

**NEW DURHAM BOARD OF SELECTMEN**  
*New Durham Town Hall*  
**November 12, 2018, 6:00 p.m.**

**Final Approved 12-10-18**

**Present:**

Chair David Swenson  
Selectman Cecile Chase  
Selectman Dorothy Veisel

**Also Present:**

Scott Kinmond, Town Administrator  
Mike Gelinas, Resident  
Ron Gehl, Resident; Conservation Commission Chair

**Call to Order**

Chair Swenson called the meeting to order at 6:01 p.m.

**Appointments/Announcements**

Mike Gelinas, Resident, gave an update of the Main Street Boat Launch permit and stated the permit has been received. He stated the March Pond landing area was stabilized and grass is growing in noting the Highway crew did a great job. Mr. Gelinas outlined the work planned for the Main Street launch and the Board reviewed and discussed the plans for improvements.

**Chair Swenson made a motion to approve \$200 and the authorization to submit DES permit for Map 250, Lot 16 and appoint Mike Gelinas as the authorizing agent and Town Administrator Kinmond as the permit holder for the Town of New Durham for purposes of the installation of a small launch area on Merrymeeting Road. Selectman Chase seconded the motion. Motion passed 3-0-0.**

Mr. Gelinas requested to discuss an additional topic which may require nonpublic session.

**Chair Swenson made a motion to enter into nonpublic session pursuant to RSA 91-A: 3 II (d)- Consideration of acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party whose interests are adverse to those of the general community. Selectman Chase seconded the motion. Motion passed, 3-0-0.**

**Roll Call – Selectman Chase –aye; Selectman Veisel – aye; Chair Swenson – aye.**

The Board entered nonpublic session at 6:23 p.m.

The Board reentered public session at 6:29 p.m.

**Public Input**

No public present.

**Agenda Review**

Chair Swenson postponed the discussion of the tax rate as DRA information has not been received.

Chair Swenson added under New Business: Continuation of CRF / ETF Budget.

Selectman Veisel added under New Business: New Hampshire Municipal Association.

**Town Administrator's Report**

Town Administrator Kinmond distributed for review by the Board the Consent Signature Manifest for October 17, 2018 to November 12, 2018.

Town Administrator Kinmond stated Chief Bernier & K9 Izzy attained USPCA PDI level certification. He explained the dog is now certified in both tracking and patrol.

**Town Facilities Security System Upgrades – Status Report**

Town Administrator Kinmond stated the cameras are now up and running at the DWP and Solid Waste facilities giving nearly a 360 degree view of the yard and building areas. He stated a card access was also added to the DPW garage door. Chair Swenson clarified these buildings as well as Town Hall are now under video surveillance at all times. Town Administrator Kinmond noted there are also panic alarms installed in Town Hall with both Fire and Police having access to those systems.

**Hiring Process Updates**

Town Administrator Kinmond outlined the positions that are currently open which include DPW – SWF Supervisor, Light Equipment Operator, and General Laborer. He noted 8 applications have been received for the laborer position; the posting for the other positions have not yet closed although at least 6 applications have been received so far. Town Administrator Kinmond stated there is also a Police Officer position open. The Board will meet on November 19 to review the general laborer applications. Town Administrator Kinmond stated there has also been some interest on the Police Officer position but no applicants have been previously certified.

**Request for Proposals –Technology Services, Municipal Software, Paving 2018**

Town Administrator Kinmond stated no responses were received for the IT services as yet; he stated he sent the RFPs for municipal software to various vendors. Town Administrator Kinmond stated he has been working on getting the paving RFP for work to be done next year (2019) and expects the engineers will have proposals completed by Friday for the culvert work.

**New Business**

**Parking & Roadway Obstruction Ordinance**

Town Administrator Kinmond stated he did research to determine when the parking ordinance was put in place and stated he worked with Police Chief Bernier to further clarify and define the parking ordinance. The Board reviewed and discussed the proposed changes to the ordinance as well as whether it may require voting on the Town Warrant.

