

**NEW DURHAM BOARD OF SELECTMEN
New Durham Community Room
June 19, 2019, 8:30 a.m.**

Final Approved 07-09-19

Present

Chair David Swenson
Selectman Cecile Chase – excused absence
Selectman Dorothy Veisel

Also Present

Scott Kinmond, Town Administrator
Ron Gehl, Conservation Commission
Chris Berry, Berry Engineering
Peter Rhoades
Corey Halvorson, Revolution United
David Bickford, Resident

Call to Order

Chair Swenson called the meeting to order at 8:30 a.m.

Chair Swenson stated Selectman Chase had a work emergency and would be unable to attend the meeting.

Birch Ridge Conservation Project

Chair Swenson stated correspondence was received from the South East Land Trust (SELT) relative to the survey results. He stated in addition to SELT and Moose Mountain Greenways, Ron Gehl of the New Durham Conservation Commission has been instrumental in making this happen as well as the Merry Meeting Lake Association. He also stated that this is a significant move for the Town for SELT to have the land in conservation. Chair Swenson stated the survey information indicates five areas excluded and he asked for clarification.

Ron Gehl explained a total of 5 acres of the approximate 2,030 acres were excluded as these areas include encroachments from abutting property owners, particularly along South Shore Road, which include propane tanks, a volleyball court, etc. The larger areas being excluded involve an acre surrounding the cabin / shed at the top of the ridge as there could be a potential future use as in educational purposes or information kiosk, possibly winter shelter for snowmobiles, etc. The log landing was also anticipated as being an access point for the property, i.e. possible parking area and was excluded for these reasons. He stated the areas were mainly excluded for flexible uses. Mr. Gehl stated the loggers were out a couple weeks ago and there will be no further logging activities. The forest management will be led by Charlie Bridges, a New Durham resident and forester, with plans to have a draft of the management plan available by September with finalization by the end of the year.

Chair Swenson made a motion to confirm the authorization of the Conservation Commission's \$25,000 to the purchase of Birch Ridge land. Selectman Veisel seconded the motion. Motion passed 2-0-0.

Selectman Veisel made a motion to authorize the Chair of the Board of Selectmen to sign any and all relevant documents at the closing for SELT's Birch Ridge land purchase on behalf of the Town. Chair Swenson seconded the motion. Motion passed 2-0-0.

Appointments/Announcements

Libby and Bennett Road – Class VI to Class V

Christopher Berry, Berry Surveying and Engineering, presented maps and documents for the Board of Selectmen to review, stating that Rhoades contracted his company to help them with the revision of a class VI to Class V road. He explained Libby and Bennett Road are both currently Class VI roads, 13' wide, and the length they want to upgrade is about 1400' to provide access to two of Rhoades' properties, i.e. Map 264, Lot 17 and Lot 18. There is currently a house beyond where the road would be upgraded. Mr. Berry stated they would like to discuss the specific upgrades necessary as well as current and future maintenance of the roads. Mr. Berry explained typically road upgrades are being done by individuals looking to build on their property which is not the case here and asked if they would still need to go to the Planning Board. Chair Swenson replied he would prefer for them to obtain comment from the New Durham Planning Board, even though the Planning Board may not have final authority on this decision. Selectman Veisel concurred. Mr. Berry explained the proposed plans which would include a gravel base and drainage as designed by engineers. Selectman Veisel suggested input from Fire and Police Departments also. Mr. Berry asked the process for taking responsibility of the Class V roadway. Town Administrator Kinmond replied the Town would follow the statutory process for road reclassification, suggested there needs to be a formal acceptance process, and it should ultimately, as has been historically done, taken to a Town Meeting vote.

Revolution United

Corey Halvorson, Director of Revolution United, stated they service other towns for Parks and Recreation sports programs, currently including Alton and Barnstead. He explained they partner with the Parks and Recreation departments and run various sports programs such as soccer and basketball. There is no charge to the towns, they use the same Town fields, but manage the entire process including background checks for coaches, etc. Mr. Halvorson stated they charge fees to participants, coaches are volunteer; all liabilities are to Revolution United. He explained there are no real big changes but they oversee the management of the programs and work with the Parks and Recreation Director and Commission. Mr. Halvorson also outlined the organizational structure of Revolution United as well as size and setup of the programs they administer. He explained there is still time to open up to do a program for fall soccer; he also outlined the registration process they would setup; Revolution United has its own liability insurance which covers coaches and players. Chair Swenson indicated that the Board has

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not made a decision on this direction but if the decision were to utilize this approach it is not likely that it would be effective until 2020.

