

NEW DURHAM BOARD OF SELECTMEN
New Durham Town Hall
November 28, 2016

Present

Chair David Bickford
Selectman David Swenson
Selectman Gregory Anthes

Also Present:

Scott Kinmond, Town Administrator
Joan Swenson, resident
Dot Veisel, resident
Bill Kendrick, resident
Lyn Sullivan, resident
Mark Sullivan, resident
Cathy Orlowicz, resident
Clayton Randall, resident
Terry Jarvis, resident
Cathy Allyn, resident

Call to Order

Chair Bickford called the meeting to order at 7:00p.m.

Announcements/Appointments

None.

Public Input

Dot Veisel, resident, asked the Board of Selectmen about one of the fire trucks being used at the Town of Middleton putting up Christmas lights. Chair Bickford replied Town Administrator Kinmond would look into it.

Bill Kendrick, resident, stated he noticed the flag flying isn't lit at night. He noted this has gone on for a while but feels it's disrespectful and the Town should bring it up to code. Selectman Bickford asked if there was also a flag at the cemetery with a light on it.

Agenda Review

No changes were made.

Appointments/Announcements

Town Administrator Kinmond stated the Boston Cane presentation is scheduled for the senior dinner on December 3 at the school. He asked if any member of the Board of Selectmen is available to be present. Selectman Swenson replied he would be there volunteering as staff. Ms. Veisel, resident, noted that she thought several of the recipient's family members would be present. Selectman Bickford expects to attend.

Department Reports/Issues

Cathy Allyn announced the Holiday Open House at the Library on Friday, December 2 from 3:30 pm to 5 pm. She stated there will be a raffle and visit from Santa.

Town Administrator's Report

Chair Bickford stated past Road Agents have suggested closing Stockbridge Corner Road and the south end of Cameron Rd, beginning at the Cameron House to save on maintenance costs, and asked Town Administrator Kinmond to discuss this with the Public Works Director.

Old Business

Solid Waste Disposal Bid Award

Town Administrator Kinmond explained the pricing breakdowns. The bids were reviewed and discussed. It was also noted that recyclable materials will be handled through Northeast Resource Recovery Association (NRRA) and the Town will receive some revenues from the sale of these recycled materials.

Chair Bickford made a motion to authorize the chair to sign the bid award and related contract documents for the Solid Waste Disposal Contract with Casella Waste Management for a period of three years. The contract being for 2017 MSW and fee disposal not to exceed \$69 per ton and \$165 per haul; 2018 MSW disposal not to exceed \$70.50 per ton and \$170 per haul; 2019 MSW and CND disposal not to exceed \$72 per ton and \$175 per haul. Selectman Anthes seconded the motion. Motion passed, 3-0-0.

Resident Easement Request

Clayton Randall, resident, presented an easement request to the Board of Selectmen and explained his intent to cut timber on his property but would like to utilize a temporary easement along Town property to be less impacting on the environment and traffic on road entry, etc. The maps and plans were discussed and Town Administrator Kinmond presented a draft authorization of a temporary easement. Selectman Anthes raised concerns about Town property being used as the access point. Town Administrator Kinmond explained the liability is taken off the Town in this agreement. It was agreed more details are needed regarding the easement. Selectman Swenson requested that a revised draft agreement be developed that addresses the concerns discussed.

Boodey House

Selectman Swenson explained that there was \$285 received by the Boodey House Committee and due to an error in accounting it was apparently not deposited into the Boodey House account.

Selectman Swenson made a motion to authorize payment in the amount of \$285 from account 01-4130-20-820, Executive Office Other Account to the Boodey House Account, 01-1010-35-000. Chair Bickford seconded the motion. Motion passed, 3-0-0.

Request for Transfer of Funds for Impact Fees

Town Administrator Kinmond presented a request from the Finance Office to send the impact fees to the School District with the amount being \$18,233.90. The warrant article supporting the ordinance to collect impact fees was reviewed and discussed. The summary of fees collected were reviewed. Selectman Swenson noted it is unclear whether a certificate of occupancy was issued for two of the fees collected as no date is noted. TA Kinmond will review with the Code Enforcement Officer to assure proper documentation on occupancy or completion is on file.

