

**NEW DURHAM BOARD OF SELECTMEN
New Durham Town Hall
April 8, 2019, 6:00 p.m.**

Final Approved 4-22-19

Present

Chair David Swenson
Selectman Cecile Chase
Selectman Dorothy Veisel

Also Present

Scott Kinmond, Town Administrator
Dana Berry, Resident
Mark D'Entremont, Resident / P&R Commissioner
Scott Goodspeed, Resident
Clayton Randall, Resident

Call to Order

Chair Swenson called the meeting to order at 6:04 p.m.

Appointments / Announcements

Parks and Recreation Playground Equipment

Dana Berry, resident, stated she is a volunteer on the committee for the playground on Smitty's Way and gave an update on the status of the playground project. She presented quotes they had gathered for review by the Board. Ms. Berry stated she is still working to get quotes for the seal coating for repairing cracks on the basketball court. A spreadsheet of quotes was presented for review by the Board.

Selectman Chase asked why this project wasn't discussed during the 2019 budget process last fall. Ms. Berry explained they had been working to put a packet together but with the Director leaving some things took more time. She went to Town Administrator Kinmond to get this presented tonight. It was explained that the plans with the last Director were started but changed with additional input from the public. Selectman Chase stated that using the UFB approach in the Warrant Article was, in her opinion, the "wrong road". Chair Swenson concurred with Selectman Chase's comments. Selectman Chase then suggested having plans within the appropriate guidelines and recommended the volunteers attend the Parks and Recreation Commission meetings. The Board reviewed and discussed the quotes for further clarification on prices and details. The Board noted that it would be appropriate for these plans be presented to Parks & Rec Commission for their comments / recommendations prior to any Board action. Ms. Berry confirmed she would be taking this to the Parks and Recreation Commission review and approval for action by the Board of Selectmen at the next meeting.

Public Input

None.

Agenda Review

Town Administrator Kinmond added under New Business: Purchase Order for Repair on Ladder Truck; added under New Business: A Discretionary Preservation Easement for Map 259, Lot 31.

Town Administrator's Report

Town Administrator Kinmond distributed the Consent Signature Manifest for the dates from 03/25/19 to 04/08/19 for review by the Board.

Fire Chief's EMS/Ambulance Billing Recommendations

Town Administrator Kinmond stated that as requested at the last meeting the Fire Chief put together some comparison data and provided a recommended suggested rate for EMS / Ambulance billing. The Board reviewed and discussed the summary and recommendations for transportation and non-transportation rates and services which could include non-basic life support, basic life support, or advanced life support. Town Administrator Kinmond explained the differences in the services which may be dependent on the level of certification and training by the EMTs on the call. Town Administrator Kinmond recommended to the Board that a public hearing be held to receive input relative to recommended rates. Town Administrator Kinmond did however advise the Board that in conferring with the Fire Chief that the previous rate changes did not have public hearings, although we have held public hearings for other fee changes i.e. solid waste facility fees. The Board by consensus agreed it would be a good hold a public hearing on these suggested rate changes and to post it for the next meeting on April 22, 2019.

Municipal Software RFP – Submission Summary

Town Administrator Kinmond put together a summary overview of the different software and capabilities. He noted they tried to find one software vendor that would cover all the Town's needs but assessing and finance will not likely be able to be combined with finance or Town Clerk noting there will be at least two separate software vendors and possible a third depending on options desired. Town Administrator Kinmond noted there may be a company that can do all the financing. Chair Swenson stated he would like to have one more discussion with Vision and Avatar along with discussions with selected other vendors for finance, etc. Town Administrator Kinmond noted the transitional costs to be considered as well. He also explained how the programs would be integrated and used between the departments in Town Hall. Chair Swenson stated he would like to compare the Vision and Avatar software for assessing/tax collection, as well as the finance administration with Blum Shapiro, Edmunds and BMSI. TA Kinmond and the Board suggested a software vendor review committee composed of Chair Swenson, TA Kinmond, Finance Manager Soucy, and invited other department head depending software function being reviewed be used in the software demo process. It is expected this process would be completed by the end of May 2019.

