

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

September 5, 2019

**MEMBERS**

Mr. Irvine, Mr. Denoncour, and Mr. Mertz were present.

**PRESENT:**

**OTHERS**

Town Administrator Mrs. Lucas and Finance Officer Ms. Duggan

**PRESENT:**

**CALL TO ORDER:**

Mr. Irvine called the meeting of the Board to order at 6:30 p.m.

**WORK SESSION**

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

The board approved purchase requisition(s) for Hwy Dept (cold patch –revised requisition; black top; Geotex fabric), Fire Dept (SCBA brackets), Town Clerk (online access to Blue Books), PD (iCON for IMC training, registration and accommodations – HELD for more details).

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

1. Bruce & Marcia Hamel, Tax Map R3, Lot 10 – after the fact; condition that it meets ZBA decision

The board approved the following Occupancy Permit(s):

1. Bruce & Marcia Hamel, Tax Map R3, Lot 10

The board approved the following Septic Design(s):

Catherine Creteau, Tax Map R-19, Lot 17

The board reviewed the following Intent to Cut Wood(s):

1. Wayne & Jean Roswell, Tax Map R17, Lot 37
2. Donald & Eileen Bates R17, Lots 34 & 35

**APPOINTMENTS**

Ms. Duggan was present.

*6:30 pm*

*Finance Officer*

*Wendy Duggan*

**NON PUBLIC  
SESSION**

At 6:31 pm Mr. Irvine made a motion, seconded by Mr. Denoncour, to go into Non-Public Session, according to RSA 91A:3 II (c) Personnel. Vote passed. Roll call was taken, Mr. Irvine - Y, Mr. Denoncour – Y, Mr. Mertz –Y.

**PRESENT**

Mr. Irvine, Mr. Denoncour, Mr. Mertz, Mrs. Lucas and Ms. Duggan.

**RETURN TO  
PUBLIC SESSION**

At 6:47 pm, Mr. Irvine made a motion, seconded by Mr. Mertz, to come out of Non-Public Session and to seal the minutes for 5 years. Votes were unanimous.

*6:45 pm*

*Fire Chief Michael*

*Drake*

Chief Drake was present.

Leave request forms for 5 days with no specified dates as vacation time needs to be used prior to 10/16 as Chief wanted to take time based on personnel being available to cover.

The board agreed to the flexibility.

Payroll Change Notice for new hire Deven Gilpatric-Brown. Mr. Irvine made a motion, seconded by Mr. Denoncour probationary member effective 8/19, at \$10.50/hr. Vote was unanimous.

Chief Drake contacted neighboring communities to compare their billing for ambulance services and submitted a spreadsheet for the board's review, which reflects a drop for New Hampton. Chief Drake advises an increase in billed costs and that current charges adequately cover expenses for a particular patient and event but there are equipment costs that are not covered. The board asked for more detailed information and what he's proposing.

Chief Drake submitted his draft 2020 budget.

Chief Drake advised Ingrid Heidenreich would be leaving the department for a daytime job but may continue to go on some calls. Relative to ambulance billing she hopes to continue that work. Hannah Barnett may take a full-time position elsewhere and Kendall Hughes is sharing time with Ashland, all resulting in less personnel. Mr. Irvine said the NH Retirement System is now looking at overall hours in a year, giving the Chief the option to work more than 32 hours in a week if needed for certain situations. The board expressed their support if this ended up being necessary.

**NON PUBLIC SESSION**

At 7:15 pm Mr. Irvine made a motion, seconded by Mr. Denoncour, to go into Non-Public Session, according to RSA 91A:3 II (c) Personnel. Vote passed. Roll call was taken, Mr. Irvine - Y, Mr. Denoncour – Y, Mr. Mertz –Y.

**PRESENT**

Mr. Irvine, Mr. Denoncour, Mr. Mertz, Mrs. Lucas and Chief Drake.

**RETURN TO PUBLIC SESSION**

At 7:42 pm, Mr. Irvine made a motion, seconded by Mr. Mertz, to come out of Non-Public Session and to seal the minutes for 5 years. Votes were unanimous.

