

NEW DURHAM BOARD OF SELECTMEN

New Durham Town Hall

April 20, 2017, 7:00p.m.

**Final Approved 05-04-17
Revised Final Approved 05-18-17**

Present

Chair David Swenson
Selectman Cecile Chase
Selectman Rod Doherty

Also Present:

Scott Kinmond, Town Administrator

At the public 7:00 p.m. public session:

Dorothy Veisel, resident
Police Chief Bernier
Police Sargent Meattey
Kenneth Fanjoy, resident
Pat Meattey, resident
Reginald Meattey Sr., resident
Lura, Kaden & Emily Meattey, residents
Joan Swenson, resident
Clayton Randall, resident
Susan Randall, resident
William Kendrick, resident
Alicia Hernandez, resident
Andrew Hernandez, resident
Mark D'Entremont, resident
Mark Sullivan, resident
Carolyn Sullivan, resident
Robert Chase, resident

Call to Order

Chair Swenson called the meeting to order at 5:00 P.M.

Chairman Swenson made a motion to enter nonpublic session under RSA 91-A:3 II (a) and (c) for the dismissal, promotion, or compensation of any public employee, and for matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the Board. Selectman Chase seconded the motion. Chair Swenson stated the Board will be reviewing staff performance reviews with the Town Administrator. Selectman Chase seconded the motion.

Roll Call vote to enter nonpublic session:

Selectman Chase Aye
Selectman Doherty Aye
Chairman Swenson Aye.

The Board left public session at 5:01 p.m.

The Board reentered public session at 7:05 p.m.

Chair Swenson made a motion to seal the non-public minutes as the information pertains to reputation, etc. Selectman Chase seconded the motion. Motion passed, 3-0-0.

Appointments/Announcements

Chair Swenson asked Police Chief Bernier and Sergeant Meattey to come forward and officially recognized Sergeant Meattey for his role in a recent incident in New Durham. A letter of commendation was presented to Sergeant Meattey for his role in saving a life.

Ethics Committee Policy Change Request

Dorothy Veisel, resident and chair of the Ethics Committee presented changes to be made to the Ethics Policy. These were reviewed and discussed. Chair Swenson made some suggestions for clarification of references to the Personnel Policy and suggested the Ethics Committee further edit their policy to incorporate these clarifications.

Chair Swenson stated that Town Administrator Kinmond has requested provided Ethics Policy information to all Town employees and asked for signed acknowledgment of receipt from all employees. Chair Swenson asked the TA to also request the same of all Town boards, commissions, and committees. Copies of the Ethics Policy and the receipt acknowledgment form had been given to the Select Board at the previous regularly scheduled Select Board meeting and it was reported that all Select Board members have returned their signed acknowledgement and understanding of the Ethics Policy.

Public Input

Ms. Veisel thanked Town Administrator Kinmond for his support work on the Ethics Policy.

Agenda Review

No changes were made.

Town Administrator's Report

Town Administrator Kinmond stated he reviewed existing policies and came up with some proposed amendments. He clarified he doesn't expect to make any changes until the next meeting along with discussion. A summary of the changes along with copies of the policies were distributed to the Board of Selectmen and reviewed, some edits were made.

Selectman Chase made a motion to approve the name changes for authorization for the deposit transfer as presented in the Delegation of Deposit / Transfer Authority document. Selectman Doherty seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to approve the Fund Balance Guidelines as presented. Selectman Doherty seconded the motion. Motion passed 3-0-0.

This is an annual review and approval of this guideline and no changes were made.

Selectman Chase made a motion to approve the Investment Policy as amended. Selectman Doherty seconded the motion. Motion passed 3-0-0.

This is an annual review and approval of this policy and the only change is a correction on the reviewed and approved date from May 4, 2017 to April 20, 2017.

New policies were reviewed for adoption. Town Administrator Kinmond explained the policies which include Policy on Sale of Town Properties and a Disposal Agreement for the Public Works Department.

Chair Swenson stated that in follow-up to a request made at a prior Board of Selectmen meeting in regards to the Solid Waste Facility hours of operation, Town Administrator Kinmond looked into returning the hours to the prior schedule and it would cost \$10,000 a year to do so.

