

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

April 2, 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.

The board performed a brief test of the ZOOM software for future meeting purposes, with Finance Officer Ms. Duggan and Administrative Assistant Mrs. Vose, successfully connecting to them simultaneously and remotely through audio and video. Mrs. Vose and Ms. Duggan disconnected and left the meeting at 6:05pm

WORK SESSION

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

The board approved purchase requisitions for Fire Dept (replacement of 17-C1 [discussion on whether to wait for possible state bid pricing later in 2020 and costs to equip] & ambulance – warrant articles approved in March; Firehouse Software annual subscription), Hwy Dept. (street sweeping & 2013 Dump truck repair diagnostic), PD (ballistic vest & 2 carriers).

There was some discussion on the ambulance being a demo unit instead of new, at a cost savings; same warranty; would need at an additional cost: medication cooler & trailer hitch. It was unknown if it could be lease/purchase but a loan would be possible and delivery could be in 1-2 weeks. Mr. Irvine made a motion, seconded by Mr. Mertz, to authorize Chief Drake to enter into a P&S with Sugar Loaf Ambulance & Rescue Vehicles, for the ambulance as specified, at a delivery price of \$199,509, with the caveat that there would be some additional equipment needed to satisfy the specification list. Vote passed.

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

1. Celina Waryasz, Tax Map R3, Lot 9

The board approved the following septic design(s):

1. Jim & Jennifer Doig, Tax Map R12, Lot 28A – as built

APPOINTMENTS

6:30 pm

Arthur Swanson

New manager Mr. Swanson, of Adventure Bound Campground (f/k/a Jellystone) was present. He said they will be following state and federal guidelines for when to open and to modify the campground for any recommended social distancing. He said he met with Fire Chief Drake and will meet with the Police Chief and the Board of Health. Mr. Swanson reviewed his background. He said they want to make the campground more family friendly and have contacted some past campers to advise them they were no longer welcome there based on input from the 2019

Director of Operations and to ensure limitations on number of people on a given site/cabin. The board advised Mr. Swanson that there had been many negative calls for service and visits by the town's health inspector.

Mr. Irvine offered to provide a copy of the most recent Site Plan on the campground. Mr. Mertz advised that it was important to provide information annually about who has left campers on-site for assessing purposes.

7:15 pm
Town Clerk/Tax
Collector Regina
Adams

Ms. Adams was present and asked if she could close her office Fridays in April using her annual time to assist with providing coverage while her children were not able to attend school. The board agreed to the time off and agreed to a follow-up discussion on additional hours Ms. Adams could be available for business during April.

There was discussion on losing vacation time when it wasn't taken by the anniversary date, and possible policy changes in the future and reminded Ms. Adams to post a notice to hire a deputy.

DISCUSSION

- Board signed Yield Tax Warrants for timber:
 1. Hicks Logging for state forest, Map R19 Lot 3A & 33 @ \$10,770.24.
 2. Huckins Rev Trust, Map R16 Lot 19 – \$491.11.
- Mr. Mertz signed the Quarterly Tax Filing 941.
- Mr. Irvine made a motion, seconded by Mr. Drake to approve PD request for 90-day extension of 36 hours - vacation and 4 hours - personal for Officer Killam, which is scheduled to expire by 5/5/20. Previously approved time and plans had to be cancelled due to COVID-19.
- Mr. Mertz made a motion, seconded by Mr. Irvine to approve tax exempt status for New Hampton Community Church, BTLA Form A-9. Vote was unanimous.
- There was discussion on direct deposit and the need to have time card information from town departments in a timelier manner to accomplish this. It was noted that direct deposit would prevent the current problems with employees not cashing their checks. FSB is willing to waive the \$50/mo. charge for this service. Finance Officer will investigate further.
- Mr. Irvine advised that a Yield Tax Warrant for \$1,130 was issued to Michael & Alice Anderson, Map R20, Lot 20, based on their Report of Wood Cut, for which they have appealed the calculated taxes. Mr. Anderson based the appeal on the fact he was paid \$8,262 by the logger which is what he would like the timber tax to be based on. It was noted the stumpage values used in the tax calculation for the warrant was for the wrong time period which would have calculated the taxes at \$1,105. Administrative Assistant Mrs. Vose requested the logger's mill slips, discovering that there was firewood and red pine not reported by the logger and that the Report of Cut exceeded the Intent to Cut by a large amount, with no Supplemental filed for the difference. Mr. Irvine advised that using the actual amounts cut and the state's stumpage value for the time period of the operation, the taxes calculate to \$1,175. He said in looking at the contract between the Andersons and the logger and after speaking with NHDRA Timber Tax Appraiser Rick Evans, it appears it was not a good contract. Mr. Irvine said if the taxes are calculated based on the contract price for the timber reported, and the state's stumpage price with the appropriate rating for the timber not quoted in the contract, or reported as required, the taxes would be \$992.71. The board agreed that the taxes should not be reduced based on a bad contract or the fact the logger failed to report some of the timber cut.
- Mr. Irvine advised that hauler Mr. Randlett contacted the office to offer trash pickup during the pandemic for \$45/hr. It was the consensus of the board to decline.
- There was discussion on applications received for the PD Chief position and how to handle interviews during the pandemic. The board agreed to discuss the applications during Non-Public session on 4/6/20 at 5pm.

- There was discussion on the hiring of a Fire Chief as Chief Drake had previously advised that he would be retiring early fall. Board agreed to post this May-June.
- Discussion on Town Administrator position. Mr. Mertz made a motion, seconded by Mr. Drake to exempt Neil G. Irvine as an employee of the Town of New Hampton from participation in NH Retirement System under RSA 100-A:22. Mr. Irvine abstained. The vote passed. There was discussion on the length of the contract with the agreement to make it a 1 and up to 3-year contract after the 90-day probationary period. The board discussed and agreed to a Severance package of 8 weeks. The contract start date was set for 4/13/20.
- Copies of enforcement letters from Permitting Assistant Mr. Pollock:
 1. Towne - Map R13, Lot 25 - expiring building permit, 1st contact
 2. McCarthy – Map U9, Lot 8A4 - expiring building permit, 1st contact
- Copy of notification from PSNH to NH DES.
- Required BTLA Annual notification of semi-annual tax billing
- fyi – Sharp project, copy of Hiltz bond required by NHDOT in preparation of Rt 104 roadwork.
- NH DOT Red-listed Bridge Posting Report
- NRRRA Annual report
- Discussion re COVID-19
 1. Governors Order 23 – Temporary modification of municipal & local government statutory requirements.

OTHER BUSINESS

- Mr. Drake said, relative to his duties as Fire Chief, that a tentatively scheduled meeting to discuss Hazard Mitigation was set for 6/29. Area Fire Chiefs have been expressing concern with the influx of people from other states with large numbers of possibly infected people coming into NH to stay when they should be observing “stay at home” orders. This has been brought to Governor Sununu’s attention.
- Mr. Mertz expressed concern with 2 lights that may not comply with the lighting regulations, as they seem bright and shine into motorist’s eyes on Route 104; one on Firehouse Lane and several David Drake’s outdoor display business.

PUBLIC COMMENT

There was none.

ADJOURNMENT:

Mr. Mertz made a motion, seconded by Mr. Irvine, to adjourn at 8:28 pm. Vote was unanimous.

Respectfully submitted,
Pamela Vose