

**NEW DURHAM BOARD OF SELECTMEN
New Durham Community Room
August 14, 2019, 8:00 a.m.**

Final Approved 08-29-19

Present

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

Also Present

Scott Kinmond, Town Administrator

Call to Order

Chair Swenson called the meeting to order at 8:10 a.m. He stated Selectman Veisel is unable to attend the meeting but would be participating via telephone. Selectman Veisel confirmed she is unable to attend the meeting and no one is present in the room with her.

Appointments/Announcements

Chair Swenson stated an announcement was made regarding the recent hire of Celeste Chasse as the Parks and Recreation Department Director. Selectman Chase stated Chasse has been a long time volunteer with the Parks and Recreation Department and she will do a great job continuing the programs.

Public Input

No public present.

Impact Fees – 1/1/18 to 7/18/19 – Final Transfer to GWRSD to Reduce School Tax Rate

Chair Swenson stated the Impact Fee is a constrained amount the Town receives from new and renovated building permits. The current balance of the Impact Fee fund with interest is \$77,247.68. He explained the use is constrained by RSA requirements and will be used towards the Town's school tax rate. Chair Swenson confirmed an amount was previously approved a couple months ago but the amount has changed due to a higher number of building permits and accrued interest and the previous motion needs to be rescinded and a new motion with the updated amounts approved.

Chair Swenson made a motion to rescind the previous motion of June 19, 2019 for the purposes to update the dollar amount and to authorize the withdrawal of \$77,247.68 from the Impact Fee Holding Account and make payment to the Governor Wentworth Regional School District to be applied to the Town of New Durham's school tax commitment for 2019 and 2020. Selectman Chase seconded the motion. Roll Call: Selectman Veisel – aye; Selectman Chase – aye; Chair Swenson – aye. Motion passed 3-0-0.

Chair Swenson requested that Town Administrator Kinmond provide at the next meeting, an analysis of the impact fee in dollars per \$1,000.

Town Administrator's Report

Trustee of the Trust Funds – 2nd Quarter Transfer Requests

Selectman Chase made a motion to authorize the expenditure of \$1,370.00 to Solitude Lake Management of Shrewsbury, MA for task #1 of the contract for chemical treatment of milfoil in Jones and Marsh Ponds. Said expense to come from the New Durham Water Quality and Milfoil CRF and to further request the Trustees of the Trust Funds to withdraw and transfer said funds from the New Durham Water Quality and Milfoil CRF to the General Fund. 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 the expenditure of \$15,459.00 to Solitude Lake Management of Shrewsbury, MA for task #2 of the contract for chemical treatment of milfoil in Jones and Marsh Ponds. Said expense to come from the New Durham Water Quality and Milfoil CRF and to further request the Trustees of the Trust Funds to withdraw and transfer said funds from the New Durham Water Quality and Milfoil CRF to the General Fund. Selectman Veisel 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 authorize the expenditure of \$1,656.12 to Water Industries of Alton, NH for the Downing Main Street dry hydrant materials. Said expense to come from the Dry Hydrant CRF and to further request the Trustees of the Trust Funds to withdraw and transfer said funds from the Dry Hydrant CRF to the General Fund. Selectman Veisel seconded the motion. Roll Call: Selectman Veisel – aye; Selectman Chase – aye; Chair Swenson – aye. Motion passed 3-0-0.

Chair Swenson stated that at the last Town Meeting the Town voted to authorize the transfer of \$8,000 from the Unassigned Fund Balance to the Smith Ballfield CRF and asked if that had been done. Town Administrator Kinmond replied it had not and he is planning to prepare all the warrant article transfers together and complete that before tax rate setting so the Board has a updated information of the fund balance at that time.

