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**TOWN OF NEW HAMPTON
BOARD OF SELECTMEN
MEETING MINUTES**

Thursday, July 31, 2025

MEMBERS PRESENT: Present were Mr. Drake and Mr. Harvey. Mr. Shaw joined by telephone at 6:01 PM.

OTHERS PRESENT: Town Administrator Mr. Davenport, DPW Director Mr. Lyford, & Mr. Bill Guinther

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: 7/10/2025 Public Minutes were held for further review. Mr. Drake made a motion to approve the minutes of 7/17/2025 as corrected, seconded by Mr. Shaw. Vote was unanimous. Mr. Harvey moved to approve the 7/10/2025 Sealed Non-Public Minutes (b) as corrected, seconded by Mr. Drake. Vote was unanimous. Mr. Drake moved to approve the 7/17/2025 Sealed Non-Public Minutes (a) as corrected, seconded by Mr. Harvey. Vote was unanimously in favor.

Mr. Bill Guinther was in attendance and the Board asked him if he would like to be heard. Mr. Guinther said that he was concerned about flood lights shining onto his property and provided photos. Mr. Harvey asked when the photos were taken, and Mr. Guinther said they were from early July. He said the light position had been very good for about a year, but that in early June, it changed and was pointed back up. Mr. Drake asked if the light was on all night, and Mr. Guinther said it was. Mr. Drake said the Board would take it under advisement and would contact Mr. Guinther about making a site visit.

WORK SESSION: The Board reviewed/signed manifests, invoices, requisitions, purchase orders, and leave request forms.

An invoice for a Miscellaneous Grants expense – three nozzles: \$1,635.00 was reviewed. Mr. Drake said this was vague, and Mr. Harvey asked for further clarification.

An invoice for \$2,400.00 to repair a leaking suction connector was reviewed. The Board asked for more details on this expense.

An invoice from Drummond Woodsum in the amount of \$894.43 was reviewed. This was for professional services to the Planning Board regarding the Mitchell subdivision.

The Board reviewed the following Building Permits:

1. Mark Persson; 140 Riverwood Dr; Map U17 Lot 26; new garage; (Discussion Required)
Mr. Davenport stated that Mr. Persson's property is in the Pemigewasset overlay district, and the proposed location of the garage appears to be within the setback, which is 200' from the high-water mark. The Board did not sign the building permit and said that this needed to be brought to the Zoning Board.
2. Mark & Jackie Boucher; 229 Old Bristol Rd, Map R12, Lot 036-A00; After-the-fact building permit for interior renovation. The Bouchers are the new owners of the property, and this was for work that was done by the prior owner. Mr. Davenport said that Chief Cathy has already walked the property and was satisfied. Once the building permit is signed, Chief Cathy will sign off on the Occupancy Permit. The Board signed the permit.

51 3. Elizabeth Wilson; 865 Old Bristol Rd; Map R15, Lot 27B; replace deck; *Approved by Land*
52 *Use Administrator.*

53 4. Mark & Janet Bonnell; 23 Smoke Rise Rd; Map U8, Lot 31; build 2 car garage; *Approved by*
54 *Land Use Administrator*

55 The Board reviewed the following Occupancy Permit:

56 1. Kenda Corcoran; 187 Gordon Hill Rd; Map R3 Lot 29B; *Approved by Land Use*
57 *Administrator*

58 The Board reviewed the following Septic System:

59 1. Michael Sharp; NH Route 104; Map U17 Lot 55. Mr. Davenport said that the plan states this
60 is a dry well. The permit was signed

61 2. Rudolph & Grace Matty, Old Bristol Rd; Tax Map R15, Lot 14C; *Approved by Land Use*
62 *Administrator*

63

64 **OPEN ITEMS DISCUSSED:**

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- 66 • Mr. Davenport provided feedback from NH Municipal Association’s legal counsel regarding the
67 Old Bristol Rd property. Since the Town is the owner of the property, the Town can subdivide the
68 property. If the lot is subdivided and sold separately, the Town would be paid first for the tax
69 monies that are due, and any excess would be paid to the former owner. Mr. Davenport said he
70 believed there is enough frontage for at least two lots. Creating more than two lots could require
71 that a road be built. Mr. Shaw asked how much was owed on the property, and Mr. Davenport
72 said roughly \$450,000. Mr. Shaw proposed finding out the cost of a subdivision plan and getting
73 an estimate of what those lots would be valued at. Mr. Drake asked what the taxes owed would
74 have been if the land had been put into current use. Mr. Shaw asked Mr. Davenport to follow up
75 with the high bidder and let them know that some research needs to be done, and they will be
76 contacted in a couple of weeks.

