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

Thursday, October 23, 2025

**MEMBERS PRESENT:** Present were Mr. Drake and Mr. Harvey. Mr. Shaw was in transit and joined by phone at 6:19 p.m. and then arrived in person at 7:03 p.m.

**OTHERS PRESENT:** Town Administrator Mr. Davenport, Public Works Director Mr. Lyford, and Mr. Rick Morse

**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:** Mr. Drake moved to approve the 10/2/2025 Public Minutes and the 10/2/2025 Sealed Non-Public Minutes (a) as drafted. Mr. Harvey seconded and all voted in favor. Since Mr. Shaw had not yet reviewed the 10/16/2025 Public Minutes & 10/16 Sealed Non-Public Minutes (a), they were held.

**APPOINTMENT: 7:00 p.m. – Public Works Director Jamie Lyford.** At 6:04 p.m., Chief Cathy was not yet present, and Mr. Lyford was in attendance, so the Board agreed to see him early.

- POs –
  - Mr. Lyford wants to purchase a new 10' Fisher plow to go on the 550. The existing 9' plow will be put on the pickup. HP Fairfield was the lowest quote - \$7,682. This will come from the Highway Block grant, which can be used for anything to do with road maintenance.
  - Ride-on Billy Goat blower from MB Tractor - \$12,500. Mr. Lyford said this will be a good investment as he won't need to rent. Mr. Harvey asked if this comes with a warranty, and Mr. Lyford said it does not. The Board asked him to look into pricing for a new blower with a warranty.
  - Morton Salt - 2 loads of winter salt
- Plowing Contractors Update -Randlett Trucking's proposal was received after the due date because it had been sent to the wrong email address. Their hourly rate is \$108/hour. Mr. Drake asked about Partridge Trucking. Mr. Lyford said they are willing to come back and extend the contract, but the rate has not increased since 2021, so he would like an increase in his proposal. Mr. Drake said the RFP proposal paperwork should be filled out and brought to the Board so it can be reviewed.
- Staffing Update – one person was interviewed for the Transfer Station position, and Mr. Lyford would like to extend an offer. The Board agreed to extend an offer to the candidate.

**APPOINTMENT- 6:15 p.m. – Fire Chief Scott Cathy:** At 6:20 p.m., Chief Cathy was present to meet with the Board.

- Replacement of E1 – Mr. Drake asked if Chief Cathy had more information regarding a deposit. Chief Cathy's recommendation would be no more than \$5,000. Chief Cathy said the total on the purchase order would be \$410,581. The grant would cover \$287,406.41 (70%). The delivery date is approximately the end of July 2026. Payment in full would be made at delivery, and then the grant amount would be reimbursed. Mr. Drake wanted to confirm that if this is not approved at Town Meeting, we do not have to complete the transaction. Chief Cathy said that was correct. Both Mr. Drake and Mr. Shaw requested obtaining a signed contract that contains this agreement, and Chief Cathy said he will have that drafted and signed. Mr. Drake asked how Engine 1 is

51 holding up. Chief Cathy said it is working, but the integrity of the components of the pump are  
52 the issue.

53  
54 Mr. Drake moved that the down payment on the truck in the amount of \$5,000 be taken out of the  
55 Capital Equipment & Vehicle Expendable Trust Fund. Also, that the Chief gets the language that  
56 was discussed in a signed agreement, letter, or contract. Mr. Harvey seconded. All voted in favor.  
57

58 The Board instructed to send the contract to legal for review once the additional clause is  
59 completed.

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61 **NON-PUBLIC SESSION:** At 6:35 p.m., Mr. Drake made a motion, seconded by Mr. Shaw to go into  
62 Non-Public Session under RSA 91-A:3 II(a): Personnel. A roll call vote was held: Mr. Drake – Y, Mr.  
63 Harvey – Y, Mr. Shaw - Y.

