

*New Durham Board of Selectmen Meeting
January 4, 2018*

**NEW DURHAM BOARD OF SELECTMEN
New Durham Community Room
January 4, 2018, 9:00am**

Final Approved 02-12-18

Present:

Chair David Swenson
Selectman Cecile Chase – absent
Selectman Rod Doherty

Also Present:

Scott Kinmond, Town Administrator
Joan Swenson, resident

Call to Order

Chair Swenson called the meeting to order at 9:02 a.m.

Public Input

None.

Agenda Review

Chair Swenson added Review of Changes Made to Warrant Article Wording.

Approval of minutes

Postponed.

Human Resource Policies

Chair Swenson explained this was a Board of Selectmen goal of 2017 and an initial draft of some parts of the policy had been initially reviewed. Additional outside resource assistance was requested by the Board of Selectmen in late 2017. The outside resource assistance, based on earlier Select Board action, is being provided by Ms. Joan Swenson who has more than 30 years' experience in managing Human Resources and related policy development.

Joan Swenson, resident, stated she reviewed the policies and presented a mock up of scenarios for proceeding with editing the policy document. She distributed copies of the suggested additional contents document with her recommended changes and edits. One accepted change is that, in the future, the document will be noted as Human Resources Manual or Policies. Ms. Swenson also gave suggestions / options for more clearly organizing the information within the policy. The Board reviewed and discussed the recommendations. Town Administrator Kinmond also presented some recommendations with maintaining edits and keeping things updated. There was also discussion of how different departments have different regulations and policies and further discussion of various areas that need to be covered within the document. The Board accepted

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suggestions on additional content and divided the work into several sections with the first section requested by January 22, 2018.

Review of Warrant Article Edits

Chair Swenson suggested reviewing the edits but would like to wait for a full Board of Selectmen to vote. The Board reviewed the edits made to the expenditure side of the budget.

Chair Swenson explained the Board of Selectmen previously approved the total amount of \$477,700 for the Road Maintenance / Construction Warrant Article, of which \$96,000 from SB38 grant, \$114,700 from the 2018 highway block grant, \$58,000 CRF, and \$209,000 from taxation. He explained the 2017 SB38 funds need to be removed, per discussion with NH DRA.

Chair Swenson made a motion to rescind the prior action which approved \$477,700 for account 4901 and make the approved amount for the 2018 Budget to \$381,700 with \$114,700 to come from the 2018 highway block grant, \$58,000 from the CRF, and \$209,000 from taxation. Selectman Doherty seconded the motion. Motion passed 2-0-0.

Chair Swenson explained the changes in revenue are reflected in the addition of the SB38 highway block grants for a new total of \$1,131,761.00

Chair Swenson made a motion to rescind prior approval of revenues and approve a revenue per the revenue sheet distributed 01/04/2018. Selectman Doherty seconded the motion. Motion passed 2-0-0.

Adjourn

Chair Swenson made a motion to adjourn. Selectman Doherty seconded the motion. Motion passed 2-0-0.

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

Respectfully Submitted,

Jennifer Riel, Recording Secretary