Policy Review Committee Appointments

Selectman Anthes made a motion to appoint Ronald Cook of New Durham as a member of the Policy Review Committee, said term to expire on March 31, 2017. Chair Bickford seconded the motion. Motion passed, 3-0-0.

Selectman Anthes made a motion to appoint Neil Burns of New Durham as a member of the Policy Review Committee, said term to expire on March 31, 2017. Chair Bickford seconded the motion. Motion passed, 3-0-0.

Mutual Aid Agreement with Wolfeboro Fire Department

Town Administrator Kinmond stated Wolfeboro has a new Fire Chief and the mutual aid / automatic response on Kings Highway has been discussed with Fire Chief Varney. A written agreement was requested by Wolfeboro Fire Chief. The draft document was presented for review and approval by the Board of Selectmen. Town Administrator Kinmond noted Wolfeboro's Town Counsel has reviewed the document.

Chair Bickford made a motion to enter into a mutual aid agreement with the Town of Wolfeboro for the purposes of emergency response services said agreement under RSA 154:24-28. Selectman Anthes seconded the motion. Motion passed, 3-0-0.

Police Officer Hires

Selectman Swenson made a motion to hire Jason Durrance of Farmington, NH as a part time Police Officer at an hourly rate of \$22.00 per hour. Selectman Anthes seconded the motion. Motion passed, 3-0-0.

Budget Review

Selectman Anthes stated the Board of Selectmen has been working on the budget and was able to reduce the municipal tax rate from 2015 of \$5.35 to \$5.07 for 2016 a difference of \$0.28 per thousand which is a 5% decrease. He explained what raised taxes was the school tax by the Governor Wentworth School District, an increase of \$0.88 per thousand. Selectman Swenson stated that to offset the school rate increase would require almost \$500,000 from the Town budget. He also contributed the rate reduction for the Town to work by the Town Administrator and the Department Heads.

Account 4196 – Insurance

Selectman Anthes noted the property and liability rates were dropped by Primex 4.5% and noted there was a raise on worker's compensation rates of 4%. Overall, there was no large spike in insurances rates. The insurance rates were reviewed and discussed.

Chair Bickford made a motion to rescind previous action on account 4196 Insurance, and to approve a budget of \$52,000 for Account 4196. Selectman Anthes seconded the motion. Motion passed, 3-0-0.

Account 4195 – Cemetery

Selectman Swenson made a motion to rescind the previous action on Account 4195 in the amount of \$5,200 to align with the Budget Committee's number of \$4,000. Motion died for lack of second.

Account 4441 – Welfare

It was noted that the Budget Committee modified fuel costs as they were reduced based on usage patterns of the last couple years.

Selectman Swenson made a motion to rescind the previous action on Account 4441 and align with Budget Committee amount of \$12,208 by reducing Line 10-580 by \$500. Chair Bickford seconded the motion. Motion passed, 3-0-0.

Account 4140 – Election and Registration

It was noted the \$10 difference was a recalculation of FICA Line 95-220.

Selectman Swenson made a motion to rescind the previous action on Account 4140 adjusting line 95-220 to \$3,926 making the account total \$100,072. Chair Bickford seconded the motion. Motion passed, 3-0-0.

Account 4324 – Solid Waste

Selectman Swenson made a motion to rescind the previous action on Account 4324 and have the line items per the department requested proposed budget handed out on 11/28/16, with the total of \$246,092. Selectman Anthes seconded the motion. Motion passed, 3-0-0.

Account 4210 – Police Department

Selectman Swenson noted there was extensive discussion by both the Board of Selectmen and the Budget Committee and noted that the Budget Committee has made changes by reducing Lines 10-645 of \$600, 90-412 of \$220. Selectman Bickford does not want to modify previously approved Selectman levels for this account.

