

**NEW DURHAM BOARD OF SELECTMEN
New Durham Town Hall
October 17, 2018, 6:00 p.m.**

Final Approved 11-12-18

Present:

Chair David Swenson
Selectman Cecile Chase
Selectman Dorothy Veisel

Also Present:

Scott Kinmond, Town Administrator
Cathy Orlowicz, resident
Joseph Haas, Gilmanton resident
Bill Kendrick, resident
Ken Fanjoy, resident
Virginia Fanjoy, resident

Call to Order

Chair Swenson called the meeting to order at 6:00 p.m.

Appointments/Announcement

Chair Swenson expressed condolences on behalf of the Board of Selectmen for resident David Bickford on the death of longtime New Durham resident and his father George Bickford, to Finance Manager Anita Soucy for the loss of her father; and to Highway Supervisor Matt Ingham on the loss of his father-in-law.

Chair Swenson stated a public notice has been posted in regards to the Downing Pond Draw Down, scheduled for 10/25/18 thru 11/30/18, for the purposes of dam work and will continue through the month of November.

Public Input

Cathy Orlowicz, resident, stated the Boodey Farmstead Benefit dinner is on October 21, 2018 from 5:00 to 7:00 p.m. at the New Durham Community Room. She stated all funds raised would go to the next phase of the Boodey Farmstead project including engineering services.

Ms. Orlowicz stated as Town Historian they are starting to organize for the Senior Dinner and wants to be sure the Boston Post Cane will arrive in time for the ceremony as well as confirm the oldest New Durham citizen.

Selectman Chase stated there was a public television documentary recently released about Linda Bishop, a former resident of New Durham, who passed away about 10 years

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ago. The documentary chronicled her illness and the failure of society in treating mental illness appropriately.

Selectman Veisel invited all residents to a Community Visioning Session on November 1, 2018 at 6:00 p.m. at the New Durham School gymnasium with the goal to discuss the Birch Ridge Project. She noted day care will be provided but sign up is appreciated.

Agenda Review

Chair Swenson added under New Business: Election Coverage for November Election.

Town Administrator Kinmond added under New Business: Review of Primex 2018 / 2019 Rates; Boodey Farmstead Withdrawal of Fundraising Account.

Town Administrator's Report

Town Administrator Kinmond presented the Board of Selectmen Consent Signature Manifest for the period of September 24 to October 17, 2018.

Town Administrator Kinmond presented the renewal documents for the employee health insurance through NH Interlocal Trust. He explained the program, which involves matching funds and encouraging employee participation. It was also noted there would be a 2% increase in the renewal rate. The Board reviewed and discussed the increase noting it is a savings over the health insurance rates from a couple years ago.

Selectman Veisel made a motion to authorize the Board of Selectmen Chair to sign the NH Interlocal Trust health insurance renewal agreement for full time employees for the period of January 1, 2019 to December 31, 2019. Selectman Chase seconded the motion. Motion passed 3-0-0.

Town Administrator Kinmond noted NH Interlocal Trust will also be present for the Employee Appreciation Luncheon on October 23 and will be offering flu shots, biometric screening, etc. as well as healthy cooking classes.

Selectman Chase made a motion to authorize the closure of all non-essential Town offices and departments on October 23, 2018 from noon to 4:00 p.m. for purpose of attending the annual Employee Appreciation Luncheon and Workfair. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Town Administrator Kinmond distributed a summary of the two bids received for the Department of Public Works 2018-2019 Road Salt RFP. The Board reviewed and discussed the bids from Morton Salt and Granite State Minerals. Town Administrator Kinmond explained the rationale in having two vendors for this material including delays due to weather.

Selectman Chase made a motion to authorize purchase order #2593 to Morton Salt of Chicago, IL in the amount of \$50,850 for 900 tons of road salt under the state bid

pricing of \$56.50 per ton and said product to be purchased as needed for the 2018 / 2019 winter season. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to authorize purchase order #2594 to Granite State Mineral of Portsmouth, NH in the amount of \$5,650 for 100 tons of road salt under the state bid pricing of \$56.50 per ton and said product to be purchased as needed for the 2018 / 2019 winter season. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Town Hall Exterior Painting Bid Award

Town Administrator Kinmond stated the RFP was put out with two bids being received; he explained he confirmed both contractors conducted site visits and also obtained clarification of the repairs and processes recommended as well as pricing estimates. Testing for lead paint will be required. The Board reviewed and discussed the recommendations and bids. Ms. Orlowicz cautioned about some of the processes which can cause further damage to historical buildings. Selectman Chase indicated that the Town may need to make some decisions on which Town owned buildings may need to be modified regardless of perceived historical assignment based on Town operational efficiencies. Chair Swenson concurred with Selectman Chase's observation.