Watershed Management Plan Report–Public Meeting- June 19, 2019 6:30 p.m. at the New Durham Elementary School

Chair Swenson invited all to attend this open meeting and stated this meeting would be a presentation of the final report by the Cyanobacteria Mitigation Steering Committee's contracted watershed management firm and will be used going forward for mitigation plans and grant purposes.

Public Input

David Bickford, resident, stated after hearing the Revolution United presentation it sounds like the hours could be cut back for the director position. He stated he also asked about video recording of the Parks and Recreation Commission meetings and referenced the Town's policy. He noted the Commission has a revolving fund and, therefore, the meetings need to be video taped; he also questioned why it takes a year for billing to be done. Mr. Bickford suggested revisiting the video recording of the meetings; he also noted one member of the commission rarely attends meetings and referenced the Appointment Policy. Selectman Veisel replied that the committee member who isn't at the meetings has excused absences and is very involved behind the scenes.

Mr. Bickford stated he was at the Meetinghouse property over the weekend and noted the property has been vandalized.

Mr. Bickford stated he also finds the Town website confusing, noting a set of minutes were not posted in a timely fashion.

Agenda Review

Chair Swenson added under New Business: July/August Meeting Schedule.

Town Administrator's Report

Town Administrator Kinmond stated the Consent Signature Manifest 05/28/19 to 06/19/19 will be attached to the packet for review by the Board of Selectmen.

Town Administrator Kinmond distributed for review by the Board a suggested Human Resources Policy Manual Appendix – Medical Benefit Opt Out Option & Application Form. He stated the Town had a new hire for an employee who will not need medical insurance and would be an opt-out. The Board discussed whether it would be a percentage or a set dollar amount. Chair Swenson suggested having a set amount as it would be easier for budgeting. Town Administrator Kinmond outlined the pros and cons for percentage versus set amount. He cited the policies used by various communities.

Chair Swenson made a motion to approve the appendix as presented as a draft on June 19, 2019 as part of the HR Policy Manual. Selectman Veisel seconded the motion. Motion passed 2-0-0.

Fire Station – Town Well Water Testing Results

Town Administrator Kinmond distributed a copy of the Town well water test results. He explained this was approved by the Board of Selectmen on April 22, 2019 to accept the NH DES water tests for VOCs and PFOAs and PFOSs (substances found in firefighting foams). The water tests came back with no detection of these substances. Chair Swenson explained this is a statewide issue and the State of NH is going through a regulatory process on accepted levels of these contaminants. He stated it great news that the well water around the Fire Department does not have any of these contaminants.

DPW-Purchase Order Request –Pay-Loader Tires

Town Administrator Kinmond explained the tires currently on the loader are original and have damage and wear necessitating replacement.

Chair Swenson made a motion to approve purchase order #2224 to GCR Tires and Service of Manchester, NH for four Bridgestone Motor tires as quoted for \$6,589.16. Selectman Veisel seconded the motion. Motion passed 2-0-0.

Police Department Homeland Security Grant – 2019 Radio Reprogramming Grant

Town Administrator Kinmond stated the Police Department in conjunction with the Strafford County Sheriff's Office has a grant for 2019 radio reprogramming for interoperability. He explained previously when these grants were done through Homeland Security Services it was handled by a vendor but now it's through the Sherriff's Office and authorization needs to come from the Board of Selectmen in order to participate. It was clarified no funds are received and there is no cost to the Town; all the radios the department currently have are able to be reprogrammed.

Selectman Veisel made a motion to authorize the Board of Selectmen Chair to sign the Homeland Security grant for radio reprogramming for the Police Department. Chair Swenson seconded the motion. Motion passed 2-0-0.

Banking Services RFP – Draft

The Board reviewed the draft Banking Services Request for Proposal developed by the Town Administrator, Finance Manager, Town Clerk, and Tax Collector. Town Administrator Kinmond explained this is to help improve efficiency and serviceability with banking institutions. He stated they have interviewed with various banks and looked into doing online banking as well. Chair Swenson asked if Selectman Chase had an opportunity to review the RFP. TA Kinmond indicated that due to timing issue she had not reviewed the document. Chair Swenson indicated it would be good given her background to have her review it and provide comments also.

