

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

Thursday, March 18, 2021

MEMBERS

Mr. Drake, Mr. Shaw, and Mr. Harvey were present.

PRESENT:

OTHERS

PRESENT:

Town Administrator Mr. Irvine, Fire Chief Lang, Matt O'Neill, Ingrid Heidenreich, Kristen & Steve Marsh.

CALL TO ORDER:

Mr. Drake called the meeting of the Board to order at 6:00 p.m. and led the group in the Pledge of Allegiance.

MINUTES

There were none.

WORK SESSION

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

Board signed the following purchase requisitions: Fire Dept (I Am Responding subscription; iPads-for entering info into system saving time for personnel; Nitronix; video laryngoscope kit), DPW (cold patch).

The board approved the following Building Permit(s):

1. New Hampton School, Map U3 Lot 12 – Lane Hall renovations; Planning Board determined no site plan review was necessary.
2. Vacation Camp Resort, Map R20, Lot 1 – single fam. dwelling; Planning Board determined no site plan review was necessary.
3. Richard Spead, Map R8, Lot 1A17
4. Maineri One Family Trust, Map R4, Lot 26B

The board approved the following Septic System designs:

1. Gate City Development, Map R20 Lot 60E; “as-built” plan.

APPOINTMENTS

6:30 pm

Steven Marsh

Chief Lang left the meeting. Mr. and Mrs. Marsh were present. Mr. Irvine provided the board with a copy of a letter sent to Mr. Marsh from Chief Lang. He said Mr. Marsh has some concerns on procedure. Mr. Marsh reviewed his employment history with the Fire Dept. He was surprised by the letter which advised him of his termination even though he had told previously told Chief Lang what circumstances were taking place which had limited his call responses, but that he intended to contribute to the department when it was possible. Mr. Marsh said he remains interested in serving, the town has invested money in his training, and he needs to maintain an affiliation with a department to keep his EMT status. It was the understanding of Ms. Heidenreich that the state is not aware of Mr. Marsh's separation from the department so his EMT license is still valid at this time. It was the consensus of the board to take this information under advisement and asked Mr. Irvine to follow up with Chief Lang. The Board also instructed Mr. Irvine to communicate to all Dept. Heads the need for communications relative to personnel matters be cleared by the Selectmen's office prior to going out.

OPEN ITEMS

- Selectman's work space on 2nd floor of Town Offices – almost ready.
- Office refurbishment – Carpeting done and new desks assembled. Working on filing & organization now.
- FD Air Packs – Mr. Irvine said Chief Lang will determine a schedule of service.

- Personnel Policy – Mr. Harvey requested a copy of the policy.
- Brook Road Bridge – possible earmark monies; ongoing.
- Transfer Station Gutters – vendor has not been very responsive.
- False Alarms – Mr. Irvine working on revision to draft policy.
- Radio inventory/plan – ongoing.

DISCUSSION

- Discussion on duties of the Selectboard Chair and that a member of the Selectboard should be assigned to serve on the Planning Board. Mr. Shaw made a motion, seconded by Mr. Harvey to elect Mr. Drake as the Chair. Vote passed.
- Chief Lang reviewed issues with well at Public Safety Building, which ran dry on several occasions. Mr. Irvine to look to well information in file for PSB.
- The board signed Planning Board appointments for David Katz, Tania Hiltz, & Ken Mertz, and Mr. Shaw agreed to be a member of the Planning Board.
- Review of NH DHHS Vaccination Agreement – between town and state; state is seeking licensed vaccinators; agreement reimburses town for time paid to personnel who assist with the vaccination process. There was discussion on accounting for this time like a “detail” to ensure no personnel work more than their 34 hours allowable to avoid retirement issues, and creating a detail rate of pay. Mr. Irvine to discuss retirement with NHRS, discuss detail rates with other towns.
- Board signed a lot merger application for Tax Map R15, Lots 16, 18, 20 & 23.
- Chairman signed Vachon Clukay Audit Agreement.
- Audit; Governance Response – Chair signature req’d
- Discussion on disposal of tax-deeded, town owned property, Tax Map U14, lot 43 – The abutter expressed an interest in purchasing it. Any amount the town receives above the interest, penalties, & legal costs associated with tax deeding, would go to the original property owner. Further discussion with town counsel needed.
- Submission of a Volunteer Interest Form to serve on the Conservation Commission– Mr. Irvine to invite individual in to meet with Selectmen.
- Review of draft False Alarm Notification Policy including penalty fees on equipment that has not been maintained properly which is triggering false alarms. The Board felt the incremental increases were not steep enough and suggested 2x on each occurrence.
- Fire Dept, Training Reimbursement Requests totaling \$2,000 for 2 employees – paid prior to training and testing. There was discussion on paying for training/testing for employees upfront, and how to create incentive for people to stay with the town and improve their position and wages. Mr. Irvine to get further details on the reimbursement requests from Chief Lang.
- fyi – MS-232 submitted
- Memo from PD Chief Tyrrell to explain why there was only one quote for radios to equip the new cruiser; if radios had been purchased from 2-Way Communications current PD staffing would have made it unreasonable to travel to and from Portsmouth for outfitting cruiser or any future warranty work, whereas OME is local. It was the consensus of the board to get a quote from 2-Way.
- fyi – Backordered hand sanitizers for dispensers, which were never delivered, was finally refunded after contacting BBB.
- fyi – Sober House being advertised on Dana Hill Rd. Based on photos it was determined to be #159, which has a building permit, which is expiring, and has not received approval for occupancy. This is also a home occupation, which seems to have a lot of activity of box trucks.
- fyi – 91-A Request to Town Clerk Ms. Adams; re: Voting machine; guidance obtained by town counsel and Secretary of State.