Selectman Chase made a motion to authorize the expenditure of \$2,820.00 to BCI Burke Company of Fond Du Lac, WI, for purchase of playground equipment for the Playground Improvements Project. Said expense to come from the Smith Ballfield CRF and further request the Trustees of the Trust Funds to withdraw and transfer said funds from the Smith Ballfield CRF to the General Fund. 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 the expenditure of \$11,586.13 to Game Time of Fort Payne, Alabama for the playground improvements project. Said

expense to come from the Smith Ballfield CRF and further request the Trustees of the Trust Funds to withdraw and transfer said funds from the Smith Ballfield CRF to the General Fund. 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 the expenditure of \$3,293.00, to Creative Playthings of Framingham, MA for purchase of playground equipment for the Playground improvements project. Said expense to come from the Smith Ballfield CRF and to further request the Trustees of the Trust Funds to withdraw and transfer the above approved amount from the Smith Ballfield CRF to the General Fund. 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 the expenditure of \$63.97 to Amazon for purchase of equipment for the playground improvements project. Said expense to come from the Smith Ballfield CRF and further request the Trustees of the Trust Funds to withdraw and transfer said funds from the Smith Ballfield CRF to the General Fund. Selectman Veisel 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 authorize the expenditure of \$4,648 to J. Jeddrey, LLC for the purchase of 1 ½” crushed gravel for use in road improvement projects. Said expense to come from the Gravel CRF and further request the Trustees of the Trust Funds to withdraw and transfer said funds from the Gravel CRF to the General Fund. 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 authorize the expenditure of \$316.87 to John Abbott Enterprises, Inc. for the labor and materials of the electrical services for the Meetinghouse Restoration Project. Said expense to come from the Meetinghouse Restoration Project CRF and further request the Trustees of the Trust Funds to withdraw and transfer said funds from the Meetinghouse CRF to the General Fund. Selectman Chase 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 the expenditure of \$7,515.69 to Lakes Region Fire Apparatus of West Ossipee, NH for repairs to the Fire Department ladder truck. Said expense to come from the Vehicle Equipment and Maintenance CRF and further request the Trustees of the Trust Funds to withdraw and transfer said funds from the Vehicle Equipment and Maintenance CRF to the General Fund. Selectman Veisel seconded the motion. Roll Call: Selectman Veisel – aye; Selectman Chase – aye; Chair Swenson – aye. Motion passed 3-0-0.

Chair Swenson explained the next expenditure will cover some of the hardware expenses for the recently voted IT / Software upgrades for Town server and operational functions

including server software licenses, three workstation PCs, etc. However, it does not cover the transition labor costs incurred to date for the Town's IT contractor.

Chair Swenson made a motion to authorize the expenditure of \$10,410.01 to ANS Networks of New Durham, NH for the purchase of a HP server and SQL server software. Said expense to come from the Office and Computer ETF and to further request the Trustees of the Trust Funds to withdraw and transfer said funds from the Office and Computer ETF to the General Fund. 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 the expenditure of \$2,368.65 to ANS Networks of New Durham, NH for the purchase of three Lenovo PCs. Said expense to come from the Office and Computer ETF and to further request the Trustees of the Trust Funds to withdraw and transfer said funds from the Office and Computer ETF to the General Fund. 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 the expenditure of \$22,527.00 to NH LED of Dover, NH for the purchase of LED light fixtures and installation per the LED Light Upgrade Project. Said expense to come from the Town Buildings Improvement ETF and to further request the Trustees of the Trust Funds to withdraw and transfer said funds from the Town Buildings Improvement ETF to the General Fund. Selectman Veisel seconded the motion. Roll Call: Selectman Veisel – aye; Selectman Chase – aye; Chair Swenson – aye. Motion passed 3-0-0.

It was noted that the Town has successfully requested grant money to partially cover (50%) of the above expenditures for the LED energy saving conversion project.

DPW Reclassification of Employee – Meghan Bickford

The Board reviewed a memorandum presented by Town Administrator Kinmond regarding the reclassification of an employee.

