

**NEW DURHAM BOARD OF SELECTMEN**  
**New Durham Town Hall**  
**June 1, 2017, 5:30p.m.**

*DRAFT: These minutes are strictly a draft copy and are awaiting amendment or approval at a subsequent, duly noticed public meeting. Amendments to these minutes will be noted in the minutes of said meeting. The draft will be posted on the website as a draft copy for public informational use only.*

**Present**

Chair David Swenson  
Selectman Cecile Chase  
Selectman Rod Doherty

**Also Present:**

Scott Kinmond, Town Administrator  
Joan Swenson, resident  
Neal Burns, resident  
Catherine Orlowicz, Boodey House Chair  
Kenneth Fanjoy, resident  
Virginia Fanjoy, resident  
Kevin Ruel, resident  
Marc Behr, resident  
Terry Jarvis, resident  
Ellen Phillips, resident

**Call to Order**

Chair Swenson called the meeting to order at 5:30pm.

**Chair Swenson made a motion to enter into nonpublic session pursuant to RSA 91-A: 3 II (a) – the dismissal, promotion or compensation of any public employee or the disciplining of such employee; (b) – the hiring of any person as a public employee; (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 Doherty – Aye; Selectman Chase – Aye; Chair Swenson – Aye.**

The Board entered nonpublic session at 5:32pm.

The Board reentered public session at 7:00pm.

**Chair Swenson made a motion to seal the minutes of the nonpublic session. Selectman Chase seconded the motion. Motion passed, 3-0-0.**

**Appointments/Announcements**

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Chair Swenson gave condolences on behalf of the Board of Selectmen to Peter Varney and Shawn Bernier for the losses of their mothers recently.

Chair Swenson asked for an update from the Fire Department in regards to the status of research for new equipment requests.

Marc Behr, Fire Department, stated after the Board of Selectmen approved the purchase, the contract agreement was signed with the vendor, the chassis has been purchased and scheduled to be delivered October 3. He explained they are using a loaner ambulance at this time which was part of the agreement. Mr. Behr stated a new stretcher was also purchased for the new ambulance and explained the improvements of the new one. The details of the new ambulance were discussed.

**Public Input**

Ellen Phillips, resident, stated she is asking as a resident although she is a member of the Budget Committee. She stated she is concerned with the Police Department budget and asked about the inclusion of funds for hiring additional officers and wants to be sure funds are available when needed. Chair Swenson replied the Board of Selectmen approved a posting at the last meeting to hire an additional officer and explained how the funding would be obtained. Town Administrator Kinmond explained the finance process and how it affects the budget.

Ken Fanjoy, resident, asked whether there would be discussion of the Solid Waste Facility operating hours. Town Administrator Kinmond replied the Solid Waste Foreman is not available and it would be on the agenda for the next meeting.

**Agenda Review**

Town Administrator Kinmond added under New Business: Reclassification of current employee/DPW seasonal employee.

**Town Administrator's Report**

Town Administrator Kinmond presented a summary of the manifest for signing documents between meetings and these were reviewed. He noted these documents are available for public review in the Board of Selectmen office.

Town Administrator Kinmond presented a purchase order which reviewed along with a contract proposal from Allstate Asphalt for chip-sealing work to be done in June.

**Chair Swenson made a motion to authorize purchase order #2494 to Allstate Asphalt Corporation in the amount of \$35,546.40 for the pavement preservation and chip sealing of Berry Road. This procurement is with the State of New Hampshire contract. \$20,000 of the funds to come from account 01-4915-10-83 and \$15,546.40 to come from the Public Works Department account 01-4312-10-679 and to authorize the Chair to sign the contract. Selectman Chase seconded the motion. Motion passed, 3-0-0.**

Town Administrator Kinmond stated a change is needed to the purchase order for repairs to the 2015 Dodge 5500. He stated insurance check was received and when the truck was delivered to the auto body shop it was determined the shop made a mistake in their appraisal; same occurred with the second bidder. The insurance appraiser was called back in and a new repair list was developed.

**Selectman Chase made a motion to withdraw previously approved purchase order #2395 and issue purchase order #2495 to Rogers Auto body of Somersworth, NH in the amount of \$5,865.57 for the auto body repair to the 2015 Dodge 5500 dump truck. Said expenditure from the insurance holding account in the amount of \$4,865.57 and \$1,000 from the insurance deductible account 01-4196-10-526. Selectman Doherty seconded the motion. Motion passed, 3-0-0.**

#### **Proposal to Utilize Online Auction**

Town Administrator Kinmond presented a request to utilize a public surplus online auction and suggested putting the ambulance on there. He also explained the process and fees for the company. The Board of Selectmen discussed the options and the process for posting items for sale. Town Administrator Kinmond will work on putting together a detailed process and guidelines but the Board of Selectmen concurred to move forward with this proposal.