**Chair Swenson made a motion to approve the revisions of the Road Obstruction Ordinance 3.0 and re-title as Town Of New Durham Roadway Obstruction Ordinance, 3.0, effective November 12, 2018, subject to legal review and opinion that enacting by the Board of Selectmen is the only action required to enact the ordinance. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

**Conservation Easement & Contribution to Moose Mountain Regional Greenways**  
Ron Gehl, Conservation Commission Chair, distributed a handout summary of the cooperative support of projects within Town boundaries, typically in coordination with other agencies. He outlined a property which is referred to as “Widow-Maker Farm”, noting it is unique in that 5 town boundaries meet, and stated the owners are looking to donate a portion of their property as a conservation easement. Mr. Gehl stated the Conservation Commission voted to donate \$10,000 towards this project and outlined the transaction costs with this project as well as the unique features of the property. He also explained the role of Moose Mountain Regional Greenways in maintaining the easement.

**Selectman Chase made a motion to approve the acceptance by the Town of New Durham, acting through its Conservation Commission, pursuant to NH RSA 36-A:4 from Victor Piekarski and Gloria Switalski of New Durham, NH, on the secondary, executory interests for the conservation easement for 116.91 acres of New Durham, Tax Map 270, Lot 6, plus right of way or pertinence thereto and running through Map 270, Lot 6. The Town’s acceptance of this conservation easement deed is in direct association with the Town’s precedence conveyance of \$10,000 from the Town’s Conservation Fund to the Moose Mountain Regional Greenways in support of MMRG’s acquisition of this easement and stewardship of the land. Secondary executory interests to be acquired by the Town will give the Town the right to enforce the terms of the conservation easement deed, should the primary easement holder and executory interest easement holder be unable to instill their enforcement obligations. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

#### **Trustee of Trust Funds 3<sup>rd</sup> and 4<sup>th</sup> Quarter Transfers**

Chair Swenson explained the varying opinions between what expenses are operational and which should be CRF only, noting taking from CRF preserves funds for operations while CRFs should also be saved for the larger costs. He questioned some of the expenses and how they were handled including some miscellaneous costs for the cyanobacteria and watershed management. The Board reviewed and discussed the transfers.

**Selectman Chase made a motion to authorize the withdrawal and transfer of \$174 for the payment to Salmon Press for the watershed study public meeting**

**advertisements from Account 01-4915-10-072, Milfoil CRF and request the Trustee of Trust Funds to withdraw and transfer said funds to the General Fund. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

**Selectman Chase made a motion to authorize the withdrawal and transfer of \$636 for the payment to UNH-CE for the watershed study water testing service from Account 01-4915-10-072 Milfoil CRF and request the Trustee of Trust Funds to withdraw and transfer said funds to the General Fund. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

**Selectman Chase made a motion to authorize the withdrawal and transfer of \$195.32 for the payment to Fred Quimby for the watershed study public meeting reimbursements from Account 01-4915-10-072 Milfoil CRF and request the Trustee of Trust Funds to withdraw and transfer said funds to the General Fund. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

**Selectman Chase made a motion to authorize the withdrawal and transfer of \$790 for the payment to Stepping Stones Foundations for the change order to the Meetinghouse Foundation contract previously awarded from Account 01-4915-10-078 Meetinghouse CRF and request the Trustee of Trust Funds to withdraw and transfer said funds to the General Fund. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

**Selectman Chase made a motion to authorize the withdrawal and transfer of \$800 for the payment to Victoria Bunker, Inc. for the Meetinghouse Foundation Project archeological services from Account 01-4915-10-078 Meetinghouse CRF and request the Trustee of Trust Funds to withdraw and transfer said funds to the General Fund. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

**Selectman Chase made a motion to authorize the withdrawal and transfer of \$122.56 for the payment to John Abbott for the Meetinghouse Foundation Project electrical conduit materials from Account 01-4915-10-078 Meetinghouse CRF and request the Trustee of Trust Funds to withdraw and transfer said funds to the General Fund. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

**Selectman Chase made a motion to authorize the withdrawal and transfer of \$607 for the payment to Rines Electric for the installation of a motion exterior light from Account 01-4915-10-081 Public Safety Building CRF and request the Trustee of Trust Funds to withdraw and transfer said funds to the General Fund. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

**Selectman Chase made a motion to authorize the withdrawal and transfer of \$1,393.39 for the payment to Rines Electric for electrical work in the Community Room Kitchen from Account 01-4916-20-066 Town Building Improvement ETF and request the Trustee of Trust Funds to withdraw and transfer said funds to the General Fund. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