77

78 **BID OPENING 7:00 PM – Paving Bids:**

79 Two timely bids were received and another came in late.

80 1. The first bid from GMI was opened. Total bid for all paving quotes - \$194,562.40

81 2. Bid from Wolcott Paving was opened – Total bid - \$216,628.00

82 3. Bid from Bryant Paving (late bid) - \$235,941.60. The Board rejected this bid due to it
83 being late.

84 Mr. Drake moved to refer the bids to the Department of Public Works (Mr. Lyford) for review and
85 recommendations at the next meeting. Mr. Harvey seconded. Discussion continued, and Mr. Shaw asked
86 what the schedule would be for paving the road. Mr. Lyford said that next week, he would pave over the
87 culverts and then notify the paving company to put it in their schedule. He estimated the end of
88 September. Mr. Shaw asked what monies were available for paving. Mr. Lyford said the Warrant article
89 was \$250,000. In the Block grant, there is \$75,000. Mr. Shaw asked if more of Blake Hill should be
90 paved. Mr. Lyford said that something has to be done on the hills of Straits Road. Mr. Lyford requested
91 a short time to review the bids and said he could give his recommendation later in the meeting. Vote was
92 not completed at this time.

93

94 **ACTION & DISCUSSION ITEMS**

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- 96 ❖ Payroll Change Forms were signed for New DPW & Exec Employees

97

- 98 ❖ Mail Box Location Request – Mr. Davenport said a resident at 36 Main St requested permission to
99 locate his mailbox where the Christmas tree triangle is. This is where the Post Office has told him
100 it needs to be located. The Board approved.
- 101 ❖ Letter of Appreciation to ZBA board member was signed
- 102 ❖ AED Donation Memo – Mr. Drake moved to accept the donation of the AED from New Hampton
103 School, the device will be used by the New Hampton PD. Mr. Harvey seconded the motion. All
104 voted in favor.
- 105 ❖ PD AED Policy – Chief Tyrrell has put together a policy for the use of the AED. The Board did
106 not have any issues with it.
- 107 ❖ Citizen Complaint Update – addressed earlier in the meeting. Mr. Harvey asked Mr. Davenport to
108 request an updated picture.
- 109 ❖ Chase Farm Lot Conservation Easement – Mr. Davenport reported that the easement language
110 does allow for timber harvesting. Mr. Drake said the Board wants to harvest the timber from the
111 Chase lot before the Conservation Easement is placed.
- 112 ❖ Heritage Commission Appointments - Mr. Drake moved to reappoint Mr. Denoncour & Mr. Katz
113 to the Heritage Commission until April 1, 2028, seconded by Mr. Shaw. All voted in favor.
- 114 ❖ Hiring Paperwork Review – signatures completed.
- 115 ❖ Federal Equitable Sharing SOP Policy - After a brief discussion, this was signed.
- 116 ❖ Proposed Transfer Station Fee Updates – Mr. Lyford said this was mostly related to construction
117 materials. He has made a comparison of the surrounding Towns’ fee schedules. These updates
118 will still be lower than surrounding towns. The Board took it under advisement.
- 119 ❖ Detscher/Behan; 337 Route 104 Update. Email communication between the Land Use
120 Administrator and the business owners was reviewed. Mr. Davenport said that the business
121 owners had told the Planning Board they were going to store product there, and when it was sold,
122 they were going to come and get it. They weren’t going to sell from the site. Mr. Davenport
123 clarified that the Zoning Ordinance doesn’t allow for display for sale. There was also discussion
124 about them not having obtained a sign permit. Mr. Drake said the other issue is the square footage
125 of lot coverage. The Board directed Mr. Davenport to research whether there is a violation and, if
126 so, to send a letter. The Selectmen said they thought we should be making it easier for people to
127 do business in Town, not harder. Mr. Drake said this is the time to address these issues while the
128 Zoning Ordinance is being rewritten. Mr. Davenport said two meetings are coming up – 8/12/25
129 and 8/18/25
- 130 ❖ Enforcement Letter – Johnathan Wentworth; 522 NH Route 104; Map R4 Lot 67 – Mr. Davenport
131 said a letter was sent, which Mr. Wentworth may not have received. Mr. Davenport tried to reach
132 him by email but has not received a response. The letter was signed, and Mr. Davenport said he
133 would try to reach Mr. Wentworth by phone tomorrow before sending the letter out. Mr. Drake
134 said it would be an easy fix to have Mr. Wentworth come back to the planning board to modify his
135 site plan.
- 136 ❖ FYI – Wetlands Permit for the Fish Hatchery
- 137 ❖ FYI – Groundwater Protection Ordinance – the Board asked for follow-up on this
- 138 ❖ FYI – Anthony Guyotte Building Permit Expiration
- 139 ❖ FYI - ZBA Decision for Stacy Paquette
- 140 ❖ FYI – Planning Board Decision for John & Katy Mitchell