Selectman Chase made a motion to award the contract bid to Target New England Historical Restorations of Alton Bay, NH for the exterior painting of the Town Hall with contract amount to exceed \$38,360. Said work to be completed by June 30, 2019 and to further authorize the Board of Selectmen Chair to sign the contract documents. Said funds to be withdrawn from the Town Building Improvement ETF. Selectman Veisel seconded the motion. Motion passed 3-0-0.

2018 3rd Quarter Financial Report

Chair Swenson noted the Budget Committee met last week and reviewed the summary report compiled by Town Administrator Kinmond. The Board reviewed and discussed the summary of the 2018 3rd Quarter Report. Town Administrator Kinmond confirmed all insurance premiums have been paid but there is currently a deficit due to a recent claim but this will be balanced once the Finance Manager assigns the appropriate account.

Notice of Retirement

Chair Swenson stated the Town Administrator received notice on October 10 that effective 10/31/18 Solid Waste Facility Supervisor Joe Bloskey will be retiring after 32 years of service with the Town. By consensus the Board accepted the resignation.

Town Administrator Kinmond presented a draft job description in preparation for posting the job. The Board reviewed the document and edits were made.

Chair Swenson made a motion to approve the amended job description for the Solid Waste Supervisor position as reviewed on October 17, 2018. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Retention Policy- DES Wetland & Permits by Notification -5 Yr. Property File Retention

Town Administrator Kinmond explained the Town Clerk is heading the committee working on developing the records retention policy. He explained it is part of her responsibilities per state statute as well as the issues with having various sources of records being stored. He hopes software will help make this a more streamlined process with storing the property related files by map / lot. The Board discussed the length of time documents should and need to be retained which varies between departments.

Chair Swenson made a motion to adopt a six year retention period for all NH Department of Environmental Services permits including wetlands and waste water. Selectman Chase seconded the motion. Motion passed 3-0-0.

Public Notice – Downing Pond Drawdown

Chair Swenson announced the public notice which was posted in regards to the Downing Pond Draw-Down scheduled for 10/25/18 thru 11/30/18 for the purposes of dam work and will continue through the month of November.

Chair Swenson noted the public notice as completed. Town Administrator Kinmond explained work has been done throughout the year and people have voiced concerns with the water levels. He stated dams are inspected and assessed by the State of NH and each year recommendations are made in regards to deficiencies and maintenance. He further noted the current management plan in place for New Durham dams. Town Administrator Kinmond also explained the proposed changes noting the current water level seems to be at a level that would be maintained with the new work. It was also noted the capital reserve fund was established in 2018 in order to continue the work on the dams.

Parking Ordinance Rewrite Review

Postponed – until 11/12/18

New Business

Town Clerk – Nomination for Alternate Inspector of Elections

Chair Swenson stated there is not enough time for the vetting policy prior to the November elections noting there is currently an adequate number of Alternate Inspector of Elections for the upcoming election.

Selectman Chase made a motion to nominate Paula Pero for alternate inspector of elections with a term to expire on August 1, 2019. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Property Tax Credits

Chair Swenson confirmed these applications were reviewed and approved by the Assessor.

Chair Swenson made a motion to authorize the All Veterans Tax Credit for Map 240, Lot 050 in the amount of \$500. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to authorize the All Veterans Tax Credit for Map 238, Lot 034 in the amount of \$500. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Selectman Veisel made a motion to authorize the All Veterans Tax Credit for Map 218, Lot 015 in the amount of \$500. Selectman Chase seconded the motion. Motion passed, 3-0-0.

Cemetery Trustees – Appointment by Trustees for Kendrick Vacancy

Chair Swenson stated one of the current trustees may have difficulty remaining as a Trustee and the Board of Selectmen are requesting that the Cemetery Trustees meet to appoint a Trustee to fill the current vacancy from the passing of Michelle Kendrick.

Election Coverage

The Board discussed the Board of Selectmen coverage of the November 3, 2018 elections with members of the Board providing required coverage through the day.

Primex Insurance

Town Administrator Kinmond stated the Workers Compensation Insurance is due for renewal and presented the renewal rates for review by the Board. He noted there is approximately a 4.4% change in contribution for the Workers' Compensation coverage. It was noted there would be savings of about \$280 for the property liability insurance; the unemployment compensation rate has no change.

Boodey Farmstead

Cathy Orlowicz, chair of the Zachariah Boodey Farmstead committee, stated they have fundraised for and are looking to move forward with professional engineering services for the site plan. She stated they need the Board of Selectmen to sign the contracts as the agents to expend. The Board reviewed the contract and costs presented. Given that the Board had just received the requested contract approval was postponed to the next Board of Selectmen meeting to allow a more complete contract review prior to approval.