**Selectman Chase made a motion to authorize the withdrawal and transfer of \$1,846 for the payment to Cornertone VNA and Hospice for support to New Durham residents needing VNA and hospice services from Trust Fund 39 John C. Shirley Charity Fund and request the Trustee of Trust Funds to withdraw and transfer said funds to the General Fund. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

**Selectman Chase made a motion to authorize the withdrawal and transfer of \$500 for the payment to Homemakers Health Services for support to New Durham residents needing home health care services from Trust Fund 39 John C. Shirley Charity Fund and request the Trustee of Trust Funds to withdraw and transfer said funds to the General Fund. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

The Board discussed and concurred by consensus that any amounts that are voted and approved warrant articles items that require transfer from the Trust Funds should be made as soon as possible.

**Selectman Chase made a motion that by consensus of the Board of Selectmen to approve the transfer of any 2018 Town Meeting contributions to the identified CRFs and ETFs on or before December 28, 2018. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

### **Old Business**

#### **Tax Deeded Property Sales**

Town Administrator Kinmond distributed a memo from the auctioneer with his recommendations regarding the current tax deeded properties. It is his recommendation to have minimum bid amounts. The Board concurred to have no minimum in order to sell the properties; Chair Swenson noted after the sale there will be taxes due on the properties. Town Administrator Kinmond stated the proposed auction date is December 15, 2018.

#### **Tax Credit – Veteran’s Tax Credit, Map 244, Lot 26**

Chair Swenson confirmed this application for tax credit was reviewed and approved by the assessor.

**Selectman Chase made a motion to authorize the Veteran’s Tax Credit for Map 244, Lot 026 in the amount of \$500. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

#### **Human Resources Policy – Implementation & Education Timelines and Process**

Town Administrator Kinmond stated the changes previously discussed were made to the PTO policy as well as a change in healthcare as of January 1, 2019 relative to the opt-out clause. He explained they are also working on making the policies readily available to employees. The Board also discussed the accrual rate for PTO as well as setting

meetings to meet with employees to review. TA Kinmond to set up an Employee Breakfast followed by HR Policy training session.

**2019 Budget Review**

**Account 4324 – Solid Waste**

Chair Swenson noted this account initially reported only a single part time position when there should be two resulting in a change in the salary line and the total account budget. The Board reviewed and discussed the changes in calculations. Town Administrator Kinmond explained some changes were also made to the recycling and commodities calculations. The Board discussed the rising costs of recycling as well as the various processing procedures.

**Selectman Chase made a motion to rescind the prior approval of Account 4324, Solid Waste Facility budget that was \$247,557 and approve at \$276,848. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

**Account 4240 – Building Inspector / Code Enforcement**

The Board reviewed the edits made to the budget request due to changes made regarding a recalculation of deputy wages. Town Administrator Kinmond explained some changes were also made with building inspection revenues. The Board discussed salary lines for Building Inspector and Deputy Building Inspector.

**Selectman Chase made a motion to approve Account 4240 in the amount of \$44,296. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

**Tax Rate Review –** Postponed as information not available from the State.

**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; (c)- matter 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 Veisel seconded the motion. Motion passed 3-0-0.**

**Roll Call: Selectman Chase – aye; Selectman Veisel – aye; Chair Swenson – aye.**

The Board entered nonpublic session at 8:29 p.m.

The Board reentered public session at 9:25 p.m.

**Chair Swenson made a motion to seal the minutes of the nonpublic sessions as it may adversely affect reputation other than the Select Board members. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

**Approval of Minutes**

Meeting of October 17, 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 22, 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 25, 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.**

#### **Appointment**

**Chair Swenson made a motion to appoint Jen Thompson as Deputy Building Inspector and other duties in the Health Officer area which may be assigned at her current rate of pay effective November 13, 2018. Selectman Chase seconded the motion. Motion passed 3-0-0.**

#### **Other**

Selectman Veisel shared a memorandum she had drafted to the New Hampshire Municipal Association regarding and congratulating Attorney Burns on her appointment as the new Executive Director.

#### **CRF / ETF**

Chair Swenson stated he went through all the expenditure projections and funding sources and gave a summary of the options for funding along with options for managing 2019 CRF contributions.

#### **Adjourn**

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

The meeting was adjourned at 9:39 p.m.

Respectfully Submitted,

Jennifer Riel, Recording Secretary