

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

Thursday, June 3, 2021

MEMBERS

Mr. Drake and Mr. Harvey were present.

PRESENT:

OTHERS

Town Administrator Mr. Irvine and Police Chief Tyrrell

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 the following purchase requisitions: Executive (alarm monitoring, picnic benches for Town House).

The board approved the following Building Permit(s):

1. Derry Leeman & Bette Seaver - Map R4, Lot 87
2. Michael & Leslie Zimmer - Map R18, Lot 4

The board approved the following septic design(s):

1. Kellen & Gail Bizel - Map R4, Lot 19

OPEN ITEMS

- Generators – no update
- Personnel Policy – no update
- Detail Pay – no update
- Brook Road Bridge – no update
- Veterans Memorial – no update
- Town House improvements – no update
- Landfill – no update
- Radio inventory/plan – grant writer had advised that someone from AFG grant body asked for copy of contract which is AFG compliant, which is a positive sign.

APPOINTMENTS

6:00 pm

Police Chief Tyrrell

Chief Tyrrell was present. Mr. Irvine advised he had previously provided the board with the Chief's report via email.

Chief Tyrrell reviewed the following:

1. Department received positive responses to the traffic enforcement patrol and will have another later in the summer and advised the board the department has other active investigations that are ongoing.
2. PoliceOne Academy is running and working well for officers using the program.
3. Expecting some overtime during bike week to have extra coverage as there may be a very large presence of motorcyclists this year and he'd like more visibility. He said the budget can handle it.
4. He is still looking for 2 more officers and has been reviewing applicants.
5. Chief Tyrrell reviewed the weapons they will be purchasing.
6. One cruiser has brake issues, but is under warranty for the problem and is being fixed.

Mr. Irvine said the board would be meeting with Linden Drake tonight and asked if the PD could keep an eye out as the building is unsafe and uninhabitable, though Mr. Drake may be making some improvements in the near future, which he would be allowed to do.

6:30 pm
Linden Drake

Mr. Drake was present. Selectman Drake asked Mr. Drake to advise the board of the status of work on his property at 16 Drake Road. Mr. Drake said he has 2 vehicles he will be registering by the end of June, needs to clean out barn to get to other vehicles, and then intends to rebuild the barn in a year or two. Roofer intends to begin repairing the roof in the next 3 weeks. Over the winter he intends to get power to the house. Relative to items in the yard Mr. Drake said a lot of it is from the barn but will slowly dispose of items and hopes to finish during the summer, possibly fall. He will continue to work on back taxes. Mr. Drake was advised that the only people who should be on the property should be Mr. Drake or someone doing work on improvements due to the hazard of the building collapsing. The board agreed Mr. Drake should meet with the board 7/29/21 at 6:30 pm, for another update.

DISCUSSION

- Mr. Drake read into record... Be it resolved by the Governing Body of Lessee has 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. 05 dated as of June 1, 2021 to the Master Lease Purchase Agreement dated as of May 15, 2015, 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 of 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. Drake made a motion, seconded by Mr. Harvey to adopt this resolution. Board members signed Dump Truck lease documents as required.
- Mr. Drake made a motion, seconded by Mr. Harvey to abate 2021 1st issue tax bills for Louis Sr. & Brenda Nyecki (Map R18, Lot 29A) in the amount of \$1335.33, and Matthew Blais (Map R7, Lot 38) in the amount of \$2,067.12 due to incorrect calculation of tax credit they qualified for. Vote was unanimous. Mr. Irvine provided a supplemental warrant, created to reflect the correct tax billing amounts for both. The board signed the warrant.
- Board reviewed assessor CNP's recommended Land Use Change taxes for property on Map R13, Lot 12A at \$5,500 and Map R3, Lot 8B at \$3,800, both being disqualified due to recent sales. Mr. Drake made a motion, seconded by Mr. Harvey to accept the recommended penalties. Vote was unanimous.
- Board signed appointment letter, for Mr. Pollock to LRPC's TAC.
- Purchasing Policy – Mr. Irvine reviewed the proposed policy as amended: \$0.01 to \$1,499.99 - payment through invoice & receipt provided by Dept. Head to Finance Officer within 5 days; \$1,500 to \$2,999.99 - review and discussion with Town Administrator to ensure item is budgeted, critical, were appropriate quotes obtained, and if not – why, etc. with TA completing and authorizing purchase order, copy to Dept. Head & Finance Officer; \$3,000 to \$10,000 - would use the requisition process

currently in place. Anything above \$10,000 does not change. Mr. Irvine suggested the scenario (\$1,500 to \$2,999.99) that Dept. Head comes to TA to purchase something; TA doesn't want to approve; Dept. Head then must obtain 3 quotes and meet with Selectboard to discuss for their approval. After discussion, board agreed that 3 written quotes should be required for \$1,500 to \$2,999.99 or explanation why they are not provided for purchases from \$1,500-\$2,999.99. Mr. Harvey asked that more detail/explanation be provided to explain why some comparison quotes are not for the same item/service. Mr. Irvine reviewed what some other random towns are doing for purchasing policies. Mr. Irvine to revise, create a new form to be used combining purchase order and requisition, and bring to next meeting.

- NHDOT Draft Collaborative Efforts for Transportation Planning document – held for Mr. Shaw to be present.
- Motor vehicle registration receipts YTD were reviewed.
- Joint Loss Prevention Committee minutes from the inspection at the Public Works garage. Minor items were noted.
- NHDES Dredge & Fill approval for Snake River parking area.
- Board reviewed copy of letters to property owners, John Claridge & Middle Gate Homes/Gate City Development; re: Conditions attached to subdivision, which have not been met. Discussion followed about how to avoid this situation in the future.
- CADY acknowledgement of appropriation and request for 2022.
- An email from Mr. Guinther regarding the situation with his neighbor re: Light Trespass was reviewed. The board reaffirmed its position that the ordinance is not being violated, and that the town does not need to be involved in a neighborly disagreement.

PUBLIC COMMENT

There was none.

OTHER BUSINESS

There was no other business.

NON PUBLIC SESSION

At 8:48 pm Mr. Drake made a motion, seconded by Mr. Harvey, to go into Non-Public Session, according to RSA 91A:3 II (b) Hiring. Roll call was taken, Mr. Drake –Y, Mr. Harvey – Y. Vote was unanimous.

PRESENT

Mr. Drake, Mr. Harvey, & Mr. Irvine.

RETURN TO PUBLIC SESSION

At 9:01 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. Harvey to direct Chief Lang to proceed with the hiring of Ms. Lehar effective immediately. Vote was unanimous.

Mr. Drake asked Mr. Irvine to confirm the base rate for new hires to the FD roster as the Payroll change form was reflecting a rate of \$10.50, he believed this had changed after town meeting to \$10.82. He also indicated that the conditional offer letter template had not been filled out properly. Mr. Irvine to work with Chief Lang on the documentation used in the hiring process.

NON PUBLIC SESSION

At 9:02 pm Mr. Drake made a motion, seconded by Mr. Harvey, to go into Non-Public Session, according to RSA 91A:3 II (b) Hiring. Roll call was taken, Mr. Drake –Y, Mr. Harvey – Y. Vote was unanimous.

(Board of Selectmen, June 3, 2021, cont.)

PRESENT

Mr. Drake, Mr. Harvey, & Mr. Irvine.

**RETURN TO
PUBLIC SESSION**

At 9:06 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.

ADJOURNMENT:

Mr. Harvey made a motion, seconded by Mr. Drake, to adjourn at 9:07 pm. Vote was unanimous.

Respectfully submitted,
Pamela Vose