

**NEW DURHAM BOARD OF SELECTMEN
New Durham Town Hall
November 26, 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
Peter Varney, Fire Chief
Michael Varney, Fire Captain
Fred Quimby, Chair Water Quality Committee

Call to Order

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

Appointments/Announcements

New Durham Fire Department-“New” MSA SCBA Demonstration

Chair Swenson stated this upgrade was approved by the Board and voters in March 2018 and the equipment has now been received and the Board requested a demonstration of the equipment. SCBA stands for Self-Contained Breathing Apparatus.

Fire Chief Varney explained the purchasing process for the self-contained breathing apparatus noting they got something better than originally proposed. He presented a copy of a report transmitted from the equipment and explained how this information is used. Mr. Varney also explained how the packs are used with each person signing in, individually; he also explained the situations the breathing apparatus is used as well as the training involved. Mike Varney provided a live demonstration on how the equipment is used and some of its features.

Selectman Chase joined the meeting at 6:10 p.m.

New Durham Water Quality Committee

Fred Quimby, Chair of the Water Quality Committee, presented a preliminary budget for the committee explaining the costs to be spent on chemicals and diver assisted harvesting. He stated a program was put together by the State for treatment and he started getting quotes in November. Mr. Quimby explained the quotes were significantly higher than anticipated due to the expanded area requiring treatments. The Board reviewed the estimates for the chemical treatments and discussed funding options. Mr. Quimby also presented draft letters requesting funding and support from the State of NH. The Board discussed contacting the local Executive Counselor about what is going on in regards to funding.

Public Input

No public present.

Selectman Chase stated this has been discussed before but suggested revisiting a limit of 5 minutes to Public Input explaining the Board has a lot of business to discuss during the meetings. Chair Swenson noted there is a public input policy already in place.

Agenda Review

No changes were made to the agenda.

Town Administrator's Report

Town Administrator Kinmond distributed for review by the Board the Consent Signature Manifest for the dates of November 12, 2018 to November 26, 2018.

The Board reviewed the Technology Services RFP. Town Administrator Kinmond stated one bid was received and another is expected to be submitted after a site-visit.

Parking & Roadway Ordinance – Legal Review

Town Administrator Kinmond stated he submitted the draft ordinance to Town Counsel for legal review. He noted he also verified the NH RSAs which allows the Board of Selectmen to establish this ordinance and explained the authority of the Board to enact it.

Purchase Order – Department of Public Works

The Board reviewed the purchase order for liquid de-icer. Town Administrator Kinmond explained this is used to spray the salt and is estimated to be enough for the season noting there was a reduction in price that was passed on from the vendor. He noted this vendor is also the sole source in the area for this product.

Selectman Chase made a motion to approve purchase order #2473 in the amount of \$13,760.10 to RealGreen Services of Meredith, NH for the purchase of liquid ice-be-gone for the purposes of treating road salt. Said purchase to come from 2018-2019 account 01-4312-10-662. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Department of Public Works – Job Description

The Board reviewed the Highway Supervisor / Heavy Equipment Operator job description as presented. Town Administrator Kinmond noted edits were made during the reorganization of the department two years ago and these were reviewed for posting the position. He stated a position has been posted for light equipment operator noting it closes on November 30 and twelve applications have been received. He also suggested interviewing the CDL licensed applicants as well as working to accommodate work schedules for the interviewing process.

New Business

Appointment – Alternate Inspector of Elections

It was noted the nomination for Ms. Pero was made on October 17, 2018.

Selectman Chase made a motion to appoint Paula Pero as an Alternate Inspector of Elections, with a term to expire August 1, 2019. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Nomination & Reappointment – Building Inspector / Code Enforcement / Health Officer

Town Administrator Kinmond stated the Town Clerk did some research and it was determined all previous appointments have been for one-year terms, with the exception of the health officer which is for three years per the State of NH. He explained the Board of Selectmen historically set the term of office necessitating an action by the Board of Selectmen. The Board concurred setting a three-year term for all three positions. Town Administrator Kinmond explained these positions are still employees but because they enforce state statutes appointments are required.

