

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

Thursday, March 25, 2021

MEMBERS

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

PRESENT:

OTHERS

Town Administrator Mr. Irvine

PRESENT:

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 payroll change forms based on approved 2021 budget.

Board signed the following purchase requisitions: Fire Dept (LRMFA annual dues, EMT class being hosted at town's facility will provide class and books for 2 department members), DPW (F550 repairs, 2013 Int'l repairs, 2019 backhoe servicing, disposal costs for electronics), Town Clerk/Tax Collector (computer for deputy, fire-proof file cabinet); request for.

APPOINTMENTS

7:00 pm

Joseph Greeley

Mr. Greeley was contacted by phone and placed on speaker phone. Mr. Drake advised they wanted to discuss the building permit Mr. Greeley had obtained. Mr. Greeley explained that he had only done cosmetic work, making no changes to any walls or to the footprint. Mr. Drake advised that it was discovered that the home is being offered as a "Sober House" and advertising 4 bedrooms, where the town has only 3 listed, with a 3-bedroom septic system. Mr. Greeley said he has someone living there at the moment and has not rented any rooms to anyone else at this point. Mr. Irvine advised there is a regulation that may apply to this offer creating a bed & breakfast/tourist home which has limitations and would have to be approved through a process with the Zoning Board of Adjustment. Mr. Irvine said with someone living there currently then an Occupancy Permit needs to be obtained. Mr. Greeley indicated he would obtain the Occupancy Permit immediately. Mr. Irvine said there has been a question about the business activity going on at the property which he would follow-up on in the future. Mr. Greeley said there hasn't been much activity on the property since November and he advised he would remove the "Sober House" advertisement right away.

7:15 pm

Albert Ducharme

Contractor Mr. Ducharme and property owners John Sarabia & Maribell Jimenez, 2 Cabin Drive, were present. Mr. Ducharme said they needed guidance on what would be allowed. It is currently a small condominium cottage and due to COVID they are living there year-round and would like to tear it down and construct a larger home. Mr. Irvine pointed out that there is a limited common area so an enlargement can create issues with the condominium documents and restrictions. He said there may be condo setbacks, and there are town setbacks and NHDES Shoreland Protection limitations. Mr. Irvine said association owners would also need to take a formal vote to approve any enlargement, that the septic system supplying the cottage and other cottages would need review and an enlargement if additional bedrooms are included in the new structure. The changes to the approved condominium Site Plan would also require review by the Planning Board.

OPEN ITEMS

- Hwy Generator – Mr. Irvine advised this remains ongoing; installation of a generator at the Town Office would qualify for an Emergency Performance Grant; application in process.
- FD Air Packs – Mr. Irvine said Chief Lang is scheduling service with vendor in CT.
- Personnel Policy – Mr. Irvine said he’s had some discussions with the PD Chief and Public Works Director on several revisions. Mr. Irvine & Ms. Duggan will create a draft.
- Detail Pay – Mr. Irvine advised that FD Chief Lang sent concept policy & PD Chief Tyrrell found their policy which hasn’t been reviewed in several years. Mr. Irvine will work with them on a draft policy to cover all personnel regardless of Department.
- Brook Road Bridge – letter sent to Congressman Pappas.
- Veterans Memorial – Mr. Irvine to visit Swenson Granite.

DISCUSSION

- Board signed PD Appointment promoting Officer Killam to Corporal.
- Board signed Intent to Cut for Michael & Brandy Sharp, Map R12, Lot 28.
- Board signed Excavation Yield Tax for Jeremy Hiltz Rev Trust, Map R4, Lot 2.
- Board signed Timber Yield Tax for Smith Family 2018 Joint Rev Trust, Map R10, Lot 16C.
- Board signed a Property Lien Discharge for Trevor & Michelle Griffin.
- Discussion to reaffirm the Fund Balance Policy and Investment Policy. These were signed by Mr. Drake and Mr. Harvey, Mr. Shaw indicated he would like to review the policies and would come in and sign after he had done so.
- Board signed the COVID Vaccination Agreement; since there had been discussion on handling department members performing vaccinations as a detail, Mr. Irvine advised that details do not count as hours worked according to Dept of Labor; detail policy needs to be written with an hourly rate to be determined.
- Draft False Alarm Policy – with input from board, fees to be doubled each occurrence until alarm is repaired. Mr. Shaw made a motion, seconded by Mr. Harvey to approve the policy as written pending review and approval by town counsel. Vote was unanimous.
- Annual Time extension request from Chief Tyrrell for a 30-day extension for Officer Killam, based on staff load and military leave. It was the consensus of the board to approve this request.
- Nature Trail tree species identification signage being proposed by the New Hampton School to place on the Nature Fitness Trail. Several samples were provided by NHS and a sample was selected.
- fyi – Reimbursement filed with State for psychological testing.
- fyi – Letter to Congressman Pappas; re: Morin Memorial Bridge.
- fyi – NHMA Zoom Workshop for newly elected officials on 4/6 & 5/18.
- fyi – Update on 2003 Mack on Municibid.
- fyi – Tax Collector’s lien redemptions.
- fyi – Minutes from Joint Loss Prevention Committee meeting.
- fyi – Invitation Lakes Region Community Developers; re: Housing in Lakes Region.
- fyi – Conservation Easement on Jackson Pond town property; Town counsel reviewing document. Mr. Irvine expressed concern with one item where a judge would determine who the holder of the conservation easement would be if the present holder were to dissolve. Mr. Irvine to provide Mr. Shaw with copy of the document.

PUBLIC

There was none.

COMMENT

OTHER BUSINESS

- Mr. Irvine said he met with GZA and Public Works Director Mr. Boucher on old town landfill site on River Road, Bristol. There is a deficiency in the line to the blower which has a temporary repair in place, but that major work may be needed. Mr. Boucher has some ideas on a permanent underground repair and will work with GZA and NHDES, with review by the Selectmen. Mr. Drake asked to have this added to Open Items list.
- Mr. Harvey asked if each department had their own set of personnel policies and Mr. Irvine said there is a town wide personnel policy and there are dept. specific standard operating procedures for dept. specific procedures. Mr. Harvey asked for copies of those procedures.

NON PUBLIC SESSION

At 8:12 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 8:21 pm, Mr. Drake made a motion, seconded by Mr. Harvey, to come out of Non-Public Session. Vote was unanimous.

Mr. Drake made a motion, seconded by Mr. Shaw to make a conditional offer of employment to Christina Lewis as a Fire Dept employee. Vote was unanimous.

ADJOURNMENT:

Mr. Harvey made a motion, seconded by Mr. Shaw, to adjourn at 8:24 pm. Vote was unanimous.

Respectfully submitted,
Pamela Vose