, to town residents one day out of the year, possibly Public Safety Day, as the cost to the town was very reasonable. Mrs. Lucas will have Ms. Duggan look into it further.

**PUBLIC
COMMENT**

There was none.

ADJOURNMENT: Mr. Irvine made a motion, seconded by Mr. Denoncour, to adjourn at 9:13 pm. Vote was unanimous.

Respectfully submitted,
Pamela Vose

DRAFT