

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

December 19, 2019

MEMBERS

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

PRESENT:

OTHERS

Public Works Director Mr. Boucher and Finance Officer Ms. Duggan

PRESENT:

CALL TO ORDER:

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

Mr. Irvine advised that he was stepping down as Selectboard Chair as he was taking the role of part-time Interim Town Administrator.

Mr. Mertz made a motion, seconded by Mr. Denoncour to accept Mr. Irvine's change. Vote passed. Mr. Mertz made a motion, seconded by Mr. Irvine to nominate Mr. Denoncour as the Chair. Vote passed.

WORK SESSION

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

The board approved purchase requisition(s) for Hwy Dept (winter sand; road salt; gravel & stone; F350 studded tires).

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

1. Roy & Janet Fielding – Tax Map R8, Lot 1A18.
2. James & Andrea Correia – Tax Map R17, Lot 27.

APPOINTMENTS

6:00 pm

Mr. Boucher

Mr. Boucher was present and said when he started working for the town it was noted that Amsden Road was partially in New Hampton with one resident, then passing into Ashland, with no one living at the end of the road at the time. His predecessor advised him that New Hampton would not maintain to the end if someone was to reside in Ashland, which was true for 6-8 years. The first house was a short distance off Winona Road and the property owner in New Hampton advised Mr. Boucher it wasn't necessary for the Highway Dept to rush any plowing of Amsden Road as the resident could plow the short portion to his driveway. Then the new property owner, Corey Johnston, at the end of Amsden Road (in Ashland) advised Mr. Boucher he was going to put a camper on the property and use it when he came up to visit his daughter. Soon after New Hampton highway dept. started getting multiple calls to take care of the road so Mr. Johnston could get up the hill (23% grade) to his property, which meant moving equipment to a location not regularly plowed. Mrs. Lucas had advised Mr. Boucher previously that it was her understanding there was an agreement to maintain this road to the end. Then Mr. Johnston began working for the New Hampton Transfer Station and built a home at the end of Amsden Road, saying he would maintain the road up to his home. Mr. Boucher said last year he started getting more phone calls to plow/sand the road and found that Mrs. Johnston was driving 2-wheel drive vehicles. Mr. Boucher said Ashland doesn't touch Amsden Road even though there are 2 roads in the vicinity that Ashland does maintain. He said another problem is that the property doesn't have enough room for a turnaround, therefore New Hampton has to back down the road to a turnaround in New Hampton. The board agreed that the resident should be reaching out to Ashland so they can plow/sand when they're in the area. Mr. Boucher to discuss a solution with Ashland's

Public Works Dept. The board agreed the office should contact the property owner in Ashland to advise him.

Mr. Irvine asked Mr. Boucher if he had heard back from NHDES relative to the Pemi Outlet culvert as it's now collapsed and Meredith residents on the lake are being affected by high water. Mr. Boucher said he is still working on submittal of an emergency permit application to do work in the outlet. Mr. Irvine said Mr. Boucher has an alternate temporary solution to help alleviate the problem without touching the water. It was noted the work will only involve town manpower to alleviate an emergency situation on a Class VI road, with it only being the culvert and not the roadway.

6:15 pm
Finance Officer
Wendy Duggan

Ms. Duggan was present and submitted two payouts for employees.

Payroll change notice for Barbara Lucas for final payment for vacation. Mr. Irvine made a motion, seconded by Mr. Mertz to approve as submitted. Vote was unanimous.

Payroll change notice for Steve Marsh for final payment for vacation. Mr. Irvine made a motion, seconded by Mr. Mertz to approve as submitted. Vote was unanimous.

Ms. Duggan said she was holding the check for the Cemetery Assn to obtain further details for the invoice.

There was discussion on the police cruiser and Town Office building project to encumber monies for 2019. A VIN# has been obtained for the cruiser, as obtained by Mr. Irvine after speaking with Irwin Motors sales manager, which included the sales order dated 4/12/19. Mr. Irvine made a motion, seconded by Mr. Mertz to encumber \$38,500; \$33,359 for the cruiser with the remainder being the transfer and installation of equipment. Vote was unanimous. It was noted Ms. Duggan had a difficult time finding contractors willing to look at the Town Office project. Be Fair Builders reviewed the project and submitted an estimate that was over the warrant amount, but subsequently submitted a revised estimate after Ms. Duggan reached out to them many times. Another builder, Scott Goodwin, has reviewed the project, coming back to the office on several occasions including a meeting with an electrician, submitting a quote and contract at \$42,500. After discussion Mr. Irvine made a motion, seconded by Mr. Mertz to table this discussion until the end of the meeting. Vote was unanimous.

6:45 pm
George Moore

Dixon Hill Road resident Mr. Moore, Tax Map R19, Lot 34, was present. Relative to Dixon Hill Road, the Town of Ashland and the NH Division of Forest & Lands doesn't see this as a town road. There was discussion on a discontinuance of Dixon Hill Road. Discussion included the effect on value this would have on Mr. Moore's and the town's properties on Dixon Hill; granting of an easement to the Mr. Moore for access, need for possible waiver, time and research necessary to bring a discontinuance to voters, value of abutting town owned property for possible sale and voter approval of same; and interest Conservation Commission may have in preserving the town parcel. NH Division of Forest & Lands to be contacted to see if they had any concerns.

