

**NEW DURHAM BOARD OF SELECTMEN
New Durham Town Hall
January 22, 2018, 6:00pm**

Final Approved 02-12-18

Present:

Chair David Swenson
Selectman Cecile Chase
Selectman Rod Doherty

Also Present:

Scott Kinmond, Town Administrator
Joan Swenson, Resident
David Bickford, Resident

Call to Order

Chair Swenson called the meeting to order at 6:00 p.m. He stated they have a quorum with the physically present at the Board of Selectmen meeting and Selectman Chase is also present via telephone.

Chair Swenson asked Selectman Chase to indicate why she is not present but attending via telephone; she stated she is unable to attend the meeting in person as she is away on business; she stated no one else is present with her.

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) matters which, if discussed in public would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. Selectman Doherty seconded the motion. Motion passed 3-0-0.

Roll Call: Selectman Chase – aye; Selectman Doherty – aye; Chair Swenson – aye.

The Board left public session at 6:05 p.m.

The Board reentered public session at 7:03 p.m.

Chair Swenson stated during nonpublic session Selectman Chase joined the meeting via telephone and during the nonpublic session discussed items related to RSA 91:A II a, b and c. He also stated Selectman Chase, due to lost telephone connection left the non-public meeting at 6:18 p.m. and is no longer present via telephone at the public meeting.

Chair Swenson made a motion to seal the minutes of the nonpublic session, pursuant to RSA 91:A II. Selectman Doherty seconded the motion. Motion passed 2-0-0.

Public Input

David Bickford, resident stated he noticed the agenda does not include his appointment to the Ethics Committee. He gave statements relative to duplicate appointments recently and is concerned about how well the Board of Selectmen understands their policies and presented copies. Chair Swenson asked if Mr. Bickford would be willing to provide the information from which he was reading and Mr. Bickford did so. Mr. Bickford stated he put in an application for a committee on the same day as Mr. Drummey but has not been nominated yet. Chair Swenson stated he is aware that Mr. Bickford's application was received but would like to receive comment from the various committees as part of the nomination process. Mr. Bickford indicated that was not necessarily part of the Town's appointment process. Chair Swenson stated he understood that and if Mr. Bickford wished we would add the Bickford Application to Ethics Committee as part of meeting's agenda. Mr. Bickford stated he would like that and the topic was added to the meeting's agenda.

Agenda Review

Chair Swenson added under New Business: Ethics Committee Nomination.

Chair Swenson added under Old Business: Default Budget

Chair Swenson added under New Business: Department of Public Works: Wage Adjustment.

Town Administrator's Report

Town Administrator Kinmond distributed copies of the signature manifest summary for review by the Board.

Town Administrator Kinmond distributed a follow-up memo regarding the Police Department's IT services and software integration with Strafford County. He stated the questions he asked Police Chief to follow-up on was regarding the confidentiality level of the consultant and it was verified he has the highest level. The consultant's other training and qualifications were also outlined. Town Administrator Kinmond stated he has not been able to meet with the current IT vendor to review the situation and he is not confident with the current vendor is able to fulfill the department's needs with the IMC software. Chair Swenson noted he is not comfortable moving forward until they get a statement from the vendor indicating they are unable to fulfill the technical aspects of the contract. Chair Swenson also indicated that the current input is not sufficient in addressing the Select Board's concerns from the last meeting and he considers it nonresponsive. Specifically, it has not been shown that the requested IT consultant is an authorized IMC vendor / technician nor has the contractual obligations of the Town's current IT vendor been met relative to a statement that they are unable to appropriately address the police department's software.

Purchase Orders

Town Administrator Kinmond stated they have been working on security at the highway garage and explained the entry door is in need of replacement. He recommended at the time of replacement to also install the key card security access. The funding sources and various vendors and pricing were reviewed.

Chair Swenson made a motion to approve purchase order #2442 to Home Depot in the amount of \$1,185.68 the purchase and installation of a steel exterior door and purchase order #2443 to A+ Alarms of Moultonborough, NH in the amount of \$2,806.30 for an electronic card access lock. Said purchase to come from account 01-5000-20066 and to request the Trustee of Trust Funds to withdraw the said total amount of \$3,991.98 from the Town Building Improvements CRF Account 01-4196-10-066. Selectman Doherty seconded the motion. Motion passed 2-0-0.

Town Administrator Kinmond presented a purchase order for the maintenance fee for the assessing software for 2018.

Selectman Doherty made a motion to approve purchase order #2561 to Vision Government Solutions of Hudson, MA for the 2018 assessing software maintenance fee in the amount of \$5,670, said expense to come from account 01-4152-10-662. Chair Swenson seconded the motion. Motion passed 2-0-0.

Town Administrator Kinmond presented a purchase order from the Police Department for replacement of a mobile 2-way radio and explained the current unit is at the end of its lifecycle and is unreliable.

Selectman Doherty made a motion to approve purchase order #0370 to Motorola Solutions, Inc. of Chicago, IL for the purchase of APX6S5 global mobile radio in the amount of \$3,243.72, said expenditure to come from 01-5000-10-075 and to request the Trustee of Trust Funds to withdraw and transfer said expense from account 01-4915-10-075, Police Cruiser. Chair Swenson seconded the motion. Motion passed 2-0-0.