Purchase Order – Highway Truck

Town Administrator Kinmond distributed a memo to the Board of Selectmen in regards to a purchase order for an unexpected expenditure for repairs to a plow vehicle. He stated the quote for repair was submitted to the insurance company and the claim was approved and funds received as unanticipated revenue. The amount being requested is for the repair of the vehicle using the insurance revenue less the \$1,000 deductible and a \$50 charge for some additional work by the body shop.

Selectman Chase made a motion to approve purchase order #2395 to Colony Automotive and Bodyworks, Inc. of Dover, NH for auto body repair services to a highway department truck, said expenditures to come from account 01-4196-10-526 in the amount of \$1,000, from account 01-4312-10-660 in the amount \$50.56 and the balance to come from unanticipated revenue by the means of insurance claim financing in the amount of \$2,733.97 received from Primex. Selectman Doherty seconded the motion. Motion passed 3-0-0.

Board of Selectmen Representations

Chair Swenson stated that prior to the Board of Selectmen having full composition, he and Selectman Chase filled the representation positions on other boards and committees and stated they now need to reassign representations as well as add some others. After discussion, the following representative assignments were agreed upon:

Chair Swenson: Budget Committee

Selectman Chase: Capital Improvement Program Committee, WCTV committee

Selectman Doherty: Planning Board, Policy Review Committee, Cyanobacteria Steering Committee

Committee Nominations

Town Administrator Kinmond explained a series of nominations were made at the last meeting and the two-week vetting period has now expired and the nominations are ready for appointment.

Selectman Chase made a motion to appoint Dot Viesel as a member of the Ethics Committee with a term to expire in 2018. Chair Swenson seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to nominate Ellen Phillips as a member of the Ethics Committee with a term to expire in 2020. Selectman Doherty seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to nominate Joan Swenson as a member of the Ethics Committee with a term to expire in 2019. Selectman Doherty seconded the motion. Motion passed 2-0-1. Chair Swenson abstained.

Selectman Chase made a motion to nominate Carol Allen as a member of the Ethics Committee with a term to expire in 2018. Chair Swenson seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to nominate Terry Jarvis, member at large of the CIP Committee with a term to expire 2018. Chair Swenson seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to nominate Bill Meyer member at large of the CIP Committee with a term to expire 2018. Chair Swenson seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to nominate Dot Viesel as a member of the Parks and Recreation commission with a term to expire 2018. Chair Swenson seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to nominate Patricia Luckern as a member of the Parks and Recreation commission with a term to expire 2019. Chair Swenson seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to nominate Andrew Hernandez as a member of the Parks and Recreation Commission with a term to expire 2019. Selectman Doherty seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to nominate Douglas Perkins as a member of the Parks and Recreation Commission with a term to expire 2020. Chair Swenson seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to nominate Mark D'Entrement as a member of the Parks and Recreation Commission with a term to expire 2020. Chair Swenson seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to appoint Ann Brady as Deputy Treasurer. Selectman Doherty seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to appoint Ron Gehl as a member of the Conservation Commission with a term to expire March 2020. Chair Swenson seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to appoint Curtis Richard as a member of the Conservation Commission with a term to expire March 2020. Selectman Doherty seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to appoint Scott Kinmond as a member of the Highway Safety Committee with a term to expire March 2018. Selectman Doherty seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to appoint Don Vachon as a member of the Highway Safety Committee with a term to expire March 2018. Chair Swenson seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to appoint Shawn Bernier as a member of the Highway Safety Committee with a term to expire March 2018. Selectman Doherty seconded the motion. Motion passed 3-0-0.

Meal Tax Assessment, Timber Tax Bill

Town Administrator Kinmond explained this has to be authorized by Board of Selectmen for the Tax Collector to send a bill out. The documentation for timber and logging was reviewed and discussed.

