

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

December 20, 2018

**MEMBERS**

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

**PRESENT:**

Town Administrator Mrs. Lucas.

**OTHERS**

**PRESENT:**

**CALL TO ORDER:**

Mr. Irvine called the meeting of the Board to order at 6:45 pm.

**WORK SESSION**

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

The board approved the following Intent to Cut:

1. Judith Lavasseur, Trustee, Tax Map R-16, Lot 19

The board approved the following Veterans Credits for 2019:

1. Wayne Cote, Tax Map R-18, Lot 30

**APPOINTMENT**

***7:00pm***

***Police Chief Stevens***

Chief Tim Stevens was present and informed the Board that he had received a written resignation letter from his Administrative Assistant giving him a 2-week notice. The Board reviewed the letter and Mr. Mertz motioned, seconded by Mr. Denoncour to accept with regret her resignation effective 1/4/19. Vote was unanimous. Mr. Mertz suggested a letter of appreciation to Mrs. Marsh.

Chief Stevens advised other PD's are creating Special Detail Revolving Funds to address the issue of monies coming from the PD'S budget to pay for the details, with reimbursement for same going back into the General Fund, to help offset taxes. He explained how this non-lapsing fund can pay for details, a certain percentage of the reimbursements going back to the General Fund, and remainder could be used to pay for departmental equipment, upon Selectmen's approval. There was discussion on how this could affect the PD's budget and how management of the fund would work, and whether implementing this type of fund is beneficial to the town. The board agreed to discuss this further for 2020 budget purposes as more information was needed.

Relative to a sample Noise/Disturbance Ordinance (from Plymouth), Chief Stevens said he had reviewed its contents which are supported by state statutes. There was discussion on whether the PD had the authority to act on these types of problems with examples such as large parties or special events, public or private, causing excessive noise or disturbances in an area of town. Chief Stevens wondered if the problems New Hampton may see can be addressed by state statutes. There was discussion on how noise/disturbance problems could be handled in the case of a short-term rental, with transient guests on possibly a week by week basis, and whether to handle these problems with the property owner. Chief Stevens asked if there were any permits required for special events, and Mrs. Lucas said there wasn't. Chief Stevens said if there were repeated problems that were documented there may be contact with the owner to make them aware and possibly hold them accountable.

Chief Stevens advised board of letters of appreciation to Sergeant Cunningham, Officer Marsh, and Officer Michalski.

**NON-PUBLIC**

At 7:55 pm Mr. Irvine made a motion, seconded by Mr. Denoncour, to go into Non-Public

**SESSION**

Session, according to RSA 91A:3 II (c) Personnel. Roll call was taken, Mr. Mertz, Mr. Irvine, and Mr. Denoncour were present and the vote was unanimous.

Present: Neil Irvine, Mark Denoncour, Ken Mertz, Chief Stevens and Barbara Lucas

**RESUME PUBLIC SESSION**

At 8:19 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.

**DISCUSSION**

The Board reviewed the following:

- Memo from Tax Collector, Regina Adams, dated 12/20, with proposed contract for Mortgage searches for 2019. The Board referred the contract back to Ms. Adams and asked that she identify the differences from the last contract for these services.
- Memo from Wendy Duggan, Finance Officer, dated 12/17, re: NHGFOA program for 2019. The Board reviewed her request to attend the program in 2019 and approved the request and asked that the \$350.00 be placed in her budget for 2019.
- Letter from DRA, dated 12/13, requesting a copy of Sansoucy contract to provide the town services for utility and special property appraisal for 2019.
- Discuss proposal received from Jim Boucher regarding proposal to update the Fire alarm system with additional heat and smoke detectors to increase the response time in the event of a fire in the amount of \$1,885.44 total. The Board requested Mr. Boucher obtain 2 more quotes. Mr. Mertz also asked that Mr. Boucher ask if there is an extra charge by using another vendor that the contractor that installed the initial system and whether it would require a change in the monitoring. This will also need to be added into the 2019 budget.
- Followup with correspondence from William Castner – regarding proposed improvements to barn for Discretionary Easement, Tax Map R13, Lot 14A. Mr. Castner provided the board with details on the materials he will use to side the barn, what he will use for doors and windows. After a lengthy discussion the board agreed
- Email from Ryan Allen and response re: Landfill, dated 12/18/18 stating he completed the 4<sup>th</sup> quarter gas sampling and inspection earlier this month at the Landfill and tested the blower system, which is properly working after Public Works Dept. made the repair. He advised there appeared to be an obstruction on the end closest to the Rivest Residence. He also noted the landfill cap perimeter is marked with wooden posts and within this perimeter there are trees and shrubs growing, which need to be removed. Mrs. Lucas advised that the Public Works will meet with Mr. Allen in the spring to address both issues.
- Mrs. Lucas provided the Treasurer, Karon Mertz's status report on cash flow, given that tax bills have just been sent. It was agreed that the December school payment would be held until sufficient funds were received to pay the school district.
- Tax bills mailed on 12/19 & 12/20.
- List of over charges and abatements from first bills, due to changes in the assessments, will be submitted next week for approval by the Board.

**OTHER BUSINESS**

A. Mr. Mertz suggested contacting the VFW in Bristol regarding replacing the flagpole at the Veterans Park that the Board is budgeting for.

B. Mr. Mertz commented that when the Public Works Department is using the large jack that they should be chalking it and blocking under the equipment whether the equipment is new or not.

**NON-PUBLIC SESSION**

At 7:55 pm Mr. Irvine made a motion, seconded by Mr. Denoncour, to go into Non-Public Session, according to RSA 91A:3 II (c) Personnel. Roll call was taken, Mr. Mertz, Mr. Irvine, and Mr. Denoncour were present and the vote was unanimous.

Present: Neil Irvine, Mark Denoncour, Ken Mertz and Barbara Lucas

**RESUME PUBLIC SESSION**

At 8:07 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**

Meeting adjourned at 8:08 pm.

Respectfully submitted,

Barbara Lucas

DRAFT