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143 **New Business after Agenda was Posted**

- 145 □ Siding and Window Update – Additional appropriation of \$6,400 for sheathing and \$1,350 for
146 window trim for a total of \$55,020. The contractor does not anticipate any other major costs. Mr.
147 Drake moved to expend an amount not to exceed \$60,000 from the Town Building Maintenance
148 Expendable Trust Fund. Seconded by Mr. Harvey. All voted in favor.
149
- 150 □ Mitchell Bond – in the amount of \$18,500 for paving. Mr. Davenport said this has been reviewed
151 and approved by legal counsel. The road has not been completed. Mr. Drake said the mylar
152 should not be recorded yet. Mr. Shaw said that we need to review the surety bond process for the
153 future.
154

155 **OTHER BUSINESS**
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- 157 • Mr. Lyford said he would recommend GMI for the paving contract. Mr. Harvey recommended
158 getting the total footage of the road and seeing if an additional 1,000 ft could be paved since the
159 crew is already mobilized. There was a brief discussion about the repair of the paved hills on
160 Straits Road that are crumbling. Mr. Drake made a motion to award the contract to GMI for the
161 paving in the amount of \$194,562.40, seconded by Mr. Harvey. Vote was unanimously in favor.
162 • Mr. Lyford spoke about the 2018 F550. Nucar had replaced the computer and the fuel pump but it
163 would not start yesterday. The Board told Mr. Lyford to have Nucar come get it to have them fix
164 it. Mr. Harvey asked about the status of the white F-350. Mr. Lyford is looking at costs for a new
165 plow.
166 • Mr. Shaw spoke about paying the SAU for July and further discussing paying August. He asked
167 Mr. Davenport to research the legal position on this. Mr. Davenport reported that he had spoken
168 with DRA, who said they are continuing to work with the SAU.
169 • Mr. Davenport said that Mrs. Capone needs the Selectmens' iPads in order to set up the budgeting
170 software on them.
171 • Mr. Davenport said Tara Bamford is looking for permission to have Mitchell Municipal Group
172 review one or two sections of the Zoning Ordinance to make sure they are in good legal standing.
173 Mr. Shaw recommended putting a cap on the amount of time.
174 • Update from Janan Hays about the Center Harbor ZBA appeal meeting. The meeting was
175 postponed because there was not a quorum and was rescheduled to 8/11/25 at 7:00 PM. Mr. Shaw
176 recommended letting the Conservation Commission know.
177

178 **ADJOURNMENT:** At 8:26 PM., Mr. Drake made a motion, seconded by Mr. Harvey to adjourn the
179 meeting. Vote passed.
180

181 Respectfully submitted,
182 Tamara Van Lenten