

*New Durham Board of Selectmen Meeting
March 23, 2017*

**NEW DURHAM BOARD OF SELECTMEN
New Durham Town Hall
March 23, 2017, 7:00p.m.**

Present

Selectman David Swenson
Selectman Gregory Anthes
Selectman Cecile Chase

Also Present:

Scott Kinmond, Town Administrator
Ellen Phillips, resident
Cathy Allyn, Library Director
Dorothy Veisel, resident
Joan Swenson, resident
George Gale, resident
Kenneth P. Fanjoy, resident
Virginia Fanjoy, resident

Susan Randall, resident
Clayton Randall, resident
Mark D'Entremont, resident
Cathy Orlowicz, resident
Don Vachon, resident
Bob Chase, resident
Terry Jarvis, resident

Call to Order

Selectman Anthes called the meeting to order at 7:01 p.m.

Appointments/Announcement

Selectman Anthes gave his resignation from the Board of Selectmen. He explained his personal reasons for doing so.

Selectman Anthes opened the discussion for chair and vice chair nominations for the Board of Selectmen.

Selectman Chase made a motion to nominate Selectman Swenson as Chairman of the New Durham Board of Selectmen. Selectman Anthes seconded the motion. Motion passed 2-0-1. Selectman Swenson abstained.

Chair Swenson stated that with the Anthes resignation there will be a necessary course of events to fill the seat but is unprepared to give details on that at this point.

Chair Swenson made a motion to nominate Selectman Chase as Vice Chair of the New Durham Board of Selectmen. Selectman Anthes seconded the motion. Motion passed 2-0-1. Selectwoman Chase abstained.

Chair Swenson stated the Library presented a proposal for installation of a permanent public art piece. Cathy Allyn, Library Director, distributed informational packets for review. She explained a grant was received last year for a clay project and they are looking into getting a larger grant. Ms. Allyn provided a sketch and small example of the intended design of the clay poles. Chair Swenson discussed the financial considerations

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and it was noted the total cost is \$8,860 but clarified it would not be tax-payer funded at this point. Of the total \$8,860, \$4,430 is from the grant and the remaining is matching funds of which \$2,215 must be in cash and \$2,215 either cash or in-kind match. Ms. Allyn clarified it is a onetime cost and the Friends of the Library would be funding a majority of the matching costs. She stated she is just looking for the approval of the Board of Selectmen to go ahead with the project. Selectman Anthes asked who is responsible for maintenance. Ms. Allyn stated it would be the library but there should not be a lot. There was further discussion of the project designs and plans.

Chair Swenson made a motion that the Board of Selectmen support the concept that has been proposed by the Library at the March 23, 2017 Board of Selectmen meeting relative to the art installation project. Selectman Chase seconded the motion. Motion passed 3-0-0.

1772 Meetinghouse Committee

Ms. Allyn presented a recommendation by consensus of the committee that a contractor be sought to install a foundation and to limit the scope of work from the original proposal. She stated the RFP is almost complete. Chair Swenson stated he wants to see a more complete plan for the full restoration project. Selectman Anthes concurred and added it is more important when a project is being done in phases. Town Administrator Kinmond recommended no action is needed from the Select Board at this point and it is simply informational.

George Gale, Meetinghouse Committee, explained the grant received in 2015 and stated they are now in time compression with being able to utilize the funds.

Boodey House Committee

Cathy Orlowicz, Town Historian / Boodey House Committee, stated that in follow-up to a request to the prior Board of Selectmen to consider allowing committee members to be associate members she has prepared a Boodey House charter. She stated she has worked with Town Administrator Kinmond on the committee membership policy adding Associate Member status. Ms. Orlowicz explained the amount of work and efforts by particular individuals who have volunteered over the years and thinks this is a wonderful way to honor that dedication. A draft of the charter was distributed and reviewed. Town Administrator Kinmond gave an overview of the document and explained it outlines the committee's purpose, noting it is common for committees to have Associate Members.

Chair Swenson made a motion to accept the Boodey House Committee charter as developed and submitted to the Board of Selectmen on March 23, 2017 at the Board of Selectmen meeting, effective immediately. Selectman Anthes seconded the motion. Motion passed 3-0-0.

Chair Swenson made a motion to appoint Crissa Evans, Jess Evans and Hal Evans as Associate Members of the Boodey House Committee. Selectman Anthes seconded the motion. Motion passed 3-0-0.