Chair Swenson made a motion to reclassify the position of Meghan Bickford to Light Equipment Operator at a rate of pay of \$16.00 per hour, effective August 12, 2019. Selectman Chase seconded the motion. Roll Call: Selectman Veisel – aye; Selectman Chase – aye; Chair Swenson – aye. Motion passed 3-0-0.

The Board congratulated Ms. Bickford on her accomplishments in achieving the required licensing.

Department of Public Works – Purchase Order – Pavement Repair on Valley Road

Town Administrator Kinmond stated a paving contractor came in to repair the paved section at the New Durham town line on Valley Road; labor was provided by the contractor. He explained the agreement was to do a cost-share with the Town of Alton

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with the Town of Alton supplying materials. Chair Swenson stated it is nice to be able to continue collaboration with surrounding towns on mutually beneficial projects. Selectman Veisel stated it's a huge and noticeable improvement on Valley Road. Selectman Chase concurred stating she appreciates seeing collaborative work between Town departments and noted it's important to focus more on shared services and what makes the most sense to management municipal business with less focus on hierarchy and politics.

Chair Swenson made a motion to authorize Purchase Order #2233 to SNS Paving LLC of Rochester, NH for the paving of a 100' by 22' area on Valley Road for the amount of \$6,000 with said expense to come from account 01-4901-10081. Selectman Veisel seconded the motion. Roll Call: Selectman Veisel – aye; Selectman Chase – aye; Chair Swenson – aye. Motion passed 3-0-0.

Joint Budget Committee and Board of Selectmen Meeting Schedule

The Board reviewed the suggested meeting scheduled as presented. Chair Swenson suggested having their portion of the budget review completed by early November as the Budget Committee will begin meeting then.

The following dates were set, pending agreement by the Budget Committee on the Budget Public Hearing item:

Posting the Warrant: Not later than January 27, 2020 Budget Public Hearing: January 15, 2020

Deliberative Session: February 3, 2020, snow date of February 4, 2020

Library Trustee Nomination

Chair Swenson made a motion to appoint Richard Leonard as a Library Trustee with a term to expire March 10, 2020. Selectman Veisel seconded the motion. Roll Call: Selectman Veisel – aye; Selectman Chase – aye; Chair Swenson – aye. Motion passed 3-0-0.

Inspector of Elections – Nominations for Appointment

Selectman Chase made a motion to nominate the following individuals are Inspectors of Elections and Alternate Inspectors of Elections with a term of office to expire August 1, 2020: Heather Freeman, Inspector of Elections; Andrea K. Guba, Inspector of Elections; Fred Quimby, Inspector of Elections; Richard Leonard, Inspector of Elections; Donna Young, Inspector of Elections; Annalee Laughlin, Inspector of Elections; Jennifer Thompson – Inspector of Elections, Joan Swenson, Alternate Inspector of Elections ;Wendi Fenderson, Alternate Inspector of Elections; Grace Gelinas, Alternate Inspector of Elections; Theresa Jarvis, Inspector of Elections; Angela Pruitt, Inspector of Elections ; Cynthia Quimby, Inspector of Elections; David Shagoury, Inspector of Elections; Linda Callaway, Inspector of Elections. Selectman Veisel seconded the motion. Roll Call: Selectman Veisel – aye; Selectman Chase – aye; Chair Swenson – abstained. Motion passed 2-0-1.

Tax Collector Request – Payment of Back Taxes Map 103, Lot 14

Town Administrator Kinmond stated these have been reviewed and approved by Town Counsel and the appropriate paperwork has been completed by the Tax Collector for the payment plan of the back taxes due. Chair Swenson stated he is concerned about a one-year review and suggested it be done at 6 months or quarterly. Selectman Chase and Selectman Veisel concurred. Selectman Chase suggested quarterly review and stated it needs to be per the Tax Collector and any noncompliance would then be forwarded to the Board of Selectmen. Town Administrator Kinmond explained this is an open-ended agreement with terms of severability.