64  
65 PRESENT: Mr. Drake, Mr. Harvey, Mr. Shaw, Mr. Davenport, and Police Chief Joshua Tyrrell

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67 **RETURN TO PUBLIC SESSION:** At 7:02 p.m., Mr. Drake made a motion, seconded by Mr. Harvey,  
68 to come out of non-public session and seal the minutes for 5 years. Vote was unanimous.

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70 **NON-PUBLIC SESSION:** At 7:03 p.m., Mr. Drake made a motion, seconded by Mr. Harvey to go into  
71 Non-Public Session under RSA 91-A:3 II(a): Personnel. A roll call vote was held: Mr. Drake – Y, Mr.  
72 Harvey – Y, Mr. Shaw - Y.

73  
74 PRESENT: Mr. Drake, Mr. Harvey, Mr. Shaw, Mr. Davenport and Mr. Lyford.

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76 **RETURN TO PUBLIC SESSION:** At 7:11 p.m., Mr. Drake made a motion, seconded by Mr. Harvey,  
77 to come out of non-public session and seal the minutes for 5 years. Vote was unanimous.

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

- 81
- 82 • Donohue, Tucker & Ciandella - \$117.00 for Atlantic Broadband/Breezeline – attention to open
  - 83 matters.
  - 84 • Mileage – Mr. Lyford – Mr. Drake questioned why mileage is being paid when there are town
  - 85 vehicles. Mr. Davenport noted that many vehicles have been down due to repair work. Mr. Drake
  - 86 said there is a town car available that can be used. Mr. Harvey requested that a logbook be
  - 87 maintained for the town car. Mr. Shaw said the next time there is a mileage reimbursement
  - 88 request, an explanation should be given for why the car wasn't used.
  - 89

90 **Permits**

- 91 • Building Permits – *Approved by Land Use Administrator:*
  - 92  Jordan Santiago; 73 Blake Hill Rd; Map R13, Lot 18-A; 2-story breezeway and roof
  - 93 repairs
  - 94  James Howard & Julie Boisselle Trusts; Baldwin Ave; Map U16, Lot 8-1; new home
  - 95 w/attached garage.
  - 96  Van Lenten Family Rev Trust; 678 Straits Rd, Map R6, Lot 7D; replace & enlarge
  - 97 porch/deck.
  - 98  Barry Homes LLC; Mountain Vista Dr; Map R8, Lot 1G; new home

- 99           □ Richard & Christine Bassett; 110 Beech Hill Rd; Map R6, Lot 13F; re-issue lapsed permit.
- 100       • Occupancy Permits:
- 101           □ Henry & Shannon St. Louis; 39 Smoke Rise Rd; Map U8, Lot 30; new home; *Approved by*
- 102                   *Land Use Administrator.*

103

104   **OPEN ITEMS LIST**

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- 106       • Fire Truck & Town House Bonds – Update - Mr. Davenport said that he got the bond in for both
- 107       the Fire Truck & Town House. He said that he had asked the bond bank if they knew if there
- 108       would be a bond sale in January. They told him there should be a bond sale in January.