- fyi – Registrations YTD – higher than last year’s figures to date.
- fyi – requests sent to tax-exempt organizations for the required BTLA forms.
- fyi – VNA Merger
- NHDES Wetlands Permit Application copy, for dredge & fill.
- fyi – Village Precinct Annual Meeting notice, 3/29 at 5:30 pm. Mr. Irvine to remind Chief Lang of Selectmen’s need to review use of building by outside individuals.
- Notice of Regional Impact from Town of Belmont for cell tower.

PUBLIC COMMENT

There was none.

NON PUBLIC SESSION

At 9:12 pm Mr. Drake made a motion, seconded by Mr. Shaw, to go into Non-Public Session, according to RSA 91A:3 II (a) Personnel.
Roll call was taken, Mr. Drake –Y, Mr. Shaw – Y, Mr. Harvey – Y. Vote was unanimous.

PRESENT

Mr. Drake, Mr. Shaw, Mr. Harvey and Mr. Irvine.

RETURN TO PUBLIC SESSION

At 9:25 pm, Mr. Drake made a motion, seconded by Mr. Shaw, to come out of Non-Public Session and seal the minutes for 5 years. Vote was unanimous.

NON PUBLIC SESSION

At 9:26 pm Mr. Drake made a motion, seconded by Mr. Shaw, to go into Non-Public Session, according to RSA 91A:3 II (b) Hiring.
Roll call was taken, Mr. Drake –Y, Mr. Shaw – Y, Mr. Harvey – Y. Vote was unanimous.

PRESENT

Mr. Drake, Mr. Shaw, Mr. Harvey and Mr. Irvine.

RETURN TO PUBLIC SESSION

At 9:32 pm, Mr. Drake made a motion, seconded by Mr. Shaw, to come out of Non-Public Session. Vote was unanimous.

Mr. Drake made a motion, seconded by Mr. Harvey to make a conditional offer of employment to Judith Woolfson as Deputy Town Clerk/Tax Collector. Vote was unanimous.

NON PUBLIC SESSION

At 9:32 pm Mr. Drake made a motion, seconded by Mr. Shaw, to go into Non-Public Session, according to RSA 91A:3 II (a) Personnel.
Roll call was taken, Mr. Drake –Y, Mr. Shaw – Y, Mr. Harvey – Y. Vote was unanimous.

PRESENT

Mr. Drake, Mr. Shaw, Mr. Harvey and Mr. Irvine.

RETURN TO PUBLIC SESSION

At 9:55 pm, Mr. Drake made a motion, seconded by Mr. Harvey, to come out of Non-Public Session and seal the minutes for 5 years. Vote was unanimous.

OTHER BUSINESS

- There was some discussion on the franchise agreement with Atlantic Broadband and the lack of a complete build-out in town. Mr. Harvey pointed out that if their requirement is 10 homes per mile for a build-out then is there any compensation for the increased density in other parts of town. Mr. Irvine to inquire.
- There was discussion on the purchasing policy and when a purchase order was required vs when a purchase requisition was required and what was actually necessary now as so much is ordered online. Mr. Irvine to revise the policy for the board to review.

(Board of Selectmen, March 18, 2021, cont.)

ADJOURNMENT: Mr. Drake made a motion, seconded by Mr. Shaw, to adjourn at 10:02 pm. Vote was unanimous.

Respectfully submitted,
Pamela Vose