Chair Swenson made a motion to authorize the payment agreement for Map 103, Lot 14 with a monthly payment amount of \$500. The Tax Collector to review monthly and report any non-performance to the Board of Selectmen. Selectman Chase seconded the motion. Roll Call: Selectman Veisel – aye; Selectman Chase – aye; Chair Swenson – aye. Motion passed 3-0-0.

Beach Attendant Hire

Town Administrator Kinmond stated the individual has been employed by the Town with the Parks and Recreation doing sports activities, etc., and explained a transfer needs to be done from the General Fund for his pay.

Selectman Chase made a motion to hire Joseph DeJager as a Parks and Recreation Beach Attendant at a rate of \$8.50 per hour effective July 15, 2019. Selectman Veisel seconded the motion. Roll Call: Selectman Veisel – aye; Selectman Chase – aye; Chair Swenson – aye. Motion passed 3-0-0.

Strafford Regional Planning Commission

Town Administrator Kinmond stated he received an email from SRPC regarding appointments for the regional transportation groups. He noted he and Don Vachon were most recently appointed by the Board of Selectmen but its now up for the annual appointment. Town Administrator Kinmond stated he usually attends the meetings.

Selectman Veisel made a motion to appoint Scott Kinmond as the New Durham representative to the Strafford Regional Planning Commission Transportation Technical Advisory Committee. Selectman Chase 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 Don Vachon as the Alternate New Durham representative to the Strafford Regional Planning Commission Transportation Technical Advisory Committee. Selectman Veisel seconded the motion. Roll Call: Selectman Veisel – aye; Selectman Chase – aye; Chair Swenson – aye. Motion passed 3-0-0.

ZBA Resignation

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Chair Swenson stated the Board of Selectmen regretfully received Art Hoover's resignation from the Zoning Board of Adjustment effective at the August 13, 2019 ZBA meeting. The Board recognized Mr. Hoover for his contributions to the Town over the years and expressed their appreciation.

Employee Luncheon

Town Administrator Kinmond stated annually they have tried to do an employee luncheon for the staff with closing the Town offices at noon and having a luncheon followed by team-building activities for Town employees. He stated it was the consensus of employees this year to have a meal at the Town Hall.

Chair Swenson made a motion to approve the closure of all non-essential Town offices on September 24, 2019 at 12:00 until 4:00pm to allow staff to attend the annual Town employee luncheon. 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 signature manifest would be attached to the meeting minutes for review. He noted he received a message at the beginning of the meeting indicating there was no audio with the video for about 10 minutes into the meeting but the audio is on the recording.

Future Meetings

August 19, 2019, 8:00 a.m., New Durham Community Room
August 29, 2019, 6:30 p.m., New Durham Town Hall – Joint Meeting With Budget Committee
September 9, 2019, 6:00 p.m., New Durham Town Hall
September 23, 2019, 6:00 p.m., New Durham Town Hall – Includes Budget Review
September 30, 2019, 6:00 p.m., New Durham Town Hall – Budget Review
October 8, 2019, 8:00 a.m., New Durham Community Room – Budget Review
October 16, 2019, 6:00 p.m., New Durham Town Hall
October 21, 2019, 6:00 p.m., New Durham Town Hall – Budget Review
October 28, 2019, 6:00 p.m., New Durham Town Hall

Approval of Minutes

Postponed.

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 of 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 Veisel 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 9:28 a.m.

The Board reentered public session at 10:02 a.m.

Chair Swenson made a motion to seal the nonpublic meeting minutes of August 14, 2019 for reasons that it may adversely affect reputation for one other than the Board. 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 to Candidate #1 for the part time Solid Waste Attendant position with conditions based on successful background checks and physical and other standard conditions for Town hiring at a rate of \$12.50 per hour. Selectman Veisel 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 10:04 a.m.

Respectfully Submitted,

Jennifer Riel, Recording Secretary