Selectman Chase made a motion that a timber tax yield letter be issued on Map 256, Lot 007, in the amount of \$897.90 which is due to the Tax Collector on May 21, 2017. Selectman Doherty seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion that a timber tax yield letter be issued on Map 243, Lot 035 in the amount of \$53.75 which is due to the Tax Collector on May 21, 2017. Selectman Doherty seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion that a timber tax yield letter be issued on Map 246, Lot 007, in the amount of \$1,432.19 which is due to the Tax Collector on May 21, 2017. Selectman Doherty seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to approve an excavation tax letter for Map 219, Lot 012 in the amount of \$110, which is due to the Tax Collector on May 21, 2017. Selectman Doherty seconded the motion. Motion passed 3-0-0.

Audit and Legal RFPs

Chair Swenson stated they received about 5 bids for each of the RFP's and interview presentations were held April 13, 2017 for the audit firms and April 20, 2017 for the legal firms. The Board of Selectmen down-selected to three companies for each to interview. He stated it was agreed at the time of the meetings that the Board of Selectmen would review and make recommendations at tonight's meeting. Selectman Chase gave a summary of the audit firms presented. Selectman Chase and Selectman Doherty stated their recommendations for legal and audit firms.

Selectman Chase made a motion to contract with Roberts and Greene, PLLC for audit services for the 2017 with a renewal clause of up to three years, in the amount of \$12,400 for 2017. Selectman Doherty seconded the motion.

Discussion: Chair Swenson stated he is concerned these individuals are past employees of the prior firm with which there are numerous problems with the audit. He clarified, however, he would not oppose the motion. Selectman Doherty stated he wants to be sure to have a unanimous vote on this decision. **Motion passed 3-0-0.**

Selectman Chase made a motion to authorize the Town Administrator to enter into a contract with the Mitchell Group for the purposes of providing legal services. Selectman Doherty seconded the motion. Motion passed 3-0-0.

Board of Selectmen Goals and Objectives

Chair Swenson referenced the Board of Selectmen goals and objectives and suggested assigning individuals to oversee follow-up of items. The philosophy is that each goal/objective needs a Select Board "champion" to be responsible for achieving the goal's intent. He noted the goals/objectives for the Select Board are: Cyanobacteria Mitigation Initiative, Boodey House and/or Meetinghouse, Personnel Policies, and Strategic Public Works Approach. Selectman Chase volunteered for the Boodey House / Meetinghouse; Selectman Doherty – Cyanobacteria Mediation Steering Committee; Chair Swenson – Strategic Public Works and he, along with Town Administrator Kinmond, will oversee work on the Personnel Policies.

Chair Swenson made a suggestion for change on the policy review committee timeline. Susan Randall of the Policy Review Committee was introduced. Chair Swenson explained his concerns with the review timeline to support the edits. There was discussion of the review process and timelines and TA Kinmond will incorporate the suggested changes.

Tax Deeded Properties

Chair Swenson stated he has discussed the listing with Town Administrator Kinmond, Tax Collector, and the Town Clerk noting the list printed in the Town's Annual Report is incorrect. An extensive review was done by the 2014 Board of Selectmen along with a summary of actions. The listing was reviewed and discussed. The Town Clerk and Tax Collector are reviewing the prior BoS decisions and will develop an updated tax deeded listing.

Approval of Minutes

Meeting of April 6, 2017 – No edits were made. **Selectman Chase made a motion to approve the minutes as written. Selectman Doherty seconded the motion. Motion passed 3-0-0.**

Meeting of April 11, 2017 – No edits were made. **Selectman Chase made a motion to approve the minutes as written. Selectman Doherty seconded the motion. Motion passed 3-0-0.**

Meeting of April 13, 2017 – No edits were made. **Selectman Chase made a motion to approve the minutes as written. Selectman Doherty seconded the motion. Motion passed 3-0-0.**

Meeting of April 6, 2017 – No edits were made. **Selectman Chase made a motion to approve the minutes as written. Chair Swenson seconded the motion. Motion passed 2-0-1.** Selectman Doherty abstained as he was not a Select Board member at that time.

Future Meetings

May 4, 2017, 7:00 p.m. – New Durham Town Hall

Adjourn

Selectman Chase made a motion to adjourn. Selectman Doherty seconded the motion. Motion passed, 3-0-0.

The meeting was adjourned at 9:31pm.

Respectfully Submitted,

Jennifer Riel, Recording Secretary