Discretionary Easement Application Tax Map 252, Lot 062 – Renewal

Chair Swenson stated a request to renew a discretionary easement was received from the property owner of the Moses Randall Barn Map 252 Lot 062 noting in the packet there is a detailed explanation of why the property remains qualified, along with a support letter from a community entity that uses the property as a learning tool. The Board reviewed and discussed the application.

Chair Swenson made a motion to approve the Discretionary Easement Application for Map 252, Lot 062 as an historically preserved barn. Selectman Chase seconded the motion. Motion passed 3-0-0.

Additionally a Discretionary Easement Renewal Application has been received for Map 259 Lot 031 from the owner Ms. Cullimore. The Board reviewed the included support documentation and discussed the application.

Chair Swenson made a motion to approve the Discretionary Easement Application for Map 259, Lot 031 as an historically preserved structure. Selectman Veisel seconded the motion. Motion passed 3-0-0.

4 X 4 Loader/Backhoe Request for Quote Package

Town Administrator Kinmond distributed a summary of DPW replacement of the 4x4 loader / backhoe along with a copy of the rationale that was provided to the CIP Committee explaining why it was needing to be replaced in 2019 instead of 2020. He explained this was due to repairs for the machine and the trade-in value. It was noted the Capital Reserve Fund has a balance of about \$151,000 for this purpose. The Board discussed the costs of maintaining the current equipment compared to the replacement costs as well as the potential for trade-in value to diminish over time. The Board agreed by consensus to obtain quotes / bids via the purchasing policy and the evaluate these. Chair Swenson requested the history of repair on this equipment over the past 5 +/- years and a predicted depreciation of the trade-in value of the machine projected over the next 1 – 3 years..

Resident's Request to Review Solid Waste Facility Hours of Operation

Town Administrator Kinmond distributed a copy of a letter from a resident which asked the Board of Selectmen to consider changing the hours of the Solid Waste Facility for the summer months and staying open an hour later on Mondays, but opening later that day and Friday to make up for the hours thereby not increasing costs. Town Administrator Kinmond reported that he has discussed this with the DPW Manager and he and Solid Waste Supervisor Johanson will be collecting some additional data to see if something like this would be warranted based on use patterns.

Joint Loss Management Committee – Organizational, Meeting, & Training Schedule for 2019

Town Administrator Kinmond distributed a copy of the new committee's composition as well as minutes of the last meeting of April 2, 2019. He noted there are going to be some new members and a couple people have volunteered to fill the six-member committee

including Anina Soucy and Kevin Ruel. A copy of the meeting schedule was also distributed to the Board.

Chair Swenson made a motion to approve the Joint Loss Management Committee composition as shown on the Joint Loss Management Committee meeting minutes of April 2, 2019. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Town Administrator Kinmond stated he has posted the meeting dates and agenda but there was a change for one of the dates due to the audit being conducted. He also worked with Mr. Ruel on putting together spring safety training for all Town staff regarding basic first aid on May 29, 2019.

New Business

Birch Ridge Community Forest – Town’s Stewardship

Chair Swenson stated the issue is whether the Town wishes to hold Executory Easement interest in this land trust. Chair Swenson noted this was previously discussed and clarified a formal action needs to indicate a decision from the Board on whether the Town wishes to hold this Executory Easement. Town Administrator Kinmond stated the Conservation Committee also discussed this and he has received feedback from another department as well as residents. There has been input in both supporting the Town having the executory interest as well as not holding that Executory Easement.

Selectman Chase made a motion to have the Town of New Durham being included as holding an Executory Easement of the Birch Ridge Community Forest Conservation Easement. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Committee, Boards and Commission Appointments Review

The Board reviewed all the boards and committees which currently have appointments by the Board of Selectmen. The Board also reviewed the appointment policy. Possible edits were discussed. The primary change discussed was for an individual currently on a Board or Commission whose term is expiring but wishes to continue on that entity be able to do so without having to resubmit a Talent Bank application each time. The Board felt that wording changes to the policy were appropriate as follows:

Chair Swenson made a motion that a current member who has submitted a Talent Bank application with the Town and is interested in being reappointed to the position must communicate to the Town Administrator their interest in being reappointed by email or other written form. Selectman Chase seconded the motion. Motion passed 3-0-0.

