

**NEW DURHAM BOARD OF SELECTMEN
New Durham Town Hall
January 28, 2019, 6:00 p.m.**

Final Approved 3-11-19

Present:

Chair David Swenson
Selectman Cecile Chase
Selectman Dorothy Veisel – via telephone

Also Present:

Scott Kinmond, Town Administrator
Bill Kendrick, Resident

Call to Order

Chair Swenson called the meeting to order at 6:03 p.m. He stated Selectman Veisel will be joining the meeting via telephone. Selectman Veisel confirmed she is unable to attend the meeting due to her schedule and she is alone where she is present. Chair Swenson noted that all votes will be taken by roll call vote.

Appointments / Announcements

Chair Swenson stated the Board of Selectmen received a thank you letter from an individual who received help from the Police Department and read it for the public.

Public Input

Agenda Review

Chair Swenson added under Old Business: Milfoil Contract Discussion.
Town Administrator Kinmond added under New Business: Update by Mr. Quimby to the Alton Board of Selectmen.

Town Administrator's Report

Town Administrator Kinmond distributed the signature consent manifest for the period of January 14 to January 28, 2019 and read it for public information.

Town Administrator Kinmond distributed a contract for the annual financial audit with Roberts and Green LLP, LLC. He stated this is part of a three-year contract at a set amount per the contract and explained the scope of work and audit procedures.

Selectman Chase made a motion to enter into a contract for the 2018 financial audit with Roberts and Green, LLC of Concord, NH in the amount of \$12,900. This 2019 expense to come from account 01-4150-20-301. Selectman Veisel seconded the motion. Roll Call: Selectman Veisel – aye; Selectman Chase – aye; Chair Swenson – aye. Motion passed 3-0-0.

Town Administrator Kinmond presented a modification for the Human Resource Policy, explaining the breakdown and overtime schedules for the Police Department, and stated it currently reflects overtime after 43 hours worked in a week but it should be 40.

Selectman Chase made a motion to amend the Human Resources Policy, police section, to show that overtime compensation is after 40 hours of work during the workweek, as amended. Selectman Veisel seconded the motion. Roll Call: Selectman Veisel – aye; Selectman Chase – aye; Chair Swenson – aye. Motion passed 3-0-0.

Town Administrator Kinmond stated the Board of Selectmen had discussions about the dates for employee reviews during the human resources policy discussions and asked how the Board of Selectmen wants to proceed with the 2019 employee performance reviews. Selectman Chase suggested having it on the anniversary of each employee to allow time to be spent on each rather than all reviews being done at the same time. Chair Swenson suggested that doing all the reviews as once gives a reasonable, similar baseline and prefers the reviews be grouped. The Board discussed the options for conducting annual reviews for employees. The Board agreed to work towards completing all the reviews by March 1.

Town Administrator Kinmond stated the Town Warrant along with the MS-737 form for the proposed budget and default budget was posted on Friday, January 25, 2019 in multiple public locations including Town Hall, post office, and at the elementary school. He stated the open positions were also posted:

| Number of Positions | Office | Term of Office |
|----------------------------|----------------------------------|-----------------------|
| 1 | Selectman | 3 Years |
| 2 | Budget Committee | 3 Years |
| 1 | John C. Shirley Cemetery Trustee | 2 Years |
| 1 | John C. Shirley Cemetery Trustee | 3 Years |
| 2 | Library Trustees | 3 Years |
| 2 | Planning Board | 3 Years |
| 1 | Supervisor of the Checklist | 6 Years |
| 1 | Town Clerk | 3 Years |
| 1 | Trustee of the Trust Funds | 3 Years |
| 2 | Zoning Board of Adjustment | 3 Years |

Selectman Chase stated she would like to encourage fellow residents to step up to get involved and also encouraged voters to be sure to become informed noting information put out on social media and printed in the papers is not always completely accurate. She stated there are checks and balances within the organization and the processes.

New Business

Tax Abatements

Town Administrator Kinmond explained that state law allows for all municipalities to be tax exempt and should not appear on the tax rolls.

Selectman Chase made a motion to authorize an abatement in the amount of \$1,980 for Map 219, Lot 12 as the property is tax exempted due to the owner being the Town of Middleton. Selectman Veisel seconded the motion. Roll Call: Selectman Veisel – aye; Selectman Chase – aye; Chair Swenson – aye. Motion passed 3-0-0.

Selectman Chase made a motion to authorize an abatement in the amount of \$192 for Map 209, Lot 79 as the property is tax deeded propertied which is deemed exempted until the 2019 billing cycle. Selectman Veisel seconded the motion. Roll Call: Selectman Veisel – aye; Selectman Chase – aye; Chair Swenson – aye. Motion passed 3-0-0.

Review of the Draft Annual Report

Chair Swenson distributed a draft of the Select Board letter for the Town's Annual Report for review by the Board of Selectmen. He stated they had previously discussed outlining the Master Plan milestones made by the Board of Selectmen and the board discussed whether these would be included. Selectman Chase stated it is important for everyone to understand what the Board of Selectmen is working on. Additional edits were discussed and the letter was approved by consensus.

2019 Deliberative Session

Chair Swenson stated the normal procedure followed in the past years is to have a member of the Board of Selectmen present the articles that are not Planning Board related and open it for discussion. He presented a draft outline of the meeting schedule and this schedule was agreed to by consensus.