Selectman Chase made a motion to appoint John Abbott, of Barnstead, NH for reappointment as Building Inspector / Code Enforcement / Health Officer with a term to expire December 31, 2021. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to nominate Jennifer Thompson, of New Durham, NH as Deputy Health Officer, with a term to expire December 31, 2021. Selectman Veisel seconded the motion. Motion passed 3-0-0.

2018 Strafford County Tax Commitment

Town Administrator Kinmond stated the county tax bill is due for 2018 by December 17, 2018. The Board reviewed the bill in the amount of \$1,136,822 due to Strafford County. Town Administrator Kinmond distributed an acknowledgement for signature by the Board of Selectmen.

Chair Swenson made a motion to acknowledge receipt and make payment as required to Strafford County Commissioners in the amount of \$1,136,822, that the Town of New Durham is assessed for Strafford County due December 17, 2018. Selectman Veisel seconded the motion. Motion passed 3-0-0.

2018 Tax Warrant & Tax Rate Review

The Board reviewed and discussed the 2018 tax warrant. Town Administrator Kinmond stated the tax bills were sent out and due December 19, 2018.

Chair Swenson stated he updated the chart for the historical tax rate and this was reviewed by the Board. He explained the capital projects and warrant articles which are also reflected in the chart outlining the tax rates.

December Select Board Meeting Schedule

*New Durham Board of Selectmen Meeting
November 26, 2018*

December 10, 2018, 7:00 p.m., New Durham Town Hall
December 31, 2018, 8:30 a.m., New Durham Community Room
January 14, 2019, 7:00 p.m., New Durham Town Hall
January 28, 2019, 7:00 p.m., New Durham Town Hall

2019 Deliberative Session Date

The Board discussed the timeline for setting the dates of the 2019 Deliberate Session.

The 2019 Deliberative Session was set for Monday, February 4, 2019 at 7:00 p.m., New Durham School; snow date Tuesday, February 5, 2019 at New Durham School.

Chair Swenson made a motion to set February 4, 2019, 7:00pm as the Deliberative Session for the Town of New Durham, provided the New Durham School facilities are available; with a snow date February 5, 2019. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Old Business

Tax Deeded Property Sales Auction

Town Administrator Kinmond stated the property auction is set for December 15, 2018 at 10:00am at the New Durham Community Room. The list of properties will be posted on the website and available at Town Hall, once the packets have been completed.

Human Resources Policy–Implementation

Chair Swenson distributed a table showing employee leave accrual and conversion to personal time off. Town Administrator Kinmond explained the only information missing is the maximum payouts. The Board reviewed and discussed the summary along with the schedules of accounting and payroll.

Chair Swenson made a motion to approve and authorize payment to eligible employees per the list of November 26, 2018, in the amount of \$46,646.42, subject to changes based on employees' usage between now and December 31, 2018 with funds to come from account 01-4916-10-062 Accrued Benefit Liability ETF and authorize the Trustee of Trust Funds to transfer the said amount to the General Fund. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Budget Review

CRF / ETF

Chair Swenson presented a summary of the previously reviewed CRF and ETF accounts. The Board reviewed the accounts, with discussion regarding which accounts may be able to be adjusted to positively affect the tax rate. Chair Swenson and Town Administrator Kinmond explained the funding sources for the road projects CRF. The Board and Town Administrator Kinmond also reviewed and confirmed the amounts were recorded in the TA's spreadsheet the funding of these accounts. The Board also discussed the historical use of the unreserved fund balance as well as how it could be used now.

Chair Swenson made a motion to approve the CRF and ETF per the revised list as defined in the November 26, 2018 Board of Selectmen meeting. Selectman Chase seconded the motion. Motion passed 3-0-0.

See attached list.

