

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

March 14, 2019

**MEMBERS**

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

**PRESENT:**

**OTHERS**

Town Administrator Mrs. Lucas.

**PRESENT:**

**CALL TO**

Mr. Irvine called the meeting of the Board to order at 6:30 pm.

**ORDER:**

**WORK SESSION**

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

The board approved purchase requisitions for Fire Dept. (annual subscription for "I am Responding" software).

The board took no action on the following building permits:

1. Vacation Camp Resorts, Tax Map R-20, Lot 1; HELD – follow-up needed on clarification of site plan on file.
2. Dana Witham, Tax Map R-3, Lot 34C - Extension request was denied; Require a new permit as the applicant states he is only 40% complete and the ordinance requires 75% completion after one year.

The board approved the following Building Permits:

1. Sarah & Lawrence Wylie Living Trust, Tax Map R-10, Lot 16B

The board approved an Intent to Cut:

1. Steven Williams, Tax Map R-3, Lot 20

The Board took no action on the following Veterans Credit:

1. Brian Wedin – Tax Map R-8, Lot 9C; HELD for further clarification on qualification.

The Board reviewed the Elderly Exemption:

1. John Brown, Tax Map R-13, Lot 17B – DISCUSS ELIGIBILITY; Mr. Mertz made a motion, seconded by Mr. Denoncour, to deny the exemption based on the fact the applicant does not meet the qualifications. Vote unanimous.

**APPOINTMENTS**

NONE

**DISCUSSION**

The Board reviewed and discussed the following:

- Police Chief Stevens:
  - a. Payroll adjustment form – Held so the board agreed to meet with Chief on 3/21, 7:30pm, to provide a preliminary review after serving 6 months.
  - b. Memo regarding Torch Run trip he will attend, 3/31 to 4/8, and departmental coverage.
- Follow-up on Longevity pay and overtime rate compensation. Mrs. Lucas said Town

counsel advised that the 2019 overtime rate should be calculated ahead of longevity pay. There was discussion on longevity being written as discretionary in the personnel policy which would make the overtime compensation a non-issue. Counsel to draft policy for Selectmen's review.

- 2019 Investment Policy and Fund Balance Policy as reviewed by auditor with no recommended changes. Mr. Irvine motioned, seconded by Mr. Denoncour, to approve and sign both policies. Vote was unanimous.
- The board signed DTC agreement for legal review and recommendations on Atlantic Broadband Cable Franchise Renewal.
- Fire personnel insurance plan & Worker's Comp formula for volunteer firefighters and follow-up questions:
  1. As the Fire Dept had locked in the policy for 3 years in 2018, it appears once the town takes responsibility for the plan payment a change to a one year policy would be more costly. It was the consensus of the board to pay for the policy for 1 year.
  2. Policy states coverage begins at tone, until personnel is released from duty. The board expressed concern with this as written, as personnel may not be in a situation to respond and how this would affect coverage. The board agreed there should be additional internal policy in place to address this.
  3. Career Rider – discussion on this rider and its effect on a shift person vs. a call situation and how workman's comp coverage is determined and whether this will cause conflict. It was the consensus of the board to remove this rider.
  4. Mrs. Lucas to check on property liability and personnel's vehicle insurance coverage.
  5. Wage replacement supplemental to W/C or additional.
  6. As the policy states the number of members covered is determined by the Fire Chief, it was the consensus of the board to have an internal policy in place for determination of membership and notification when a claim is submitted.
  7. There was a question on whether personnel that qualify for receive workman's comp for an accident would receive a pro-ration **on the insurance policy.** The board agreed the insurance representative should attend a meeting to answer their questions.
- The Board agreed to have reappointments done for the following boards and commission:
  - i. Planning Board: Kelsey Peterson, Wesley Hays & Richard Shea
  - ii. ZBA: Alden Hofling; As more members are needed there was discussion on other possible candidates and whether members from other bds/commissions could also serve on the ZBA. Mrs. Lucas to review statutes.
  - iii. Conservation Commission: Kelsey Peterson & Robert Pollock
- Mrs. Lucas advised that the Equalization ratio for 2018 is 99.4%.
- Report from ex-Chair of the Conservation Commission Daniel Moore; re: history of the Conservation Commission Capital Reserve Fund and its purpose, dated 3/11. Mrs. Lucas said it will be provided to the Conservation Commission purchasing conservation easements and their management with possible matching federal funds possible. She said Mr. Moore made some recommendations on town properties to

consider for purchase. Mr. Moore has offered to assist the Commission with grants and/or requests for matching funds.

- Email with attachment from DTC attorney on Towns supplemental motion to compel and continue to BTLA; re: PSNH, dated 3/11.
- Highway Complaint form #743.
- Boston Post Cane:
  - i. Copy of a letter sent to Ms. Vien regarding the Boston Post Cane and her mother's eligibility, asking if her mother would like to be honored in this way.
  - ii. Email from Andy Moore, dated 3/12, asking about his mother's eligibility for receipt of the cane.
- Email response from Gordon Dubois, dated 3/8, re: signage at Kelley-Drake Conservation Area ?? not sure what the content was as no one said.
- Letters to Charitable Organizations requesting submission of Forms A-9 and A-12: NHS, NH Community Church, NH Cemetery Association, Gordon-Nash Library and NH Historical Society.
- Email to Senator Guida & Representative Viens regarding a meeting with the Selectmen on 3/21 or in the near future: Response from Senator's assistant on 3/12 – possibility of dates in April but none provided and Senate sessions are typically held on Thursdays. Response from Rep. Viens that 3/21 may not work but wants to meet. Rep. Viens to coordinate with Senator Guida and determine a Thursday that would work.
- Review of Tax Lien Redemptions, dated 3/5.
- Follow-up on Short-term rentals:
  - 1. Mr. Jones to meet with board on 3/28 to discuss letter he received.
  - 2. No responses to other letters.
  - 3. No submission of application from Mrs. Lawless; deadline for April meeting – 3/19.
- Town Meeting results – Action items:
  - a. Town office renovations.
  - b. Order flag pole.
  - c. Advise LRPC on Road Inventory report.
- It was the consensus of the board that Mrs. Lucas could discuss transcription of minutes with Shana Martinez.
- Mrs. Lucas said she'd like to follow-up on getting the roof done, the kitchen floor refinished, and the ceiling fixed at the Town House. The board agreed to the roof and kitchen floor in 2019 with a 2020 warrant article for other work.
- Mrs. Lucas to reach out to donators who helped purchase the old oven that was in the Grange to ask if it should be gifted to the Town.
- The board noted there was no further response from Mr. Wells regarding his tiny

**OTHER  
BUSINESS**

house. The board agreed to follow-up after 3/21.

- Relative to the kiosk signage at Exit 23 Plaza, Mr. Mertz said the LRGHealthcare sign is still in place, suggesting an enforcement letter to KGI Properties.
- The board noted the Highway Dept did a nice job in opening up parking at the Town House for the election.

**PUBLIC  
COMMENT**

There was none.

**ADJOURNMENT**

At 8:25 Mr. Denoncour made a motion, seconded by Mr. Irvine, to adjourn. Vote was unanimous.

Respectfully submitted,  
Pamela Vose

DRAFT