Selectman Swenson made a motion to rescind the previous action on Account 4210 and to align with the Budget Committee's number of \$499,320. Motion died for lack of second.

Code Enforcement Officer/Building Inspector, Deputy Job Descriptions

Town Administrator Kinmond explained the job descriptions were separated out between the positions. These were reviewed and discussed. Selectman Swenson questioned the need for the deputy position and this was discussed with Selectman Swenson indicating his objections to creating this position. Town Administrator Kinmond explained the current officer does not want to remain in the position and a good way to transition is with the deputy position. Selectman Swenson suggested allowing the current officer to leave but remain as a mentor to an incoming individual in the position.

Chair Bickford made a motion to approve the Building Inspector/Code Enforcement job description as amended. Selectman Anthes seconded the motion. Motion passed, 3-0-0.

Town Administrator Kinmond noted he will be posting the position soon.

Several inputs from the public during the Deputy Code Enforcement Officer job description discussion concurred with Selectman Swenson's position that Deputy's job description is not clear and, as written, would have both the Deputy and the one he/she reports to having equal authority. The consensus of the Board was to table the Deputy's job description at this time.

Policy on Citizen Complaints regarding the Performance of a Town Employee
Selectman Swenson suggested having the recently formed policy review committee review this and develop their recommendations. Selectman Anthes noted that this is the Board of Selectmen's responsibility. The draft was reviewed. Edits were made and discussed.

Policy on Use of Town Owned Vehicles, Property and Equipment
Selectman Anthes stated they need to make a clear policy on this. Selectman Swenson stated they already have a policy addressing this and it's the Ethics Policy. **Selectman Anthes stated we would not be having all of these issues if it was clearly understood by the employees.**

Chair Bickford made a motion to adopt the Policy on Use of Town Owned Vehicles, Property and Equipment. Selectman Anthes seconded the motion. Discussion:
Selectman Swenson stated this policy was not needed as it is covered by other Town policies. Ms. Jarvis, resident, explained that in accordance with this policy the Fire Department could not have been used for the funeral reception of a past Town employee and other such uses. She also stated other potential conflicts as well. Selectman Anthes stated that the use of the Community Room was covered in another policy. Chair Bickford stated it needs to be looked at closer and some edits made. **Chair Bickford withdrew his motion and Selectman Anthes withdrew his second.**

Chair Bickford made a motion to enter into RSA 91-A: 3 II (a) – the dismissal, promotion or compensation of any public employee or the disciplining of such employee; (c)- matter which, if discussed in public would likely affect adversely the

reputation of any person. Selectman Swenson seconded the motion. Motion passed, 3-0-0.

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

The Board entered nonpublic session at 10:08p.m.

The Board reentered public session at 11:42

Motion was made by Selectman Anthes to seal the minutes due to divulgence of this information would likely affect adversely the reputation of any person other than a member of the Board. Chairman Bickford seconded the motion. Motion passed 3-0-0.
Selectman Swens indicated that in nonpublic the board discussed personnel and wages.

Selectman Swenson made a motion to approve one-time payment to Highway Supervisor Don Vachon for his interim service as Road Agent from February 1, 2016 thru May 1, 2016 in the amount of \$525.00. Motion was seconded by Selectman Anthes. Motion passed 3-0-0.

Selectman Swenson made a motion to authorize a payment to the Highway Supervisor Don Vachon for Winter Operations Supervision in the amount of \$175.00 per month for the period of November 15, 2016 to March 15, 2017). The motion was seconded by Selectman Anthes. Motion passed 3-0-0.

The Board by consensus agreed to meet on December 8th, 2016 at 12 noon to work on minutes.

Selectman Swenson made a motion to adjourn, and Chairman Bickford seconded the motion. Motion passed 3-0-0.

Meeting was adjourned at 11:51 p.m.

Respectfully Submitted,

Jennifer Riel, Recording Secretary
And
Scott D. Kinmond, Town Administrator
Final Approved 01-09-17