

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

November 7, 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.

The board approved purchase requisition(s) for Hwy Dept (2010 International parts for repair being done by the dept; Ford F550 – tires mounted & balanced; Mack – tires mounted, not balanced), Fire Dept (annual preventative maintenance for Stryker cots)

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

1. Tilton Realty Trust – Tax Map R11, Lot 17.51

The board approved a Hawkers & Peddler's application (long term):

1. Chris Bell, Traveling Texas Smokeshop – Tax Map R11, Lot 25A; Application tabled for up-to-date state's hawkers & peddler's license that can't be obtained until 2020. Relative to Site Plan review the board agreed that unless there were going to be changes to his site plan, it would not be necessary. Follow-up letter to be sent to Mr. Bell.

**APPOINTMENTS**

*7:00 pm*

*Gordon DuBois*

Conservation Commission Chair Mr. DuBois and member Shana Martinez were present. Mr. DuBois showed the board the Kelley-Drake Conservation Area brochure. He said the commission has done a lot of work cleaning it up and the site has a wide variety of terrain & wildlife and a good trail system.

Mr. DuBois said relative to the proposed parking area along the Snake River Rick Van de Poll expressed concerns on people walking through the wetlands. Mr. Irvine said there were grant monies used to purchase one of the properties which was tied to educating the public on wetlands. The board agreed that as this property is to be designated as a prime wetland and any development including education, parking, and access should take into consideration the grant details and wishes of the Bergerons, who donated some of the wetland area, while avoiding damage to the area. Mrs. Lucas said engineer Erin Darrow said the application for the parking area was accepted by NHDES as an expedited application.

Mr. DuBois said the commission is interested in some parcels of land near Bald Ledge and Jackson Pond. Mrs. Martinez and Mrs. Lucas reviewed the history of the Town owned lots on R8 taken by tax deeding. The prior owners wanted to purchase the properties back, which the Selectmen at the time were agreeable to, but the commission wanted to see them retained. A warrant article to retain the properties was subsequently approved by the voters. Mrs. Martinez said she looked to see if there was any vote about specific protections or intentions on the properties, and found none. Mr. DuBois said the

commission would like to see conservation easements on the properties to guard against any future development and asked the board for their input. Mrs. Lucas advised the commission could make the recommendation with a formal request going to the Selectmen for a vote. She said access to the properties is either through a Class VI road or through state forest so any development would be very difficult. Mrs. Lucas cautioned that if the Selectmen were agreeable they should carefully word any conservation easement as there is potential for those properties to provide drinking water for residents. It was the consensus of the board to support some kind of protections and asked that the commission discuss their minimum and maximum easement ideas.

Mr. DuBois said the commission has an interest in creating an easement on the town owned parcel on Jackson Pond, Tax Map R18, Lot 14. Mrs. Lucas said a survey should be done. Mrs. Lucas said there is an abutter who has expressed interest in purchasing this property. There was discussion on whether it was worth pursuing an easement. The board suggested focusing instead on a property like Robinson Falls for sale by owner Tim Carter.

There was discussion on obtaining property that contains Robinson Falls through a partnership with another entity, though access could be an issue.

## **DISCUSSION**

- Review of the 2019 tax rate of \$19.24 and its breakdown. The board signed the tax warrant.
- Review of amendments to welfare guidelines for town's allowable amounts: rental rates for Belknap County, phone allowance when needed for medical reasons & funeral costs. Mr. Irvine made a motion, seconded by Mr. Mertz to adopt the welfare guidelines titled "Appendix A, Allowable levels of Assistance". Vote was unanimous and it was signed.
- Discussion on property belonging to Estate of Peter Shepard, which is facing tax deeding. Property is not in probate and USDA holds a large mortgage which is considering a foreclosure. Review needed by town counsel.
- Memo from Town Clerk Ms. Adams as she had indicated a Moderator's Assistant in her 2020 budget. It stated Paul MacDonald as assisting the Moderator in his duties. The board disagreed with him being paid as a "moderator" for an election day, when he only assumes that responsibility during a brief break. The remainder of the time he is serving as a Ballot Clerk which is how he will be paid and is reflected in new budget worksheet.
- 2020 budget: Decision later on use of additional fund balance. If Budget and all warrant articles are approved the increase would be 4.16%, @ \$ .27.
- The board reviewed comments from the Master Plan survey which were related to issues not relative to the Master Plan update.
- Board agreed on Fire Chief Drake application for a First Responder Grant for extrication tools paying for a grant writer for this one, with consideration to use them for future grant applications. Information provided on annual service package at \$1,500 for 4 separate single grant applications, unlimited consultation, & notification

of grant news.

- Water analysis report from GZA Environmental at the Public Works Garage.
- The board reviewed & revised the draft “Welcome to New Hampton” postcard to be sent to new property owners.
- NHS wants to merge the 2 new parcels they acquired in addition to 2 lots off Shingle Camp Hill Road, with the main campus lot. Mrs. Lucas will provide NHS with the merger application.
- Mrs. Lucas has notified NHS of the skateboarders seen on the town’s road which is not allowed.
- Copy of email to Erin Darrow from Maryly Matthewman in response to her abutter’s notice about the parking area proposed along Snake River.
- Email 11/1 from Richard Matthies who sought assistance in his brother’s cremation has run into problems with probate on the estate since he lives out of state.
- Letter to Mr. Irvine inviting the town to join recognition for School Choice Week in New Hampton. No action taken.
- Lien redemptions.
- ZBA decision to reject application from New Hampton Community Church which would be a building addition into the town road right-of-way, which the ZBA doesn’t have authority to allow. The applicants were told their next step is to meet with the Selectmen.
- Mrs. Lucas advised that she and Ms. Duggan met with Bank of NH reps who may be willing to offer a courier service for deposits several times a week, though the town sometimes has to deposit daily. She said the bank has established a pool paying more than the current NH Public Deposit Investment Pool which is an option even if the accounts are not transferred to their bank. Bank will prepare a written proposal.
- Mrs. Lucas and Mr. Denoncour to draft website privacy policy as the webmaster will be gathering information on visits to the site.

**OTHER BUSINESS**

- Mr. Denoncour said a vehicle hit a tree along Main Street, which ended up being taken down. Mrs. Lucas noted it was a tree planted by the town as are many that are along Main Street. The board agreed the person responsible should pay the cost of planting its replacement.
- Mrs. Lucas advised the meeting with NHDOT relative to the outlet culvert on 11/8, begins at 2:30pm.
- Mrs. Lucas said she was discussing the idea of the shredder offering for residents with Public Works Director Mr. Boucher and he stated that shredded paper is the most valuable for recycling so he will investigate the cost for a shredder for the Transfer Station and possibility of a grant to purchase through NH the Beautiful.

- Mr. Irvine distributed a draft Special Events policy for the Planning Board's consideration. Board to take under advisement.

**PUBLIC COMMENT**

There was none.

**NON PUBLIC SESSION**

At 8:30 pm Mr. Irvine made a motion, seconded by Mr. Mertz, 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 8:46 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.

**NON PUBLIC SESSION**

At 8:47 pm Mr. Irvine made a motion, seconded by Mr. Denoncour, 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 8:48 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 give the Public Works Director authorization to give a conditional offer letter to Tom O'Shea as a part-time Transfer Station Attendant. Vote was unanimous.

**NON PUBLIC SESSION**

At 8:49 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 9:04 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 9:05 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 9:28 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.

**ADJOURNMENT:**

Mr. Irvine made a motion, seconded by Mr. Denoncour, to adjourn at 9:29 pm. Vote was unanimous.

Respectfully submitted,  
Pamela Vose

DRAFT