

NEW DURHAM BOARD OF SELECTMEN
New Durham Town Hall
May 4, 2020, 6:00pm

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.

In accordance with Governor's Executive Order #12, pursuant to RSA 91-A: 2

Attendees log into: Join Zoom Meeting

<https://us02web.zoom.us/j/93271054126?pwd=R2pGZG9LNDdXUzRXR2hNQnJkQmpkdz09>

Meeting ID: 932-7105-4126; Password: 367194

Or via telephone number: 1-301-715-8592 US

Meeting ID: 932-7105-4126; Password: 367194

Technical difficulties contact Town Administrator Scott Kinmond at

skinmond@newdurhamnh.us or by phone at 603-556-1516

Note: Town of New Durham offers no security assurances to those connecting via PC to a third party software and hardware not configured or controlled by our IT service provider.

Present

Chair David Swenson – via Zoom, at Town Hall

Selectman Cecile Chase – via Zoom

Selectman Dorothy Veisel – via Zoom

Also Present

Scott Kinmond, Town Administrator– via Zoom

David Bickford, resident– via Zoom

Call to Order

Chair Swenson called the public session of the meeting to order at 6:00pm.

Chair Swenson stated that due to the State of Emergency declared by Governor Sununu and pursuant to Executive Order #12, the Town is authorized to meet electronically. He stated there is no physical location to observe this meeting however in accordance with the Order, it was confirmed that they are providing public access to the meeting by telephone, with additional access possibilities by video (Zoom); all members of the Board of Selectmen and Town Administrator have the ability to communicate contemporaneously during this meeting; the public has access to contemporaneously listen and participate via links posted on the agenda. Chair Swenson confirmed the meeting was posted appropriately with access numbers. He stated that in the event the public is unable to access the meeting, it would be adjourned and rescheduled. Chair Swenson stated all motions would be taken by roll call; roll call attendance was taken for this participating in the Zoom meeting. Chair Swenson confirmed all participants, including the Board of Selectmen members, are alone; he confirmed he is alone as well.

New Durham Board of Selectmen Meeting

May 4, 2020

DRAFT

Chair Swenson stated that in the event they need to go into non-public session, a separate phone number will be used for the Board of Selectmen members to use and they will then reenter nonpublic session.

Chair Swenson stated the Board began this meeting in nonpublic session pursuant to RSA 91-A: 3 II (a),(b), (c) and (e).

Chair Swenson made a motion to seal the minutes of the nonpublic session of the May 4, 2020 Board of Selectmen meeting. Selectman Veisel seconded the motion. Roll Call: Selectman Veisel –aye; Selectman Chase – ave; Chair Swenson – ave. Motion passed, 3-0-0.

Chair Swenson stated at the last public meeting the Board of Selectmen approved expense reductions with several different areas which the Board will not be expending funds; these accounts include the Fire Department, DPW, Boodey/Meetinghouse, totaling about \$50,000. The Board also anticipated a revenue offset with the sale of the International dump truck; roads will also not be expending about \$220,000 but the final decision on that will be made at a later date. Chair Swenson stated the revenue shortfall is anticipated at about \$100,000 in motor vehicles; \$15,000 from recycling and \$5,000 from interest for a total shortfall of about \$120,000. Scenarios regarding tax revenues shortfalls were also estimated to be about \$300,000. He stated they may also be required to do a Tax Anticipated Note for the shortfall.

Town Administrator's Report

Town Administrator Kinmond stated the Governor made another emergency order regarding the \$1.25 billion that came to the State of NH; some funds will be utilized to help communities cover expenses due to COVID-19 and which may not be covered by FEMA. He stated he's not sure how it will work out for New Durham; some of those funds will also go towards funding a stipend of \$300 per week for full time police and fire; \$150 for part time. Town Administrator Kinmond stated Order #25 is relative to taxes and restricts communities from inferring interest and placing liens. He stated a majority of communities are planning to do on a case-by-case basis with application through the abatement process. Town Administrator Kinmond distributed a memo put out by the NH Department of Revenue relative to towns handling the process of reevaluations; reevaluations still need to be done but the hearings and appeal process will be done virtually. He stated he met with the contract assessor and it was confirmed the cyclical process was complete and the April pick-ups are being worked on now. Chair Swenson noted the pickups need to be completed by mid-May for the tax bills to go out in June. Town Administrator Kinmond stated he passed that on to the assessor. Chair Swenson suggested discussing the abatement issue further at the next meeting. Town Administrator Kinmond explained that in the Governor's re-opening orders, various businesses are being reopened, including the golf course and restaurants on May 11 but there guidelines such as out-door seating only. The Board discussed how many tables are at Johnsons and the Country Store. Chair Swenson stated he would not have a problem with waiving requirements in terms of the number of people for outside seating.

