

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

April 16, 2020

**MEMBERS**

Mr. Mertz and Mr. Drake were present.

**PRESENT:**

**OTHERS**

Town Administrator Mr. Irvine

**PRESENT:**

**CALL TO ORDER:**

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

**WORK SESSION**

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

The board approved purchase requisitions for Fire Dept (preventative maintenance of defibrillators, SCBA brackets, hose, portable pump); Hwy Dept. (2020 Kenworth dump truck, plow & sander, winter tires & rims, radio system; board agreed to use the truck this is replacing for backup or parts; waste oil collection clean out).

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

1. Greeley Properties Inc, Tax Map R10, Lot 5 – HELD for more info.
2. CCK LLC (DeGrace), Map R7 Lot 6
3. Carver/Knight, Map R6 Lot 2C
4. Towne, Tax Map R13, Lot 25, Extension request

The board approved the following septic design(s):

- Thalheimer, Tax Map R4, Lot 20 – amended.

**APPOINTMENTS**

*6:20 pm*

*Jim Boucher*

*Public Works*

*Director*

Mr. Boucher was present and reviewed the items needed for the new dump truck. He advised that this would be a 2WD even though a 4WD was specified, as the 4WD has been known to have problems. The 2WD will be able to service all of the Town, using chains in the winter. This results in a savings of \$50,000.

There was discussion on the structuring of positions in the department to fairly compensate employees on knowledge and expertise. Mr. Boucher recommended using Highway I, II, & III job descriptions to acknowledge/recognize the experience and pay accordingly for hiring or advancement purposes. Mr. Boucher advised he had money in his budget for this increase during 2020. Mr. Irvine advised the job descriptions need to be reviewed/revised for better definition and the board agreed to consider this.

There was discussion on price of gas and that departments should compare state bid prices to local pump prices, for the best savings.

Discussion on 2-3 yard Swenson stainless sander that is in bad shape, that Mr. Boucher would like to dispose of at Gilpatric Metal Recycling for <\$100. Mr. Drake suggested an online bidding website (Municibid) that could potentially bring more money for the sander. Mr. Mertz made a motion, seconded by Mr. Drake to dispose of the sander described by Mr. Boucher, beginning with a 30-day listing on Municibid. Vote passed.

*6:40 pm*

*Mike French*

Mr. French was present. He said the department performed a road study on Town House Road based on the request for a reduction of posted speed limit. They performed radar on

*Police Administrator* different days and times with the highest speed being 35mph and an average speed at 25mph, based on 44 vehicles. They notified the resident of the results. He advised the road is posted for 30mph at both ends of the road and does not feel there should be a reduction. Mr. Irvine to send formal letter to resident. Mr. Drake asked if there was any "Children At Play" signage and Mr. French said there was not. The board agreed to install this type of sign if the resident was willing to pay for the signage.

Mr. French said the officers inspected and assessed the fleet. Unit 5 had flat tire and dead battery which was the vehicle to be replaced by the new cruiser. He said he had the repairs estimated, finding it needs replacement of lower control arms, water pump, & new battery estimated at \$2000-\$2600, with the water pump needing to be fixed by the dealership which would be an additional \$2500 approximately. It was noted it may need brakes and tires due to lack of use.

Mr. French advised he investigated the status of the new 2020 Police Interceptor Utility from Irwin Ford. He said the VIN has been assigned but the production of this vehicle has not begun, with no estimated delivery date. Mr. French had asked about getting another vehicle sooner, which Irwin Motors said could cost more. OME has already purchased the parts needed to transfer equipment from one PD vehicle to the new one, in 2019, and is looking to be paid. The department is currently using the vehicles with the lowest mileage. The board agreed to reimburse OME for the parts and pay for the installation when it is performed. The board agreed the town would accept a different VIN for the same specified vehicle, as long as the price remained at what was approved by voters. Mr. French suggested MHQ (MA) which may be able to get the specified cruiser for the same price. Mr. Irvine suggested advising Irwin Motors that the town may cancel the order. Mr. French to follow-up.

Discussion on using monies from Emergency Vehicle Repair Fund to fix unit 5 to provide another vehicle for use until the new cruiser is delivered. The board agreed to consider this based on feedback on a new cruiser.

Discussion on live dispatch to cruisers to avoid double keying of information on calls to service which the Selectmen had thought was already happening with software that was purchased from IMC. County could provide a partition on their server for the town, but currently the server isn't large enough and there isn't funding for that. Mr. French spoke with IMC vendor to see if the town could do it on their own, but there would be additional costs - licensing, maintenance, etc. at \$5,000-\$6,000, and there would be no backfilling of information, which the county system could offer. Mr. French will continue to work with the county with the possibility of a future warrant article and work with other communities for collaboration.

Discussion on monthly report created by Mr. French from PD calls for service, broken down, with appreciation from the board on the added narrative to better understand what's transpiring in the department.