7:30 pm
Wayne Forrest

Mr. Forrest was not present.

DISCUSSION

- The board signed a Change Use penalty for William Huckins, Tax Map R17, Lot 4.

- Board reviewed revised agreement with Michael Sharp relative to East View Drive relocation and driveway permit with NHDOT which would supersede the previous agreement. Mr. Irvine made a motion, seconded by Mr. Mertz to approve the revised agreement between the Town of New Hampton and Michael Sharp relative to the development of the property, Tax Map U17, Lot 55 for construction of a new road connecting to East View Drive, a Class VI road. Vote was unanimous. Mr. Sharp to be contacted for his signature.
- Board signed letter of support to USDA for LRPC's USDA Solid Waste Management Grant Proposal.
- Board reviewed the emergency application submitted to NHDES.
- Draft PD agreement and conditional offer letters – Town counsel to review.
- Email from NHDES - test results on RMI sludge facility permit renewal. PFAS discovered creating a response plan and permit was issued.
- Memo to department heads announcing Mrs. Lucas' retirement and appointment of Mr. Irvine to Interim Town Administrator. Mr. Irvine said when Selectmen need to be contacted, Mrs. Vose will handle that to avoid creation of any quorum.
- Enforcement issues:
 1. Response from Edward & Debra Baldovin, Tax Map U10, Lot 10, on a compliance letter they received, requesting additional time to resolve the problem regarding their septic system which affected the required Occupancy Permit for an addition they constructed. Board agreed to allow until Feb. 2020.
 2. Wintringham Rev. Trust, Tax Map U15, Lot 8 – Copy of letter to Wintringhams for setback issue to deck for which previous letter had no response.
 3. Review of draft letter to Wendy Traynor – two lakefront properties currently offered on Airbnb. Prior letter ignored, cease & desist issued.
 4. Review of draft letter to Elliott Trusts – one lakefront properties currently offered on Airbnb. Prior letter ignored, cease & desist issued.
 5. Draft letter to Jack Daniel – one lakefront properties offered on Airbnb. First notification letter.
- Email from Margaret Stark stating compliance with response to letter from office advising that “No Trespassing” signs must be on their property, not abutting town property.
- Email from Conservation Commission Chair Mr. DuBois requesting possible conservation easement on town owned Bald Ledge properties. Mr. Irvine advised that Mr. DuBois reached out Lakes Region Conservation Trust, to inquire as to holding the easement. The board agreed there was no advantage to the town for a 3rd party to hold an easement and to ask the commission to research what this proposed easement might be.
- Notice of escrow account closures for Michael Sharp and Thomas Robie.
- Appointment set for possible ZBA appointee Anne Arsenault on 1/2/20.

- Sample notification to employees; re: insurance benefits (compensation statement).
- Copy of letter to Fire Chief Drake from NHDOS; re: Approval of Hazard Mitigation Plan update with grant at \$7,500, for maximum of 75% of eligible activities, with 25% match by town.
- Emails with Chief Drake on NHS proposed Health & Wellness Center. NHS has discussed plans with individual the town uses for 3rd party review. The board expressed concerns that this could result in a conflict of interest. Mr. Irvine to follow-up with Chief Drake.
- Hwy Dept complaint form.

OTHER BUSINESS

- Mr. Irvine made a motion, seconded by Mr. Mertz to bring back discussion on contractor to perform improvements to Town Offices. Vote was unanimous. Mr. Irvine made a motion, seconded by Mr. Mertz to award the contract to RSG Carpentry, Ronald S. Goodwin. Vote was unanimous. Mr. Irvine made a motion, seconded by Mr. Mertz to encumber \$42,500 as voted on and appropriated in 2019 for expenditure in 2020. Vote was unanimous.

PUBLIC COMMENT

There was none.

NON PUBLIC SESSION

At 8:40 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. Deconcour – Y, Mr. Irvine – Y, Mr. Mertz –Y.

PRESENT

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

RETURN TO PUBLIC SESSION

At 8:47 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.

NON PUBLIC SESSION

At 8:48 pm Mr. Denoncour made a motion, seconded by Mr. Mertz, to go into Non-Public Session, according to RSA 91A:3 II (a) Personnel. Vote passed. Roll call was taken, Mr. Deconcour – Y, Mr. Irvine – Y, Mr. Mertz –Y.

PRESENT

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

RETURN TO PUBLIC SESSION

At 8:57 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.

Mr. Denoncour made a motion, seconded by Mr. Irvine to sign a Payroll Change Notice for part-time Police Officer Steve Marsh for \$20.00/hr., effective 12/17/19. Vote was unanimous.

NON PUBLIC SESSION

At 8:58 pm Mr. Denoncour 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. Deconcour – Y, Mr. Irvine – Y, Mr. Mertz –Y.

PRESENT

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

**RETURN TO
PUBLIC SESSION**

At 9:15 pm, Mr. Denoncour 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.

ADJOURNMENT:

Mr. Denoncour made a motion, seconded by Mr. Mertz, to adjourn at 9:17 pm. Vote was unanimous.

Respectfully submitted,
Pamela Vose

DRAFT