

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

November 21, 2019

MEMBERS

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

PRESENT:

OTHERS

Town Administrator Mrs. Lucas

PRESENT:

CALL TO ORDER:

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

WORK SESSION

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

Mr. Denoncour made a motion, seconded by Mr. Irvine to approve a Payroll Change Notice, effective 11/8/19, for Officer Franz-Morin as she graduated from the Police Academy to \$18.50. Vote was unanimous.

The board approved purchase requisition(s) for Hwy Dept (costs incurred attempting to remove beaver dam in Sinclair Hill Road culvert), Fire Dept (vaccinations for EMT class; furnace repair & annual maintenance)

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

1. Pat & David Dietlin – Tax Map R13, Lot 17; amendment to prior permit.
2. Robert & Ella Ford – Tax Map R20, 58A
3. Frank & Mary Geis – Tax Map R1, Lot 4; extension - discussion on how the assessors would determine percentage complete.

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

1. George & Sheila Huckins – Tax Map R10, Lot 10C
R16, Lot 19

The board approved the following Intent to Cut Wood:

1. Huckins Rev Trust – Tax Map R16, Lot 19

The board approved the following Home Occupation application:

1. Richard & Judith Bettencourt – Tax Map R1, Lot 27I

APPOINTMENTS

No one was present.

6:45 pm

Valerie Fraser

DISCUSSION

- Board signed letter of recognition for Officer Franz-Morin.
- Review of tax deeded properties on Lindsey Lane.
- Sample notices to employees of Town's contributions to employee's benefits for informational purposes.
- Draft policy for process on hiring of town employees.

- Dixon Hill Road – consideration to discontinue road portion in New Hampton. Mrs. Lucas to invite landowners to meet with board.
- Tax Deeding:
 1. Discussion on tax deed properties (travel trailers) in Twin Tamarack Campground Tax Map U9, Lots 5 & 7 on and whether to pursue further in small claims courts for 2016-2018 taxes. Trailer owners have not paid even after campground owner advised them to. Mr. Mertz made a motion, seconded by Mr. Denoncour to send them to court.
 2. Tax Map R20, Lot 29; owner is in assisted living with Mrs. Lucas making attempts to reach out to property owner through a case worker. Mr. Irvine said Mrs. Lucas can try again to reach out to the assisting living facility but if that produces not results and the town can demonstrate they have done everything to try to contact the owner the town has done everything it could. It was the consensus of the board to make the extra effort.
 3. Property held in an estate – USDA holds a mortgage who is willing to pay back taxes after documentation is provided.
 4. Estate of Edgar Ballou, manufactured home with little value on land of son. Mrs. Lucas suggested the taxes be abated then in the future the home can be assessed to the landowner. Tabled for further discussion.
- Review of draft Privacy Policy for website. CCS to review.
- Draft letter to Chris Bell; re: Hawkers/Peddlers permit application being held and the further requirements for his 2020 use of the property.
- Discussion on Irwin Ford's invoice with VIN # for police cruiser to be purchased to encumber appropriations for that purpose. Memo from Town's finance officer about conversation with the town auditor, Jen Dorr doesn't expressly mention obtaining the VIN# for a specific vehicle, stating they are agreeable with that documentation to the encumbrance upon a vote of the Selectmen. Board agreed to sign once the memo is revised and all information from Police Chief Stevens is submitted.
- Email from Jennifer Proulx asking about process to add onto condominium in Twin Tamarack. Mrs. Lucas said Mrs. Proulx did not provide the details she had to Administrative Assistant Mrs. Vose, by phone, which includes building outside their limited common area. Mrs. Lucas tried to contact Mrs. Proulx, left a phone message but has not heard back.
- Email correspondence with power company, re: community power and recent statute; info forwarded to LRPC who will look into it further.
- Hwy Dept complaint form.
- Lien redemptions.

OTHER BUSINESS

- Mr. Mertz said at Planning Board meeting the board discussed possible amendments to zoning and he had told them about possible special events language that would require acting quickly on for inclusion into the warrant. He said the master plan subcommittee continues to tally surveys calculating a 24.4% return rate.

- Mr. Denoncour updated the board on the Gordon-Nash Library and the welcome sign installations.
- Discussion on reviewing 2020 budget decisions with dept heads.
- Mrs. Lucas said Rick Shea was coming to meet with the board to discuss the petition warrant article he would be submitting.
- Mrs. Lucas asked the board's position to include a warrant article for a full-time fire chief. Board tabled this discussion. Chief Drake's contract needs renewal prior to 12/19/19 and agreed to have him meet with board on 12/5.
- Mrs. Lucas advised that due to changes employees have made to their medical insurance coverage the percentage increase is now below 2% for the operating budget. She said she's suggested to Finance Officer Ms. Duggan to change the vacant position within the PD to the family plan, \$3,000 deductible.
- The board agreed to meet on 11/26/19 at 5:00pm. to sign the manifest and any other business.

PUBLIC COMMENT

There was none.

NON PUBLIC SESSION

At 7:39 pm Mr. Irvine made a motion, seconded by Mr. Denoncour, to go into Non-Public 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 7:44 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 7:45 pm Mr. Irvine made a motion, seconded by Mr. Denoncour, to go into Non-Public 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 7:48 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 7:49 pm Mr. Irvine made a motion, seconded by Mr. Denoncour, 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 7:50 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. Denoncour made a motion, seconded by Mr. Mertz that based on the recommendation of the Public Works Director to extend a probationary conditional offer of employment to Tom O'Shea as a part-time Transfer Station Attendant. Vote was unanimous.

NON PUBLIC

At 7:52 pm Mr. Irvine made a motion, seconded by Mr. Denoncour, to go into Non-Public

SESSION

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 8:00 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 request and recommendation of the Public Works Director to re-instate Richard Shea as a part-time Transfer Station Attendant, waiving the pre-employment procedures based on a finding that the window from his termination date to his communication to the town of his desire to return to employment was 8-10 days and based on his employment history with the town on the contributions made in that time were very positive and warrant that consideration. He is currently at a pay rate of \$12.50. Irvine made a motion, seconded by Mr. Mertz to amend the vote to change his pay to a rate to be determined. Vote was unanimous. The board asked that Mr. Boucher make a recommendation and submit a payroll change form for rehire and hourly rate change.

NON PUBLIC SESSION

At 8:07 pm Mr. Irvine made a motion, seconded by Mr. Denoncour, to go into Non-Public Session, according to RSA 91A:3 II (b) 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 8:10 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. Denoncour to accept the letter of resignation from EMT Hannah Barnett effective immediately. Vote was unanimous.

NON PUBLIC SESSION

At 8:11 pm Mr. Mertz made a motion, seconded by Mr. Mertz, to go into Non-Public Session, according to RSA 91A:3 II (b) 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 8:12 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.

Mr. Irvine made a motion, seconded by Mr. Denoncour to accept the letter of resignation from Full-time Patrol Officer Steve Marsh effective 12/16/19, at which point he will become a Part-time Patrol Officer, keeping his status as a Firefighter/Paramedic with the Fire Dept. Vote was unanimous.

NON PUBLIC SESSION

At 8:14 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 8:15 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.

ADJOURNMENT:

Mr. Irvine made a motion, seconded by Mr. Denoncour, to adjourn at 8:18 pm. Vote was unanimous.

Respectfully submitted,
Pamela Vose

DRAFT