Chair Swenson made a motion to send out the Banking Services RFP to a network of banks thought to be able to meet the requirements. Selectman Veisel seconded the motion. Motion passed 2-0-0.

New Business

Appointment Nomination – Fire Chief Peter Varney – Emergency Management Director

Chair Swenson made a motion to nominate Peter Varney as the New Durham Emergency Management Director with said term to expire 03/31/21. Selectman Veisel seconded the motion. Motion passed 2-0-0.

Impact Fees-Annual Transfer Request to GWRSD

Town Administrator Kinmond distributed a year-to-date balance of the impact fees and explained these have been reviewed with the Building Inspector. He noted previously impact fees were collected at the time of permitting and are now collected at the time of final inspections and the funds are available for release and transfer. The Board reviewed the summary of fees.

Chair Swenson made a motion to authorize the withdrawal and transfer of \$68,865.45 from the Impact Fee account and make a payment to the Governor Wentworth Regional School District in accordance with the Impact Fee policy for the Town of New Durham, plus any additional accrued interest. Selectman Veisel seconded the motion. Motion passed 2-0-0.

Abatement – Map 250, Lot 86 – Veteran Tax Credits

Town Administrator Kinmond distributed an application for abatement for review by the Board of Selectmen. He explained this was previously approved by the Board of Selectmen but not caught in the assessing database and a motion is needed to correct the tax bill.

Selectman Veisel made a motion to approve the abatement in the amount of \$601 for Map 250, Lot 086 for a veteran's property tax credit. Chair Swenson seconded the motion. Motion passed 2-0-0.

Interview Panels for DPW Position(s) and Office Clerk Position

Town Administrator Kinmond stated he will be forming interview panels for the DPW and Office Clerk positions and begin scheduling interviews soon. He noted the clerk position has over 30 applications.

Future Meetings

July 9, 2019, 8:00 a.m.

August 19, 2019, time TBD

Municipal Software

Town Administrator Kinmond stated there were two responses to the RFP and software and user fees were obtained. He stated they have also discussed this with the technology services contractor and there will be some costs to upgrade hardware to support the software. He outlined some of the upgrades that will be necessary. The Board reviewed and discussed the quotes presented. Chair Swenson developed during the meeting a table

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outlining the proposed server hardware, software, and municipal software packages being proposed as follows:

Description of Item	Town Cost	Comments / Timing
Server	\$7,508	Installation June / Mid-July; Funding from Computer Software ETF
Workstations (PC's)	\$4,740	6 x \$790 each; 2 PC's (\$1,580) from Record Mgmt. ETF; 4 (\$3,160) from Computer and Software ETF
Vision Upgrade	\$11,200	From Records Mgmt ETF; Installation and Employee Training July / August 2019
Finance Software	\$18,212	Cost for 2019 only; equal amount for 2020 and 2021; Transition and Installation begins August / Sept / Oct 2019; Employee Training continues into 2020; Funding from Computer / Software ETF
SQL License	\$873	See Server timing; Funding from Computer Software ETF
SQL User Licenses	\$2,026	10 x \$202.90; See Server timing; Funding from Computer Software ETF
Transition (ANS)	\$5,500	Estimated transition cost not to exceed; see Server timing; Funding from Computer Software ETF
Total	\$50,059	Plus additional \$36,424 for finance software in future years and annual licenses for various software; The annual licenses will be budgeted in operations budget.

Chair Swenson made a motion to purchase a server, PCs, all required licenses, workstations, and Vision software upgrade and finance clerk, building inspection and accounting software per listing described June 19, 2019, with funding to be sourced from the Records Management ETF in the amount not to exceed \$12,800 and the balance of the total to come from the Computer and Software ETF, and authorize the Board of Selectmen Chair to sign all necessary documents. Selectman Veisel seconded the motion.

Chair Swenson made an amendment to the motion to add the condition that the Town Administrator contact the finance and building inspector software vendor to negotiate a better cost and confirmation of timeframe as discussed. Selectman Veisel seconded the amendment. Amendment passed 2-0-0.

Amended motion passed 2-0-0.

Playground

Town Administrator Kinmond stated he received an update about the playground project and stated last weekend they worked to get some footings in place; another work session

is planned for next Saturday. He stated he would be stopping in and bringing some food and water for the work crew.