7:20 pm  
*Harold Lamos*

Mr. Lamos was present relative to his letter advising him of non-compliance on his temporary signage. He said he thought they were approved to be up for the duration of the farmer's market schedule but would do what is required. Mr. Irvine said the temporary sign permit needs renewal and read the ordinance and reviewed the previous sign permit applications. The board confirmed there are now only 3 signs @ 3 locations, with Mr. Lamos submitting a new temporary sign permit to cover the remainder of the Farmer's Market season with the board agreeing they could remain in place until 10/12/19. The board agreed to a 2<sup>nd</sup> sign on one location that would only be up during market hours. The board agreed the Planning Board needs to review the ordinance for better clarification.

7:30 pm  
*NHDOT Mr. Zoller*

Mr. Zoller was present to review work they'd be performing at Exit 23 bridge and Route 132N bridge. Work to be performed next year, for 8-10 weeks at each location; typically 7am to 7 pm; no work on weekends; off season work (before Memorial Day or after Labor Day) would be done during the day, in season work would be performed at night. Mr. Zoller said additional flaggers would be assisting motorists making left turns and Mr. Irvine advised those flaggers should be well coordinated. Mr. Zoller said the traffic committee would like Shingle Camp Hill Road to be closed during work hours of the Exit 23 bridge painting - reducing an arm of traffic into the work zone. The board asked for as

much advanced notice as possible and recommended signage at Main St and Shingle Camp Hill Rd and possibly Main St and Old Bristol Rd. Mr. Zoller that a pre-construction meeting will take place with contractor, and will include fire and police chiefs, prior to work beginning. Mr. Irvine suggested a police detail or notification to slow traffic eastbound heading up the hill after the Public Safety Building.

Mr. Zoller advised another Municipal Work Zone Agreement would be necessary. Mr. Denoncour made a motion, seconded by Mr. Mertz to appoint Mr. Irvine to sign the agreement. Vote was unanimous and Mr. Irvine signed the agreement.

## **DISCUSSION**

The Board reviewed the following:

- After discussion on artwork, colors and material for Welcome signs and a new PD & Fire sign, the board made a decision. Mr. Denoncour would obtain the final quotes based on the Board's decision.
- MS-1 extension request was approved to October 1, 2019.
- Drug Forfeiture Fund and investigative petty cash policy – no further changes after review with counsel and auditors. Mr. Irvine recommended slight change to petty cash voucher for that had been created. Mrs. Lucas to make change. Mr. Mertz made a motion, seconded by Mr. Irvine to adopt the policy as amended (voucher). Vote was unanimous.
- Board reviewed draft Purchasing Policy and discussed revisions. Board signed policy once revised.
- Payment of \$550.00 from Mr. & Mrs. Lawless under the settlement agreement.
- Memo dated 9/5 from Police Chief Stevens asking for paid time off to attend a Torch Run event in CO. There was concern on whether there would be additional events he would need to attend, the short term notification for this event, and it was the consensus of the board that more information was necessary.
- Copy of letter from US Dept of Transportation, dated 8/28 denied request for grant monies to replace Blake Brook bridge.
- Roger O'Sullivan is scheduled to meet with the board 9/12 to discuss his flags at Shamrock Auto.
- Dept. of Natural & Cultural Resources appointment for Fire Chief Drake as Forest Fire Warden through Dec. 2022.
- Photos submitted by Gregory Verrill showing removal of cooking facilities to support his statement there was no ADU in his house.
- Copy of letter from NHDES: Wetlands Permit application from Wolak Realty (Dunkin Donuts) requesting more information. Owner has questions about

current use qualifications (10.19 acres) as a new septic system is needed and would have to be constructed further back on the property. The board agreed that even the road going to a new system, the system, it's pumps and pipes, could not remain in current use.

