

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

March 19, 2020

**MEMBERS
PRESENT:**

Mr. Mertz, Mr. Irvine (Selectman & Interim Town Administrator) and Mr. Drake were present.

**OTHERS
PRESENT:**

None

CALL TO ORDER:

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

Mr. Irvine reviewed discussions had with office employees and Chief Drake as Emergency Management Director about safeguarding employees and visitors during the COVID-19 pandemic while offering services.

Mr. Mertz confirmed that the Planning Board will not hold a meeting on 4/21/20.

WORK SESSION

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

The board approved purchase requisitions for Highway Dept (plow cutting edge – amendment for bolts, contractor for street sweeping, sweeper bristles), Executive (Town Reports – amendment for actual # of pages).

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

1. Christine & Todd Pica; Tax Map R2, Lot 5. After discussion the board determined that only a portion of a wall was being constructed to create a closet, the fee would be waived but an Occupancy Permit would still be required due to the creation of a bedroom.

APPOINTMENTS

There were none.

**NON PUBLIC
SESSION**

At 6:52 pm Mr. Mertz made a motion, seconded by Mr. Irvine, to go into Non-Public Session, according to RSA 91A:3 II (b) Hiring. Vote passed. Roll call was taken, Mr. Mertz – Y, Mr. Irvine – Y.

PRESENT

Mr. Mertz, Mr. Irvine, Mr. Drake and Ms. Johnson.

**RETURN TO
PUBLIC SESSION**

At 7:00 pm, Mr. Mertz 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.

DISCUSSION

- Mr. Mertz made a motion, seconded by Mr. Irvine to sign an appointment for Ms. Johnson as Treasurer as all pre-employment checks were satisfied. Vote was unanimous.
- Ms. Johnson joined the meeting (6:18pm) after being sworn in by the Town Clerk, where she and the board signed a Delegation of Deposit Authority for her.
- Mr. Mertz made a motion, seconded by Mr. Irvine to approve a Payroll Change Notice for Treasurer Ms. Johnson. Vote was unanimous.
- Mr. Mertz made a motion, seconded by Mr. Irvine to sign MS 232 – 2020 Appropriations as voted. Vote was unanimous.

- Mr. Irvine made a motion, seconded by Mr. Drake to nominate Mr. Mertz to be the Chair. Vote passed.
- Mr. Mertz made a motion, seconded by Mr. Drake to sign Appointments to the ZBA for Maureen Belanger & Andrew Livernois as regular members. Vote was unanimous.
- Intent to Excavate – Sharp, Map U17 Lot 55; Mr. Irvine advised that he met with Mr. Sharp, Mr. Hiltz and engineer Mr. Brown after they had met with NHDOT. Clarifying what is being done, they advised the equipment for making improvements to Route 104 will be up on the knoll with no material leaving the site until the improvements are complete. They will begin with stumping. The required bonds with the town and the NHDOT has now been done. Board reviewed traffic control plan which includes input from NHDOT. Mr. Mertz made a motion, seconded by Mr. Drake to approve the Intent. Vote was unanimous.
- Board signed Timber Yield Tax Warrants totaling \$1,320.67.
 1. Tax Map R20, Lot 20
 2. Tax Map R1, Lots 9 & 9A
- Mr. Mertz made a motion, seconded by Mr. Irvine to adopt/reaffirm Investment Policy and adopt/reaffirm Fund Balance Policy. Vote was unanimous.
- Mr. Mertz made a motion, seconded by Mr. Drake to approve 1.6% COLA increase for employees with the exception of some who would receive payroll adjustments based on completion of probationary periods, signing Employee Payroll Change Notices per approved Budget. Vote was unanimous.
- Discussion re COVID-19:
 - a) Chief Drake discussed the concerns the Fire Depts have, ongoing discussion on precautions, etc.
 - b) Small Business & Economic Administration loan announcement will be put on town website.
 - c) Discussion on negative impact to Rooms & Meals Tax calculation. Mr. Irvine said he would bring this concern to NHMA for NHDRA. There was discussion that this could bring about a future spending freeze for the town.
 - d) Requests/Precautions/Discussion in place by Depts:
 1. Requests: Encourage or requirement to call first for appointment at Town Office, gloves for office staff, continual wipe down of high touch surfaces, limit of 2 persons in lobby at any given time.
 2. Transfer Station is controlling traffic at the ramp to maintain social distancing, closure of the “mall”.
 3. PD – Chief Drake discussed precautions for the department to take, disseminating information, decontaminating cruisers, limit of public entry, implement online fire permits.
 4. Request from Town Clerk to Waive Town fee for internet transactions. Mr. Mertz made a motion, seconded by Mr. Irvine to waive the transaction fee for using EB2.GOV. Vote was unanimous.
 5. There was discussion on having a large location where people can be quarantined. Chief Drake said he had a discussion with NHS about this issue but this could also be done regionally.
 - e) Plan for potential Town Office closings (phones/laptops/scheduling) – discussion on how the Selectmen’s Office could work remotely or through rotating shifts.

OTHER BUSINESS

- Mr. Irvine met with PD Administrator who will meet with board after some time with the employees.

**PUBLIC
COMMENT**

There was none.

**NON PUBLIC
SESSION**

At 7:20 pm Mr. Mertz made a motion, seconded by Mr. Irvine, to go into Non-Public Session, according to RSA 91A:3 II (c) Reputation. Vote passed. Roll call was taken,. Mertz –Y, Mr. Irvine – Y, Mr. Drake - Y.

PRESENT

Mr. Mertz, Mr. Irvine and Mr. Drake.

**RETURN TO
PUBLIC SESSION**

At 8:01 pm, Mr. Mertz made a motion, seconded by Mr. Drake, to come out of Non-Public Session and to seal the minutes for 5 years. Vote was unanimous.

Mr. Irvine made a motion, seconded by Mr. Mertz that the board has made a finding that while the application for welfare assistance is incomplete there is sufficient institutional knowledge and documentation that Loren Emmons qualifies for welfare assistance. Vote was unanimous.

ADJOURNMENT:

Mr. Mertz made a motion, seconded by Mr. Drake, to adjourn at 8:02 pm. Vote was unanimous.

Respectfully submitted,
Pamela Vose