Chair Swenson made a motion that the modification effective April 8, 2019. Selectman Chase seconded the motion. Motion passed 3-0-0.

Selectman Chase suggested sending letters to members whose terms are nearing expiration to let them know of the change.

Chair Swenson noted three committees which do not have terms defined. These were reviewed and discussed and noted to include the Boodey Farmstead Committee, the 1772 Meeting House Committee, and the Water Quality Committee.

Selectman Chase made a motion to institute terms for the Town committees, which currently do not have defined terms; the first initiation of those terms will look at the number of members and randomly assign an initial term to get on the committee on a revolving three-year cycle. Chair Swenson seconded the motion. Discussion: Chair Swenson asked if they wanted to get committee input. The Board agreed discussion with the committees may be beneficial. **Motion passed 3-0-0.**

Old Business

Fire Truck Repairs

Town Administrator Kinmond presented a summary of the repairs that were needed on the ladder truck and this was reviewed by the Board. He stated the total amount for the repair is \$7,515.69. It was noted that many of the repairs were planned repairs by the Fire Chief but there were some additional repairs that were not initially planned but it was more efficient to do them while the vehicle was in for these planned repairs. Town Administrator Kinmond noted these were not outlined in the budget. Town Administrator Kinmond suggested considering this expenditure to come from the Vehicle Equipment Maintenance account which was funded this year with \$20,000.

Selectman Chase made a motion to expend \$7,515.69 from the Vehicle Equipment Maintenance Capital Reserve Fund to pay for the repairs to the ladder truck, Invoice #28837 to Lakes Region Fire Apparatus, Inc. Chair Swenson seconded the motion. Motion passed 3-0-0.

Petition to Select Board to grant ROW for removal of Lumber (RSA 231:40-42) from Map 245, Lot 015–Additional Information from Applicant

Town Administrator Kinmond distributed a copy of the letter sent to property abutters by the land locked property owner and stated he has talked extensively about this with the applicant as well as trying to find out why there may be resistance with the abutters. The Board will await additional information prior to any action.

Approval of Minutes

Meeting of March 25, 2019 – 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 not in attendance at that meeting.

Meeting of April 1, 2019 – Edits were made. **Selectman Chase made a motion to approve the minutes as amended. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

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. Selectman Veisel seconded the motion.

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

The Board entered nonpublic session at 8:19 p.m.

The Board reentered public session at 9:30 p.m.

Chair Swenson made a motion to seal the minutes of the nonpublic session of April 8, 2019 for reasons that it may adversely affect reputation of one other than the Board. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Chair Swenson made a motion to withdraw the conditional offer to PT Police Officer Candidate #4. Selectman Chase seconded the motion. The motion passed 3-0-0.

Chair Swenson made a motion to approve all wage adjustments as finalized on the wage adjustment worksheet at the April 8, 2019 Board of Selectmen meeting with these adjustments to be effective April 8, 2019. Selectman Chase seconded the motion. Motion passed 3-0-0.

Chair Swenson noted the Parks and Recreation Director position has been posted, applications have been received, and an interview panel will be reviewing the applications.

Chair Swenson made a motion that the interview panel consist of a member of the Board of Selectmen, the Town Administrator, the current Parks and Recreation Director or a designated member of a Parks / Rec Commission and a representative from the New Durham Parks and Recreation Commission and to appoint Selectman Veisel as the Board of Selectmen representative. Selectman Chase seconded the motion. Motion passed 3-0-0.

Adjourn

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

The meeting was adjourned at 9:32 p.m.

Respectfully Submitted,

Jennifer Riel, Recording Secretary