Old Business

Review-Application for Building Permit for Construction on a Class VI Road

Town Administrator Kinmond noted a letter was received from an abutter who had also verbally commented at the public hearing. The Board reviewed and discussed the application for Map 264, Lots 17 and 18. Chair Swenson noted at the last meeting / public hearing it was concurred a written outline of the requests by the Board of Selectmen to the applicant is needed. Chair Swenson also noted that it is clarifying action tonight that is being done and it is not an approval or disapproval on the applicant's request. It was also noted that each lot is going to be considered as separate parcels in the applicant's request. The Board reviewed a draft outline presented by Chair

Swenson and edits were made. Upon Board action of the document Chair Swenson will make the edits and forward to TA Kinmond for distribution to the applicant.

Selectman Chase made a motion to approve as amended, the Rhoades document for proposed building permits for Map 264, Lot 17 and Lot 18. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Tax Deeded Property Sales–Review of Contract for Auction Services

The Board reviewed the contract presented for auction services of the tax-deeded properties. They also reviewed the list of the properties to be auctioned and discussed the minimum bid amounts that would be accepted. The Board by consensus agreed to establish minimum bids of 10% of the assessed value for each property.

Chair Swenson made a motion to accept the agreement as modified at the Board of Selectmen meeting of October 17, 2018 for the New Durham Tax Deeded Property Auction. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Human Resources Policy–Final Post Legal Review

Chair Swenson stated legal counsel has reviewed the policies and the Board reviewed the recommendations made from legal counsel.

Selectman Chase made a motion to approve the Anti-Harassment policy as amended October 17, 2018. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to approve the Appeal Process policy as amended October 17, 2018. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to approve the Attendance policy as amended October 17, 2018. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to approve the Confidential Information Management policy as amended October 17, 2018. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to approve the Drug-Free Workplace policy as amended October 17, 2018. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to approve the Electronic Devices Communications policy as amended October 17, 2018. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to approve the Employee Human Resources File policy as amended October 17, 2018. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to approve the Family Medical Leave policy as amended October 17, 2018. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to approve the Introductory Period policy as amended October 17, 2018. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to approve the Military Leave of Absence policy as amended October 17, 2018. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to approve the Motor Vehicles Used for Town Business, Personal or Town Owned policy as amended October 17, 2018. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to approve the Pay and Pay Periods policy as amended October 17, 2018. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to approve the Payroll Deductions policy as amended October 17, 2018. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to approve the Personal Leave of Absence policy as amended October 17, 2018. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to approve the Rest, Meals and Break policy as amended October 17, 2018. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to approve the Safety Management policy as amended October 17, 2018. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to approve the Sexual Harassment policy as amended October 17, 2018. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to approve the Short-Term Disability policy as amended October 17, 2018. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to approve the Smoke-Free Workplace policy as amended October 17, 2018. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to approve the Solicitation and Distribution policy as amended October 17, 2018. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to approve the Temporary Alternative Work Assignment policy as amended October 17, 2018. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to approve the Unemployment Insurance policy as amended October 17, 2018. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to approve the Victims of Crime Leave of Absence policy as amended October 17, 2018. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to approve the Workers Compensation policy as amended October 17, 2018. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to approve the Workplace Violence Prevention policy as amended October 17, 2018. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Selectman Veisel made a motion to approve the Paid Part Time-Off policy as presented on October 17, 2018. Chair Swenson seconded the motion. Motion passed 2-1-0. Selectman Chase opposed.

Selectman Veisel made a motion to approve the Holiday Pay policy as amended October 17, 2018. Selectman Chase seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to approve the implementation of the Human Resources Policy as of January 1, 2019. Selectman Veisel seconded the motion. Motion passed 3-0-0.

The Board discussed the dates and process of payout of employee time accrued.

Approval of Minutes

Meeting of September 19, 2018 – Edits were made. **Selectman Veisel made a motion to approve the minutes as amended. Chair Swenson seconded the motion. Motion passed, 2-0-1.** Selectman Chase abstained as she was absent from the meeting.

*******VIDEO / AUDIO ENDS AT 10:00 P.M. BALANCE OF MINUTES FROM
AUDIO TAPE RECORDING OF MEETING*******

Meeting minutes of September 24, 2018 – Tabled to 11/12/18.

Meeting of September 26, 2018 – Edits were made. **Selectman Veisel made a motion to approve the minutes as amended. Chair Swenson seconded the motion. Motion passed, 2-0-1.** Selectman Chase abstained as she was absent from the meeting.

Meeting of October 1, 2018– Edits were made. **Selectman Chase made a motion to approve the minutes as amended. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

Meeting of October 4, 2018 – Edits were made. **Selectman Veisel made a motion to approve the minutes as amended. Selectman Chase seconded the motion. Motion passed 3-0-0.**

Chair Swenson asked if there was any business for nonpublic which could not be tabled until 10/22/18 or the next regular scheduled meeting. TA Kinmond advised there was not.

Adjourn

Chair Swenson made a motion to adjourn. Selectman Veisel seconded the motion. Motion passed 3-0-0.

The meeting was adjourned at 10:05 p.m.

Respectfully Submitted,

Jennifer Riel, Recording Secretary
Scott Kinmond, Town Administrator