Chair Swenson made a motion that under the State of New Hampshire's Emergency Order and CDC Pandemic Guidelines, the Town of New Durham Board of Selectmen will waive the restrictions on the numbers for outside seating requirements for New Durham restaurants and eating establishments provided the entity follows the State of NH and CDC spacing guidelines. Selectman Chase seconded the motion. Roll Call: Selectman Veisel –aye; Selectman Chase – aye; Chair Swenson – aye. Motion passed, 3-0-0.

Town Administrator Kinmond distributed the Signature Consent Manifest for review by the Board for the dates of April 16 and May 4, 2020.

Public Input

David Bickford, resident, asked where the revenues stand now compared to the same time last year. Chair Swenson replied he has not seen any reports on this since the end of March. Town Administrator Kinmond stated the only deficiency he has seen so far is \$10,000 with motor vehicles, as of last Friday. He stated generally the Solid Waste Facility doesn't make much on demolition but there has been an increase in that over the last few weeks; although there will be a shortfall with recyclables for the period of open top containers for cardboard but expects to go back to baling in the next week to ten days.

Other

Selectman Chase made a motion to correct a situation which occurred through miscommunication and to authorize increasing the salary of Patrolman Crockwell to \$24.50 per hour. Selectman Veisel seconded the motion. Roll Call: Selectman Veisel –aye; Selectman Chase – aye; Chair Swenson – aye. Motion passed, 3-0-0.

Town Administrator Kinmond stated he hosted the meeting for the Conservation Commission and learned he had some misinformation relative to the commission; he stated the Board of Selectmen made an appointment for a Victor Piekarski as an alternate although a full member was actually needed. The commission would like to have Mr. Piekarski as a full member. The Board concurred with waiving the appointment policy as this motion was just recently made. Selectman Veisel confirmed that Mr. Piekarski is willing to be a full member. Town Administrator Kinmond replied he is.

Chair Swenson made a motion to appoint Victor Piekarski as a regular member and waiving the Town's appointment policy given that the process was just completed for the alternate member appointment which was made within the last month. Selectman Veisel seconded the motion. Roll Call: Selectman Veisel –aye; Selectman Chase – aye; Chair Swenson – aye. Motion passed, 3-0-0.

Future Meetings

Chair Swenson stated they are looking to do the tax warrant mailing by May 15 or so; he stated this needs to be signed by the Board before the mailing and suggested the weekly Board meeting be postponed a few days in order to do so. The Board concurred.

Monday, May 18, 2020, non-public session at 5:00pm; public session at 6:00pm.

Town Administrator Kinmond stated the Board also need to discuss how they will be going forward with re-opening services at Town Hall; they are currently doing business by-appointment only through May 31 but there are many options relative to re-opening.

Chair Swenson made a motion to continue the Town Hall office and other Town department schedules similar to the Board of Selectmen actions on the schedules until May 18, 2020. Selectman Veisel seconded the motion. Roll Call: Selectman Veisel –aye; Selectman Chase – aye; Chair Swenson – aye. Motion passed, 3-0-0.

Approval of Minutes

Meeting of April 20, 2020 – Edits were made. **Selectman Chase made a motion to approve the minutes as amended. Selectman Veisel seconded the motion. Roll Call: Selectman Veisel –aye; Selectman Chase – aye; Chair Swenson – aye. Motion passed, 3-0-0.**

Meeting of April 28, 2020 – Edits were made. **Selectman Chase made a motion to approve the minutes as amended. Selectman Veisel seconded the motion. Roll Call: Selectman Veisel –aye; Selectman Chase – aye; Chair Swenson – aye. Motion passed, 3-0-0.**

Adjourn

Chair Swenson made a motion to adjourn. Selectman Veisel seconded the motion. Roll Call: Selectman Veisel –aye; Selectman Chase – aye; Chair Swenson – aye. Motion passed, 3-0-0.

The meeting was adjourned at 6:54pm.

Respectfully Submitted,

Jennifer Riel, Recording Secretary