Town Administrator Kinmond stated last year during the performance reviews there was interest expressed by the Board of Selectmen to switch to the previous review form based on job description evaluation criteria. He stated he has distributed the review forms to the department heads with due date of February 20 for review by the Board of Selectmen at the first meeting in March. Chair Swenson gave some suggestions for including oversight and instruction by management and offered to assist in developing the performance evaluation forms.

2018 Deliberative Session

Town Administrator Kinmond stated the Deliberative Session is scheduled for February 5, 2018 at 7:00 p.m. at the Elementary School with a snow date of February 7, 2018 at

7:00 p.m. He stated the meeting will not be live streamed but he will be setting up a video recorder to upload the recording.

New Business

1772 Meetinghouse Committee Nomination

Chair Swenson stated a Talent Bank Application was submitted by Laura Montgomery for the Meetinghouse Committee. Her qualifications and interest were reviewed and discussed.

Chair Swenson made a motion to nominate Laura Montgomery of New Durham to the 1772 Meetinghouse Restoration Committee beginning the two-week vetting process effective today. Selectman Doherty seconded the motion. Motion passed 2-0-0.

2018 Default Budget Review

Chair Swenson distributed an updated chart comparison for 2013-2018 budgets. He also distributed a detail by account and line item of the 2018 proposed budget along with the 2018 default budget. These were reviewed and discussed.

Town Administrator Kinmond distributed the MS-DTB 2018 default budget form for Select Board action.

Chair Swenson made a motion to approve the default budget amount presented on January 22, 2018 in the amount of \$2,769,786. Selectman Doherty seconded the motion. Motion passed 2-0-0.

The Board reviewed and signed the 2018 default budget to be posted.

Abatements

Town Administrator Kinmond presented an abatement request for Map 103, Lot 019 that was reviewed at the last meeting as further clarification was needed from the assessor. He explained the adjustments and recommendation by the assessor and it was noted timing of the renovations to the property resulted in an adjusted property value.

Chair Swenson made a motion to approve the abatement for the 2016 property tax of Map 103, Lot 019 due incorrect valuation and renovations in which the property value was reduced by \$25,800, resulting in abatement tax of \$625.05. This action will result in the property owner being invoiced for \$115.86 for the remaining outstanding balance of 2018 taxes first billing due receipt of a partial payment. Chair Swenson seconded the motion. Motion passed 2-0-0.

Land Use Change – Map 240, Lot 036

The Board reviewed the request to remove the property from current use as the lot does not have sufficient acreage. The application and maps were reviewed and discussed.

Chair Swenson made a motion to take Map 240, Lot 036 out of current use and applying a tax penalty of 10% of the value at the time so the tax penalty is \$5,000. Selectman Doherty seconded the motion. Motion passed 2-0-0.

Board of Selectmen Annual Report Letter

The draft letter was reviewed and discussed.

Selectman Doherty made a motion to approve the Board of Selectmen Annual Report Letter for the Town Report submitted by Chair Swenson. Chair Swenson seconded the motion. Motion passed 2-0-0.

Ethics Committee Nomination

Chair Swenson noted he had not added this to the agenda in previous Board meetings because the Ethics Committee has not met since the application was received and no input has received from them at this point. While this is not a requirement of the Town's process he felt it was helpful for all committees to have this opportunity for input. Chair Swenson stated it is unclear why an individual who initiated doing away with the Ethics Committee during his terms on the Select Board now wants to be on the committee. Mr. Bickford replied he sees where some changes are needed in the policies and outlined issues he would work to address these. Selectman Doherty stated he too would like input from the Ethics Committee. Mr. Bickford stated the policy doesn't require input from the committee.

Selectman Doherty made a motion to nominate David Bickford for the Ethics Committee. Motion failed for lack of second. Chair Swenson stated he cannot second the motion for reasons previously stated and is willing to consider action after input from the Ethics Committee or others.

Chair Swenson stated relative to the nomination of Scott Drummey, it was recognized at the last meeting that the first nomination was mistakenly termed "appointment", although it was followed by a two-week period before the official appointment motion was made at the last meeting. Mr. Bickford stated he disagrees and people were not given a two-week vetting period and suggested they talk to the NH Municipal Association. Town Administrator Kinmond concurred the two-week vetting period was not clearly noted at the first meeting but the proper paperwork was done in the appropriate time period.

DPW Wage Adjustment

Chair Swenson made a motion to approve the wage adjustment to \$16.60 per hour for Mike Gorton, effective January 15, 2018 with said amount for 2018 to come from account 4155. Selectman Doherty seconded the motion. Motion passed 2-0-0.

Note: the amount to come from Account 4155 is the total cost difference in wage amount for 2018 from the original rate of \$16.20 / hr. to the \$16.60 / hr.

Old Business

Tax-Deeded Properties

Town Administrator Kinmond distributed a list of 11 properties along with a copy of a letter approved by Town Counsel for notifying abutters of available properties to be merged for sealed bid. The letter was reviewed and edits were made by the Board with the key addition that being 30 days for the abutter to respond to the opportunity. The Board reviewed the list of properties and Town Administrator Kinmond explained his suggestions for merging lots.

Draft Human Resource Policy Manual

The draft policy was distributed for review.

Joan Swenson, resident, explained the 8 existing policies and the edits she incorporated. The Board reviewed and discussed the edits made to the draft.

Adjourn

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

The meeting was adjourned at 9:00 p.m.

Respectfully Submitted,

Jennifer Riel, Recording Secretary