TOWN OF NEW HAMPTON
BOARD OF SELECTMEN
MEETING MINUTES

Thursday, August 27, 2026

MEMBERS PRESENT: Mr. Drake and Mr. Harvey were present.

OTHERS PRESENT: Fire Chief Scott Cathy and Fire Captain Ron Howe, and at 6:18PM Police Chief Foster.

CALL TO ORDER: Mr. Drake called the meeting of the Board to order at 6:04 PM and led the group in the Pledge of Allegiance.

MINUTES: Mr. Drake made a motion to approve the 8/13/26 Public Minutes as corrected, seconded by Mr. Harvey. The Board voted 2-0 in favor of the motion. Mr. Drake made a motion to approve the 8/21/26 Public Minutes as corrected, seconded by Mr. Harvey. The Board voted 2-0 in favor of the motion.

APPOINTMENTS: None.

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

- PO Change Order from Sinclair Electric for additional lighting at the Public Works garage held for next meeting.
- PO from Milton Cat for backhoe repairs in the amount of $2,979.52 approved by the Board.
- Invoice from MRI for the start of the Town Administrator search in the amount of $992.50 approved by the Board.

Permits:

- Building Permits:
  - ☐ Ryan Mitchell; Colony Lane, Map R16 Lot 10-15; New Home: *approved by the Land Use Administrator.*
  - ☐ Sandra Rodriguez; 256 Huckleberry Road, Map R20 Lot 36; Storage Lean-To: *approved by the Land Use Administrator.*
  - ☐ Sherman, Michael & Marlene (Langerman); Blake Hill Road, Map R1 Lot 2A; New 4 BR Home: *approved by the Land Use Administrator.*
- Occupancy Permits:
  - ☐ None
- Septic Systems:
  - ☐ Ronald J Olson; 7 Dana Hill Road, Map R10 Lot 1: *approved by the Land Use Administrator.*
- Intent to Cut Wood/Excavate:
  - ☐ None

OPEN ITEMS DISCUSSED:

- 17 Main Street: Mr. Drake commented that the check arrived and was deposited.

BID OPENING: 6:30PM Public Safety Building Roof Replacement: Fire Chief Cathy informed the Board that the RFP was posted on the town website and NHMA. Chief Cathy also sent the RFP to six vendors. The RFP has two components, repair the roof or roof replacement. Two bids were received. Premier Roofing bid in the amount of $124,980. Century Roofing & Solar bid in the amount of $95,000. The Board referred the bids to the Town Administrator to review for compliance.

NON-PUBLIC SESSION: At 6:39 PM, Mr. Drake made a motion, seconded by Mr. Harvey, to go into non-public session under RSA 91-A:3 II (a) Personnel. A roll call vote was held. Mr. Drake – Y, Mr. Harvey - Y.

PRESENT: Mr. Drake, Mr. Harvey, and Police Chief Foster.

RETURN TO PUBLIC SESSION: At 7:02 PM, Mr. Drake made a motion, seconded by Mr. Harvey, to come out of non-public session and seal the minutes for ten years. Vote passed with all in favor.

ACTION & DISCUSSION ITEMS:

- Fish Hatchery Road Name: Mr. Harvey made a motion, as advised by the Division of Emergency Services and the field representative Zachary Branscom, to rename Hatchery Road as Trout Place, seconded by Mr. Drake. The Board voted 2-0 in favor of the motion.
- Smoke Rise Extension Road Name: Mr. Drake made a motion to name the previously undeveloped Smoke Rise extension to Beaver Dam Road, seconded by Mr. Harvey. The Board voted 2-0 in favor of the motion.
- Building Official Discussion: Mr. Drake commented that the law recently changed, so now the town is back in compliance with issuing building permits. Mr. Drake made a motion to designate Tamara Van Lenten as the Building Official to sign building permits as needed, seconded by Mr. Harvey. The Board voted 2-0 in favor of the motion.
- ATV Restrictions on Class VI Roads: Postponed to a future meeting.
- Memo from Wendy Capone re. Conservation Commission: The Board reviewed and approved the transfer of $2,200 to the General Fund.
- STR Permit – Stacy Nawoj; 1 Church Lane, Map U4 Lot 8: The Board reviewed and signed the Short-Term Rental permit.
- Payroll Change Form: The Board signed the Payroll Change Form for Gretchen McGowan with an employment start date of September 1st.
- FYI – DPW Update: The Board will meet with Public Works Director Jamie Lyford at the next meeting to discuss part-time plow drivers, the transfer station, Blake Hill Road, and other items.
- FYI – NHVP Drinking Water Advisory

NEW BUSINESS AFTER AGENDA WAS POSTED:

- Memo From Wendy Capone re: Town House Bond Transfer: The Board reviewed and approved the transfer of $71,515.94 to the General Fund.
- Memo From Wendy Capone re: FD SRF VA Payment Transfer: The Board reviewed and approved the transfer of $2,454.73 from the General Fund.

OTHER BUSINESS:

- Mr. Drake commented that he asked Finance Officer Wendy Capone about her availability to meet for budget discussions. Mrs. Capone replied that she is available during her normal work hours Monday-Friday. Mr. Harvey and Mr. Drake will continue to talk about budget meetings.
- FYI – CADY invitation to their regional summit.
- Mr. Harvey commented that a decision needs to be made regarding the Christmas Tree.

PUBLIC COMMENT:

- None

ADJOURNMENT: At 7:33 PM, Mr. Drake made a motion to adjourn, seconded by Mr. Harvey. Vote was unanimous.

Respectfully submitted,
Wendy Capone