109

110   **ACTION & DISCUSSION ITEMS**

111

- 112       ❖ Health Insurance Discussion – Mr. Davenport said that School Care had been removed from the
- 113       options. He said the NEEBCO plan would save on premiums and give similar benefits, but Health
- 114       Trust's prescription benefits were better. Mr. Davenport said he had looked into a flex savings
- 115       card, which could be given to employees, but the maximum that the Town could contribute to the
- 116       card would be \$500. Health Trust increase on family plan is about \$300.00/month. The Board
- 117       reviewed the presented documentation and discussed further. Mr. Drake requested that Mr.
- 118       Davenport run the numbers with Health Trust.
- 119       ❖ General Wage Discussion – Mr. Davenport shared wage information from Mrs. Capone for
- 120       budgeting purposes. Mr. Davenport asked where the Board would like to go for a general wage
- 121       adjustment. The Board said to use 4% and individual adjustments. Mr. Shaw said he was in favor
- 122       of giving department heads 4% within their department to be distributed as determined by the
- 123       department head. Mr. Drake said that could create an atmosphere where favoritism is perceived
- 124       and employees are lost. Mr. Shaw disagreed and said you have to give your best employees the
- 125       highest raises.
- 126       ❖ Review of Job Descriptions – Mr. Davenport provided draft edits for job descriptions for Town
- 127       Administrator, Finance Officer, Land Use Administrator, and Deputy Town Clerk/Tax
- 128       Collector/Administrative Assistant.
- 129       ❖ Memo from Wendy Capone – Conservation Commission Fund reimbursement to the General
- 130       Fund - \$100.00
- 131       ❖ Primex Rate Update (Property & Liability, Workers Comp, & Unemployment Comp) – Mr.
- 132       Davenport said Property & Liability went up the most. The Board reviewed the changes.
- 133       ❖ Newfound Area School District Update – Mr. Davenport said there is a procedural defect meeting
- 134       set for November 4<sup>th</sup>. Once this meeting is completed and their remaining items are entered into
- 135       the DRA portal, the SAU will be ready for tax rate setting. The special election that was
- 136       scheduled for November 25<sup>th</sup> has been canceled, and the vote on whether or not to purchase the
- 137       property will be held in March during regular elections. Mr. Davenport asked the Board for a
- 138       discussion about payment to the SAU. The September bill has not yet been paid. After further
- 139       discussion, the Board instructed Mr. Davenport to have Mrs. Capone pay the billed amount of
- 140       \$350,000 for September and keep an eye on the cash flow when determining any other amount to
- 141       pay. They were instructed to hold back payments as necessary to avoid having to take a TAN.

142

143   **New Business after Agenda was Posted**

- 144       ❖ FYI – Reminder Letter for Mark & Janet Bonnell; 23 Smoke Rise Rd; Map U8, Lot 31

- 145 ❖ Discussion on purchase of large scanner for Land Use purposes – Mr. Davenport said that the
- 146 Land Use Administrator was interested in a scanner for large plans. She would like to be able to
- 147 enter plans into the CNP assessing software. It would also be useful to digitize plans for Planning
- 148 Board purposes. Mr. Davenport is also going to look at a printer/scanner. The Board directed him
- 149 to get a full cost estimate.
- 150 ❖ FYI – Water Test Results for DPW
- 151 ❖ Enforcement letter – Chad & Jennifer Mitchell; 25 Colony Ln – signed by the Board
- 152 ❖ Unpermitted construction - 90 Mountain Vista Dr – signed by the Board

153

154 **OTHER BUSINESS**

- 155 • Mr. Shaw requested that Mr. Davenport draft a letter to New Hampton School regarding 1) the
- 156 reduction in tax income to the Town when the NHS continues to buy properties and change them
- 157 to tax-exempt status, and 2) the children living at New Hampton School that attend the SAU
- 158 whose tuition is paid for by the Town.
- 159 • Christmas Tree lighting – Mr. Harvey noted it has become very costly to light the tree. Mr. Morse
- 160 volunteered to supply the Town with a laser light for the tree if it is wanted.
- 161 • Mr. Davenport asked if the Board would agree with closing the Town Office an hour early on
- 162 10/31. The Board agreed.
- 163 • The Board briefly discussed wage increases again and was in favor of considering a 2% general
- 164 wage increase and giving department heads 2% additional for merit-based increases.

165

166 **Non-Public Session** - Mr. Drake asked if anyone wanted to go into a non-public session to review the

167 paperwork for the new employee, and Board members did not find it necessary.

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169 **ADJOURNMENT:** At 8:27 p.m., Mr. Drake made a motion, seconded by Mr. Shaw to adjourn the

170 meeting. Vote passed.

171

172 Respectfully submitted,

173 Tamara Van Lenten