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)- 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. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant & (e)- Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the public body or any subdivision thereof, or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. 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 8:54 p.m.

The Board reentered public session at 9:37 p.m.

Chair Swenson made a motion to seal the minutes of the nonpublic session. Selectman Chase seconded the motion. Motion passed 3-0-0.

Chair Swenson made a motion to authorize the Town Administrator to issue a conditional offer of employment letter to Candidate #1 for the position of DPW Solid Waste Facility Supervisor at the rate of \$18.00 per hour; said hire upon completion of background checks, pre-employment physical, and drug testing with a tentative start date of December 17, 2018. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Chair Swenson made a motion to authorize the Town Administrator to issue a conditional offer of employment letter to Candidate #2 for the position of DPW General Laborer at the rate of \$12.00 per hour; said hire upon completion of background checks, pre-employment physical, and drug testing with a tentative start date of December 17, 2018. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Adjourn

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

*New Durham Board of Selectmen Meeting
November 26, 2018*

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

Respectfully Submitted,

Jennifer Riel, Recording Secretary

BoS Approved CRF / ETF Summary - FY2019

CRF / ETF	Description	Projected Fund Balance 12/31/18	BoS Fund Investments 2019	BoS Fund Expenditures 2019	Projected Fund Balance 12/31/19 Use BoS Expend.	BoS Fund Inv. Tax Rate Impact 2019
	CRF					
CRF	Dry Hydrant	\$12,568	\$2,000	\$0	\$14,568	\$0.005
CRF	FD Ancillary Equipment	\$13,996	\$2,500	\$0	\$16,496	\$0.006
CRF	Fire Vehicles	\$429,269	\$0	\$0	\$429,269	\$0.000
CRF	Gravel	\$25,145	\$0	\$0	\$25,145	\$0.000
CRF	Highway Equipment	\$150,010	\$25,000	\$140,000	\$35,010	\$0.061
CRF	Highway Trucks	\$27,402	\$65,000	\$90,000	\$2,402	\$0.159
CRF	Land Acquisition	\$54,548	\$0	\$0	\$54,548	\$0.000
CRF	Library Facilities	\$1,038	\$0	\$0	\$1,038	\$0.000
CRF	Library Technology	\$7,051	\$500	\$0	\$7,551	\$0.001
CRF	Master Plan	\$6,080	\$0	\$0	\$6,080	\$0.000
CRF	Meetinghouse Restoration	\$46,058	\$5,000	\$50,000	\$1,058	\$0.012
CRF	Milfoil / Cyanobacteria	\$15,218	\$20,000	\$22,500	\$12,718	\$0.049
CRF	Police Cruisers	\$48,123	\$14,000	\$0	\$62,123	\$0.034
CRF	Public Safety Facilities	\$105,665	\$5,000	\$0	\$110,665	\$0.012
CRF	RSMS - Roads	\$75,000	\$215,370	\$597,000	\$50,000	\$0.527
CRF	Shirley Cemetery	\$2,351	\$0	\$0	\$2,351	\$0.000
CRF	Shirley Site Improvements	\$1,742	\$0	\$0	\$1,742	\$0.000
CRF	Smith Ballfield	\$11,378	\$10,000	\$10,000	\$11,378	\$0.024
CRF	SWF Equipment	\$9,227	\$45,000	\$60,000	(\$5,773)	\$0.110
CRF	SWF Improvements	\$24,936	\$0	\$0	\$24,936	\$0.000
CRF	Vehicle Maintenance	\$11,989	\$20,000	\$10,000	\$21,989	\$0.049
	Total Existing CRF Reviewed By CIP	\$1,078,794	\$429,370	\$979,500	\$885,294	\$1.050
		2018	\$442,000			
	ETF					
ETF	Accrued Benefit Liability	\$3,425	\$20,000	\$0	\$23,425	\$0.049