Draft Voter Guide

Chair Swenson distributed for review a draft of the Voter Guide. The Board reviewed and discussed the guide. Additional notes and edits were made and approved by consensus.

Cemetery Trustees – Nominations

Chair Swenson stated the trustees do not currently have a quorum in order to proceed with a meeting and members may be needed prior to the upcoming elections. The Board of Selectmen has the authority to make such appointments. It was confirmed no negative comments were received for the nominees during the two week vetting period.

Selectman Chase made a motion to appoint Darlene Checci to the Cemetery Trustees with a term to expire March 2019. Selectman Veisel seconded the motion. Roll Call: Selectman Veisel – aye; Selectman Chase – aye; Chair Swenson – aye. Motion passed 3-0-0.

Selectman Chase made a motion to appoint Doug Gilman to the Cemetery Trustees with a term to expire March 2019. Selectman Veisel seconded the motion. Roll Call: Selectman Veisel – aye; Selectman Chase – aye; Chair Swenson – aye. Motion passed 3-0-0.

Milfoil

Chair Swenson stated at the last Board of Selectmen meeting Mr. Quimby gave a presentation and asked for guidance from the Board relative to 2019 milfoil treatments. He stated Mr. Quimby presented an agreement with Solitude Lake Management for milfoil treatment on 27 acres with a total cost of \$22,061 and a 25% matching grant from the State of NH; remaining funding to come from the CRF.

Selectman Chase made a motion to approve the contract with Solitude Lake Management of Shrewsbury, MA for services of NH Department of Environmental Services permitting notifications, and herbicide treatment of milfoil in affected areas of Jones and Marsh Pond as established in Option 1 of the contract. The contract amount total is \$22,061 of which NH Department of Environmental Services will provide grant funding of 25% which is \$5,515; This expense will come from the Milfoil CRF, upon authorized funding in 2019. The net amount to be expended from the Milfoil CRF is \$16,546. Selectman Veisel seconded the motion. Roll Call: Selectman Veisel – aye; Selectman Chase – aye; Chair Swenson – aye. Motion passed 3-0-0.

Approval of Minutes

Meeting of December 31, 2018 – Corrective edits were made on these previously approved minutes. **Selectman Chase made a motion to rescind the previously approved Board of Selectmen meeting minutes of December 31, 2018 and approve the minutes as amended on January 28, 2019. Selectman Veisel seconded the motion. Roll Call: Selectman Veisel – aye; Selectman Chase – aye; Chair Swenson – aye. Motion passed 3-0-0.**

Meeting of January 14, 2019 – Edits were made. **Selectman Chase made a motion to approve the minutes as amended. Selectman Veisel seconded the motion. Roll Call: Selectman Veisel – aye; Selectman Chase – aye; Chair Swenson – aye. Motion passed 3-0-0.**

Future Meeting

February 4, 2019, 6:30 p.m., New Durham School which will be recessed until after the Deliberative Session.

Chair Swenson made a motion to enter into nonpublic under 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. Selectman Chase seconded the motion. Roll Call: Selectman Veisel – aye; Selectman Chase – aye; Chair Swenson – aye. Motion passed, 3-0-0.

The Board entered nonpublic session at 7:38 p.m.

The Board reentered public session at 8:28 p.m.

Chair Swenson made a motion to seal the minutes of the nonpublic meeting of January 28, 2019. Selectman Chase seconded the motion. Roll Call: Selectman Veisel – aye; Selectman Chase – aye; Chair Swenson – aye. Motion passed 3-0-0.

Chair Swenson made a motion to make a conditional offer of employment to Candidate #1, for employment as a full time police officer at a rate of pay of \$18.50 per hour with said hire contingent upon satisfactory completion of a New Hampshire Police Standards and Training background investigation, psychological/physical examinations, and polygraph testing examinations as required. Successful completion/graduation of the NH Police Academy; a one-year probationary period, and a three-year employment period with a date on or about March 2, 2019. Selectman Chase seconded the motion. Roll Call: Selectman Veisel – aye; Selectman Chase – aye; Chair Swenson – aye. Motion passed 3-0-0.

Chair Swenson made a motion to adjust the pay rate of Office Clerk Maura Robertson to \$15.00 per hour effective January 28, 2019. Selectman Chase seconded the motion. Roll Call: Selectman Veisel – aye; Selectman Chase – aye; Chair Swenson – aye. Motion passed 3-0-0.

Chair Swenson made a motion to adjust the pay rate of Scott O'Brien given he is now a Facility and Grounds Maintenance employee with the Department of Public Works and have the new rate of pay at \$14.00 per hour effective January 28, 2019. Selectman Chase seconded the motion. Roll Call: Selectman Veisel – aye; Selectman Chase – aye; Chair Swenson – aye. Motion passed 3-0-0.

Adjourn

Chair Swenson made a motion to adjourn. Selectman Chase seconded the motion. Roll Call: Selectman Veisel – aye; Selectman Chase – aye; Chair Swenson – aye. Motion passed 3-0-0.

The meeting was adjourned at 8:32 p.m.

Respectfully Submitted,

Jennifer Riel, Recording Secretary