Mr. French provided some questions/comments for the panel to consider asking when interviewing a prospective Police Chief.

## **DISCUSSION**

- Mr. Mertz made a motion, seconded by Mr. Drake to exempt New Hampton Historical Society & New Hampton School (portion) from taxes based on their submission of BTLA Forms as charitable organizations. Vote passed.

- Lease documents for Ambulance with addendum stating that only Chairman Mertz could authorize payment as Mr. Drake is currently the Fire Chief. Mr. Mertz read the following resolution into the record: Be it resolved by the governing body of lessee as follows: *1. Determination of Need. The governing body of lessee has determined that a true and very real need exists for the acquisition of the equipment described on exhibit A of Schedule No. 3 dated as of April 15 , 2020 to the Master Lease Purchase Agreement dated as of May 15, 015, between Town of New Hampton (lessee) and Tax-Exempt Leasing Corp. (lessor). 2. Approval and Authorization. The governing body of lessee has determined that the Agreement and Schedule, substantially in the form presented to this meeting, are in the best interests for the lessee for the acquisition of such equipment, and the governing body hereby approves the entering into of the Agreement and Schedule by the lessee and hereby designates and authorizes the following person(s) to execute and deliver the Agreement and Schedule on lessee's behalf with such changes thereto as such person(s) deem(s) appropriate, and any related documents, including any escrow agreement, necessary to the consummation of the transaction contemplated by the agreement and schedule. Mr. Mertz signed as authorized individual. In addition to the authorized individual(s) above, the governing body of lessee further authorizes the following individual to sign any payment request and partial acceptance certificate form and/or final acceptance certificate. "See Addendum" was noted on this signature line. 3. Adoption of Resolution. The signatures below from the designated individuals from the Governing Body of the lessee evidence the adoption by the governing body of this resolution. Mr. Mertz made a motion, seconded by Mr. Drake to execute the lease. Mr. Mertz and Mr. Drake signed the agreement. Vote passed.*
- The board signed letters: Request for Info/Documents for the following utilities: Atlantic Broadband, FirstLight, Consolidated Communications, SegTEL, DirectTV, Central Rivers Power, Eversource, & NHEC.
- Hawkers & Peddlers Application, Chris Bell (Texas BBQ) to operate on Route 104 property (Map R11, Lot 25A). Mr. Bell requested that due to Covid19 the board consider charging \$50 instead of the \$300 for the seasonal permit. The board considered and denied that request. Mr. Irvine reviewed the history of dealings between Mr. Bell and the Selectmen in 2019 for Mr. Drake's knowledge. Mr. Mertz made a motion, seconded by Mr. Drake to approve the permit application which will go with a cover letter advising Mr. Bell that strict compliance with the previous site plan approval with any deviation being grounds for immediate revocation of his approval, or new site plan application to the Planning Board prior to any proposed changes. Vote passed.
- Tax Interest/Penalties relief requests due to pandemic situation:
  1. Sawin (Tax Map R1, Lot 27A); Board reviewed tax payment history.
  2. Morgan (Tax Map R1, Lot 31) – it was unclear what was being requested, but assumed it was interest & penalties; Mr. Irvine to confirm request.The board took these under advisement with consideration of a policy so not to set a precedent.
- NHDES Letter of Compliance for Village Precinct acknowledging certified water treatment operator.

- Abutter's Notice from Town of Bristol; septic within setback of landfill in Bristol.
- Letter from Center Harbor Historical doing research on Jackson Pond village.
- Letter from NRRA; re: resources to members.

**PUBLIC  
COMMENT**

There was none.

**NON PUBLIC  
SESSION**

At 8:45 pm Mr. Mertz made a motion, seconded by Mr. Drake, to go into Non-Public Session, according to RSA 91A:3 II (c) Reputation.

Roll call was taken, Mr. Mertz –Y, Mr. Drake - Y. Vote passed.

**PRESENT**

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

**RETURN TO  
PUBLIC SESSION**

At 8:55 pm, Mr. Mertz made a motion, seconded by Mr. Drake, to come out of Non-Public Session and make the following minutes available publically. Votes were unanimous.

- 03/03/2010 RSA 91-A3 II (c) reputation
- 04/08/2010 RSA 91-A3 II (c) reputation
- 04/08/2010 RSA 91-A3 II (c) reputation
- 04/15/2010 RSA 91-A3 II (c) reputation

**OTHER BUSINESS**

- Mr. Drake said that relative to disaster relief the Fire Dept. has been asked for the town's preliminary damage assessment advising there could be a strain on the budget if reimbursement monies are not approved.
- Discussion on panel questions for Police Chief candidates. It was determined one question would require a written answer with response due prior to interviews.

**ADJOURNMENT:**

Mr. Mertz made a motion, seconded by Mr. Drake, to adjourn at 9:50 pm. Vote was unanimous.

Respectfully submitted,  
Pamela Vose