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CRF / ETF	Description	Projected Fund Balance 12/31/18	BoS Fund Investments 2019	BoS Fund Expenditures 2019	Projected Fund Balance 12/31/19 Use BoS Expend.	BoS Fund Inv. Tax Rate Impact 2019
ETF	Computer / Office Equipment	\$11,111	\$20,000	\$30,000	\$1,111	\$0.049
ETF	Dam Maintenance	\$5,000	\$30,000	\$30,000	\$5,000	\$0.073
ETF	Emergency Management	\$6,507	\$0	\$0	\$6,507	\$0.000
ETF	Forest Fires	\$24,286	\$0	\$0	\$24,286	\$0.000
ETF	Record Management	\$11,188	\$10,000	\$0	\$21,188	\$0.024
ETF	Surplus Vehicle & Equipment	\$2,324	\$0	\$0	\$2,324	\$0.000

CRF / ETF	Description	Projected Fund Balance 12/31/18	BoS Fund Investments 2019	BoS Fund Expenditures 2019	Projected Fund Balance 12/31/19 Use BoS Expend.	BoS Fund Inv. Tax Rate Impact 2019
ETF	Town / Buildings Facility Study	See Town Bld Imp	See Town Bld Imp	See Town Bld Imp	See Town Bld Imp	
ETF	Town Building Improvements	\$92,498	\$75,000	\$80,000	\$87,498	\$0.183
	Total ETF	\$156,339	\$155,000	\$140,000	\$171,339	\$0.379
		2018	\$70,500			
	Total Existing CRF / ETF Reviewed By CIP	\$1,235,133	\$584,370	\$1,119,500	\$1,056,633	\$1.429
		2018	\$512,500			
	New CRF / ETF Considered By CIP					
CRF	Town Vehicle	\$0	\$0	\$0	\$0	\$0.000
CRF	Boodey Farmstead	\$0	\$0	\$0	\$0	\$0.000
CRF	Fuel Depot	\$0	\$0	\$0	\$0	\$0.000
ETF	Meetinghouse Operation Fund	\$0	\$0	\$0	\$0	\$0.000
	Total New CRF / ETF Reviewed By CIP	\$0	\$0	\$0	\$0	\$0.000
	SubTotal CRF / ETF Reviewed By CIP	\$1,235,133			\$890,168	\$1.429

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CRF / ETF	Description	Projected Fund Balance 12/31/18	BoS Fund Investments 2019	BoS Fund Expenditures 2019	Projected Fund Balance 12/31/19 Use BoS Expend.	BoS Fund Inv. Tax Rate Impact 2019
	Other CRF / ETF Funds Not Reviewed in CIP					
	JC Shirley Timber	\$37,091	\$0	\$5,000	\$32,091	\$0.000
	Vietnam Memorial Fund	\$758	\$0	\$0	\$758	\$0.000
	JC Shirley Cemetery General Fund	\$90,034	\$0	\$0	\$90,034	\$0.000
	JC Shirley Trust	\$18,214	\$0	\$2,546	\$15,668	\$0.000
	JC Shirley Cemetery (Wrongly Named Charity Interest Account In BMSI)	\$16,998	\$0	\$0	\$16,998	\$0.000
	Fire Dept. Scholarship Trust	\$19,308	\$0	\$0	\$19,308	\$0.000
	E.C. Smith Scholarship	\$122,643	\$0	\$0	\$122,643	\$0.000
	Smith Garden Trust	\$31,422	\$0	\$0	\$31,422	\$0.000
	Uranium Treatment Fund	\$1,001	\$0	\$0	\$1,001	\$0.000
	Old Cemetery Perpetual (Wrongly Named Uncared For Graveyard Trust In BMSI)	\$12,910	\$0	\$0	\$12,910	\$0.000
	Uncared For Graveyard Trust	\$26,209	\$0	\$0	\$26,209	\$0.000
	Total CRF / ETF	\$1,611,721	\$0	\$7,546	\$1,259,210	\$1.429