Old Business

Appointment / Terms

Selectman Veisel made a motion to appoint Bill Meyer to the New Durham Water Quality Committee with a term to expire March 31, 2022. Chair Swenson seconded the motion. Motion passed 2-0-0.

Selectman Veisel made a motion to appoint Penny Meyer to the New Durham Water Quality Committee with a term to expire March 31, 2022. Chair Swenson seconded the motion. Motion passed 2-0-0.

Selectman Veisel made a motion to appoint Fred Quimby to the New Durham Water Quality Committee with a term to expire March 31, 2021. Chair Swenson seconded the motion. Motion passed 2-0-0.

Selectman Veisel made a motion to appoint Cynthia Quimby to the New Durham Water Quality Committee with a term to expire March 31, 2021. Chair Swenson seconded the motion. Motion passed 2-0-0.

Selectman Veisel made a motion to appoint Art Hoover to the New Durham Water Quality Committee with a term to expire March 31, 2020. Chair Swenson seconded the motion. Motion passed 2-0-0.

Selectman Veisel made a motion to appoint Susan Hoover to the New Durham Water Quality Committee with a term to expire March 31, 2020. Chair Swenson seconded the motion. Motion passed 2-0-0.

Selectman Veisel made a motion to appoint Tom Rogenski to the New Durham Water Quality Committee with a term to expire March 31, 2020. Chair Swenson seconded the motion. Motion passed 2-0-0.

Chair Swenson made a motion to appoint George Gale to the 1772 Meetinghouse Restoration Committee with a term to expire March 31, 2022. Selectman Veisel seconded the motion. Motion passed 2-0-0.

Chair Swenson made a motion to appoint Robert Bickford to the 1772 Meetinghouse Restoration Committee with a term to expire March 31, 2022. Selectman Veisel seconded the motion. Motion passed 2-0-0.

Chair Swenson made a motion to appoint Clayton Randall to the 1772 Meetinghouse Restoration Committee with a term to expire March 31, 2021. Selectman Veisel seconded the motion. Motion passed 2-0-0.

Chair Swenson made a motion to appoint Robin Bickford to the 1772 Meetinghouse Restoration Committee with a term to expire March 31, 2021. Selectman Veisel seconded the motion. Motion passed 2-0-0.

Chair Swenson made a motion to appoint Cathy Allyn to the 1772 Meetinghouse Restoration Committee with a term to expire March 31, 2020. Selectman Veisel seconded the motion. Motion passed 2-0-0.

Chair Swenson made a motion to appoint Robert Craycraft to the 1772 Meetinghouse Restoration Committee with a term to expire March 31, 2020. Selectman Veisel seconded the motion. Motion passed 2-0-0.

Approval of Minutes

Meeting of May 31, 2019 – Edits were made. **Selectman Veisel made a motion to approve the minutes as amended. Chair Swenson seconded the motion. Motion passed 2-0-0.**

Meeting of May 28, 2019 – Edits were made. **Selectman Veisel made a motion to approve the minutes as amended. Chair Swenson seconded the motion. Motion passed 2-0-0.**

Meeting of May 20, 2019 – Edits were made. **Selectman Veisel made a motion to approve the minutes as amended. Chair Swenson seconded the motion. Motion passed 2-0-0.**

Chair Swenson made a motion to authorize a merit increase of 3% to Town Administrator Scott Kinmond effective / retro to 04/08/19, said increase representing an hourly rate of \$36.87 or an annualized \$76,689.60 salary amount. Motion seconded by Select Veisel. Motion passed 2-0-0.”

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; Chair Swenson – aye. Motion passed 2-0-0.

The Board left public session at 11:17 a.m.

The Board reentered public session at 11:53 a.m.

Chair Swenson made a motion to seal the nonpublic meeting minutes of June 19, 2019 for reasons that it may adversely affect reputation for one other than the Board. Selectman Veisel seconded the motion. Motion passed 2-0-0.

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Chair Swenson made a motion to have the Town Administrator reach out to candidate #1 to confirm continued interest in the Parks & Recreation Director position and if so issue a conditional offer letter to the candidate with terms as previously described at the May 28, 2019 Select Board Meeting. Seconded by Selectman Veisel. Motion passed 2-0-0.”

Adjourn

Chair Swenson made a motion to adjourn. Selectman Veisel seconded the motion. Motion passed 2-0-0.

The meeting was adjourned at 11:55 a.m.

Respectfully Submitted,

Jennifer Riel, Recording Secretary