- Tax Collector's notification to town as lienholders on several properties.
- Presentation on traffic survey done by LRPC to be done on 9/12.
- Nicholas Brown has expressed an interest in serving on the Conservation Commission. Mrs. Lucas to schedule a meeting with Mr. Brown and the Selectmen.
- Mrs. Lucas advised that a resident from Waukevan Road stopped by the office to say he was approached by someone who was from the railroad – according to his business card, and said they would be drilling wells and selling the water from an abutting property. Mrs. Lucas recalled this issue many years ago on this same property where wells are located and said the Conservation Commission had gotten involved to stop the commercial use.
- Review of Hwy complaint form.
- Flag Cove Properties advisement of temporary signage that meets regulations. Mrs. Lucas to send the owner the temp. sign notification form to complete.
- Town Clerk Ms. Adams' list of possible residents who would be eligible for the Boston Post Cane. Mrs. Lucas to see if there was someone willing to accept this honor.
- Lead & copper sampling of water in the Town Office and the Public Safety Building, both of which were below the action level. The board noted the Precinct was working hard to resolve the problems with the water.
- Mrs. Lucas said Anthony Guyotte had stopped by the office and asked the Administrative Assistant what the rules were relative to adding a cement pad for an RV that his parents may use part-time. He was told to write an email to the Selectmen but it has not been done. Office to send a letter of inquiry to Mr. Guyotte.
- Pike Industries asphalt plant - Permit to Operate is being reviewed by NHDES.
- Mrs. Lucas said she is trying to schedule a meeting with Lori Summer on Stream Restoration for the removal of the culvert and stream restoration on Pemi Outlet Road off NH Route 104
- Notification of hearings scheduled for the 10-year Transportation Improvement Plan on 9/19.

- Copies of letters from Permitting Assistant Mr. Pollock:
  1. William & Ann Strong – request permit extension or submit Occ. Per. Appl.
  2. Tilton Realty Trust (3) – request permit extension or submit Occ. Per. Appl.
  3. Charles Lyle – request permit extension or submit Occ. Per. Appl. (2<sup>nd</sup> notice)
  4. Kevin Lacasse – request permit extension
- Copies of letters sent to organizations regarding requests for 2020 appropriations.
- Possible grant opportunity for diesel engines and/or equipment. Board determined this wasn't currently viable in this area.
- NHMA calendar SB2 deadlines & dates.
- Meeting with NHS Cindy Buck relative to school's Bicentennial 2021 celebrations. NHS to meet with board to discuss further. Ms. Buck will work on a schedule and idea of impacts.
- There was discussion on maintenance and security of personnel records for all departments. Directive from board to all department heads that the Selectmen's Office is where all those records are kept and maintained. Department heads can make copies, at the Town Office, of any items they wish to have in their files.

**NON PUBLIC SESSION**

At 10:15 pm Mr. Irvine made a motion, seconded by Mr. Mertz, to go into Non-Public Session, according to RSA 91A:3 II (c) Personnel. Vote passed. Roll call was taken, Mr. Irvine - Y, Mr. Denoncour – Y, Mr. Mertz –Y.

**PRESENT**

Mr. Irvine, Mr. Denoncour, Mr. Mertz, and Mrs. Lucas.

**RETURN TO PUBLIC SESSION**

At 10:48 pm, Mr. Irvine made a motion, seconded by Mr. Denoncour, to come out of Non-Public Session. Mr. Irvine made a motion, seconded by Mr. Mertz to seal the minutes for 5 years. Votes were unanimous.

**OTHER BUSINESS**

- Mr. Irvine asked if anyone had seen the large balloon out at Country Cottage being used as a sign. He suggested discussing the ongoing problems with Senator Guida and changing state statute so towns can expedite injunctive relief of repeat offenders of the local ordinances. The board agreed to keep an eye on this and other signage, with possible invitation to property owner(s) to meet with the board to discuss.
- Mr. Mertz said he met with Ms. Adams to discuss plans for her office layout.
- Mr. Irvine said he is installing a whole house generator and wondered about the need for a permit, but CNP doesn't assess generators. Mr. Irvine agreed to submit one if his is assessed.

**PUBLIC COMMENT**

There was none.

**ADJOURNMENT:** Mr. Mertz made a motion, seconded by Mr. Irvine, to adjourn at 10:52 pm. Vote was unanimous.

Respectfully submitted,  
Pamela Vose

DRAFT