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Policy Review Committee

Chair Swenson stated he has some questions about the committee agreement particularly the sunset provision, noting it has expired as has the start date. It was agreed to review the document again as well as the committee policies at the next Board of Selectmen meeting.

Public Input

Terry Jarvis, resident, welcomed Cecile Chase to the Board of Selectmen and asked whether the committee appointments would be taken up tonight or whether applications were being accepted. Chair Swenson replied Town Administrator Kinmond obtained a list of all Board of Selectmen appointed committees but Chair Swenson indicated that he does not anticipate any nominations being brought tonight. He encouraged individuals interested in volunteering to do so and nominations would be considered at the next Board of Selectmen.

Ellen Phillips, resident, asked for clarification on whether applications need to be resubmitted. Chair Swenson suggested that since it has been awhile since applications were originally received it would be appropriate for those interested in an committee with open seats to resubmit their interest to the TA.

Agenda Review

Chair Swenson added under Appointments/Announcement: appointment of Code Enforcement Officer and Town Treasurer.

Chair Swenson added under New Business: Town Administrator Performance Review.

Town Administrator's Report

Town Administrator Kinmond stated the interview portion of the hiring process for the Finance Assistant is scheduled for Monday, March 27 from 1 – 4 pm for the interviews. He stated there are currently three applicants scheduled.

Town Administrator Kinmond stated he would like to schedule the audit and legal firm presentations / interviews. Potential dates were discussed.

Town Administrator Kinmond noted he signed the 2017 / 2018 tax mapping maintenance contract with Cartographics Technologies which is a contracted, budgeted item. He stated he will be contacting them for more information and help in supporting other public documents.

Town Administrator Kinmond stated he is putting together a Joint Loss Management Training Seminar for employees including review of the Ethics Policy. TA Kinmond recommended this training be done annually. He stated this would also include an training which is required by the New Hampshire Department of Labor. He asked for authorization to close the town offices on April 6, 2017 between the hours of noon and 2 pm.

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Chair Swenson made a motion to authorize the Town Administrator to close all non-essential Town offices from noon to 2:00p.m., on April 6, 2017 for the purpose of staff safety and wellness training. Selectman Chase seconded the motion. Motion passed 3-0-0.

Town Administrator Kinmond stated a public meeting to discuss transportation planning by the Strafford Regional Planning Commission will be held on March 30, 2017, 2 to 4:00 p.m. A list of proposed projects will be reviewed and stakeholders are encouraged to attend.

Town Administrator Kinmond stated there would be a Merrymeeting River water quality stakeholder and community informational meeting on April 13, 7:00 p.m. at the New Durham School. Invitations have been sent to include Alton and New Durham milfoil committees and Boards of Selectmen as well as other interested stakeholders.

New Business

Board of Selectmen Meeting Schedule

Chair Swenson stated that traditionally Board of Selectmen has meetings have been held Mondays but they are looking to possibly change the day. Town Administrator Kinmond stated his suggestion is Thursday so department heads can submit information by midday on Friday with time to process and post notice and then allow the TA to prepare the packets by Tuesday prior to the BoS meeting. By consensus the BoS agreed to do the meetings for the next quarter on Thursdays, first and third of the month.

Board of Selectmen Assignments to Committees

Chair Swenson stated he is willing to cover the Planning Board and Budget Committee if Selectwoman Chase is comfortable with covering the CIP committee until the BoS vacant position is filled. Selectman Chase concurred.

Appointment of Town Committee Members

Chair Swenson stated there are various committees that have openings to be appointed by the Board of Selectmen. He stated he would like to have Town Administrator Kinmond develop a list of each committee along with current and open members with expiration dates and this list be made available for public review. Chair Swenson clarified he is not in favor of prior BoS majority position preferring the hold over status approach.

Veterans Exemption Application

The application was reviewed and Chair Swenson confirmed the application has been reviewed and approved by the Tax Collector.

Selectman Chase made a motion to approve the veterans tax exemption for Map 238, Lot 043 as presented with a “thank you for your service” attached. Chair Swenson seconded the motion. Motion passed 3-0-0.

Purchase Order - Highway Department

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Town Administrator Kinmond explained the current salt/sand spreader unit is 20 years old and the application of the new salt combination makes it difficult for the current unit to get correctly calibrated. The newer unit will distribute the salt more efficiently.