#### **CIP Committee Meeting Schedule**

Town Administrator Kinmond presented a proposed schedule for the CIP Committee meetings for review. The schedule was reviewed and discussed. Chair Swenson stated he would still like to work on maintaining continuity of the membership of the committee; he suggested amending the appointments to begin the 2-year appointments. Selectman Doherty concurred.

**Chair Swenson made a motion that all future at-large CIP appointments be for a period of two years. Selectman Chase seconded the motion. Motion passed, 3-0-0.**

**Chair Swenson made a motion to amend the appointment of Terry Jarvis from a one-year appointment to a two-year appointment. Selectman Chase seconded the motion. Motion passed, 3-0-0.**

#### **Middleton Town Line Perambulation**

Town Administrator Kinmond stated he got a quote from a surveyor last year for \$8000 which would be split by the two towns. After discussion, it was agreed Town Administrator Kinmond would coordinate with Middleton and Selectman Chase will be the Board of Selectmen representative.

#### **New Business**

#### **Review of Committee Updates**

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Selectman Doherty gave an update on the cyanobacteria meeting that took place last month. He stated he's still new to the issue but there are many knowledgeable and dedicated individuals from around the state. Selectman Doherty stated there was also an on-site meeting at various locations around the lake. He stated the committee is meeting again on June 22 and they are working to get information out to the public.

Cathy Orlowicz, Town Historian asked to give the update on the Boodey House project in non-public session. Town Administrator Kinmond stated the RFP has been put out and only one bid was received so the RFP was sent back out for a longer period of time.

Town Administrator Kinmond's draft of a New Personnel Policy were presented for reviewed.

Chair Swenson stated not much has been done yet on the Strategic Public Works Plan.

Town Administrator Kinmond stated he is working with NHMA to set dates for the Ethics Training session, noting various dates available in July. Dates were discussed and it was agreed to arrange for July 12, 6:30pm in the Fire Department Community Room for the two hour presentation.

**Old Business**

Chair Swenson stated that while in nonpublic they discussed options for the employee performance review process and Town Administrator Kinmond put together a summary comparison.

**Chair Swenson made a motion to approve the 2017 wage adjustments and merit raises for the Town staff as outlined in the Board of Selectmen packet dated 6/1/17 and modifications made to that. Said increases retroactive to April 1, 2017, increases totaling approximately \$19,500. These adjustments are inline with the 2016 wage schedule. Selectman Doherty seconded the motion. Motion passed, 3-0-0.**

Chair Swenson stated at the last Board of Selectmen meeting they approved a job posting for a Department of Public Works seasonal employee and stated the job description has been modified since the approval and one application was received.

**Chair Swenson made a motion to hire Allison Perkins to the position of seasonal part time Department of Public Works at an hourly rate of \$10.25, effective June 2, 2017. Because time is of the essence relative to the seasonal employee position, and having vetting and background checks already completed as the individual is a current Town employee, to waive the policy on those items; and to authorize the Chair to sign appropriate documents. Selectman Chase seconded the motion. Motion passed, 3-0-0.**

**Town Owned Properties**

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Chair Swenson stated that he and Town Administrator Kinmond met with the Town Assessor. Chair Swenson stated there was discussion about questions he had including properties that were missing on the assessor's list; explanation for properties that had been merged and inconsistency in property values. Town Administrator Kinmond explained the list was now accurate and abutters could be notified of the properties available.

**Public Input**

Terry Jarvis, resident, thanked the Board of Selectmen for their efficiency in their meetings.

**Chair Swenson made a motion to enter into nonpublic session pursuant to**

**Roll Call: Selectman Doherty – Aye; Selectman Chase – Aye; Chair Swenson – Aye.**

The Board entered non-public session at 8:49 p.m.

The Board reentered public session at 9:23 p.m.

**Chair Swenson made a motion to seal the minutes of the nonpublic session.**

**Selectman Chase seconded the motion. Motion passed, 3-0-0.**

**Approval of Minutes**

Meeting of May 18, 2017 – Minutes were reviewed, no edits were made. **Selectman Chase made a motion to approve the minutes as presented. Selectman Doherty seconded the motion. Motion passed, 3-0-0.**

Meeting of May 15, 2017 – Edits were made. **Selectman Chase made a motion to approve the minutes pending confirmation by the Town Administrator on veteran town tax credit for Map 101 and the lot either 027 or 207. Selectman Doherty seconded the motion. Motion passed, 3-0-0.**

**Adjourn**

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

The meeting was adjourned at 9:34pm.

Respectfully Submitted,

Jennifer Riel, Recording Secretary