Chair Swenson made a motion to approve purchase order #2389 in the amount of \$4,600 to E.W. Sleeper of Concord, NH for the purchase of a three yard electric spreader, including accessories and installation. This purchase also includes the trade in of a used 1997 highway P gas powered spreader, said funds to come from CRF 01-4195-10-062. Selectman Chase seconded the motion. Motion passed 3-0-0.

Appointments

Chair Swenson made a motion to appoint John Abbott of Barnstead, NH to the position of New Durham Building Inspector / Code Enforcement for a one-year term with an expiration date of March 31, 2018. Selectman Chase seconded the motion. Motion passed 3-0-0.

Chair Swenson made a motion to nominate John Abbott of Barnstead, NH for a one-year term as Health Officer with an expiration date of March 31, 2018, said nomination to be submitted to the State for final approval. Selectman Chase seconded the motion. Motion passed 3-0-0.

Chair Swenson made a motion to appoint Heidi Duford of New Durham, NH as Town Treasurer for a three year term with an expiration date of March 31, 2020. Selectman Chase seconded the motion. Motion passed 3-0-0.

Town Administrator Review

Chair Swenson suggested they develop an evaluation form to be filled out by each board member as well as Town Administrator Kinmond. Chair Swenson stated he would begin working on the form for with Selectmen Chase and Swenson to complete independently along with TA Kinmond to complete self-evaluation next week.

Deputy Health Officer Job Description

The draft job description was reviewed and Town Administrator Kinmond stated the edits were made in accordance with state RSAs.

Selectman Chase made a motion to approve the Deputy Health Officer job description as presented. Selectman Anthes seconded the motion. Motion passed 3-0-0.

Other

Chair Swenson stated he believes the Board of Selectmen should look at significant projects and areas of activity that are important for the Town and taxpayers over the next 1 – 3 years to have a positive approach to issues. He asked the Board of Selectmen members to select two or three projects that the Board of Selectmen can work on for positive initiatives. These will be on the next BoS meeting agenda for discussion.

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Public Input

Dot Viesel, resident, thanked the Board of Selectmen for a productive and efficient meeting.

Kenneth Fanjoy of Kings Highway, asked that discussion of the hours of the Transfer Station be added to the agenda for the next meeting. Chair Swenson replied the changes were made for a cost savings and asked Town Administrator Kinmond to discuss this with the Finance Officer to see if this issue can be made to be more customer friendly.

Chair Swenson made a motion to enter into non-public session pursuant to RSA 91-A: 3 II (a) – the dismissal, promotion or compensation of any public employee or the disciplining of such employee and (c)- matter which, if discussed in public would likely affect adversely the reputation of any person. Selectman Chase seconded the motion. Motion passed 3-0-0.

Roll Call: Selectman Anthes – Aye; Selectman Chase – Aye; Chair Swenson – Aye.

The Board entered non-public session at 8:40p.m.

The Board reentered public session at 9:48p.m. Chair Swenson stated that while in non-public session the Board discussed personnel matters and reviewed non-public meeting minutes.

Chair Swenson made a motion to seal the non-public meeting minutes due to the matter discussed could potentially adversely affect a reputation. Selectman Anthes seconded the motion. Motion passed 3-0-0.

Review and Approval of Minutes

Meeting of March 6, 2017 – Edits were made. **Selectman Anthes made a motion to approve the minutes as amended. Chair Swenson seconded the motion. Motion passed 2-0-1.** Selectman Chase abstained as she was not a Select Board member at that time.

Meeting of January 23, 2017 – Edits were made. **Selectman Anthes made a motion to approve the minutes as amended. Chair Swenson seconded the motion. Motion passed 2-0-1.** Selectman Chase abstained as she was not a Select Board member at that time..

January 5, 2017 - Edits were made. **Selectman Anthes made a motion to approve the minutes as amended. Chair Swenson seconded the motion. Motion passed 2-0-1.** Selectman Chase abstained as she was not a Select Board member at that time..

Adjourn

Chair Swenson made a motion to adjourn. Selectman Anthes seconded the motion. Motion passed 3-0-0.

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The meeting was adjourned at 10:09p.m.

Respectfully Submitted,

Jennifer Riel, Recording Secretary

Final Approved 04-06-17