

**NEW DURHAM BOARD OF SELECTMEN  
New Durham Town Hall  
November 4, 2019, 6:00 p.m.**

**Final Approved 11-18-19**

**Present**

Chair David Swenson  
Selectman Cecile Chase  
Selectman Dorothy Veisel

**Also Present**

Scott Kinmond, Town Administrator  
Joseph Haas, Resident of Gilmanton  
Ron Uyeno, Resident

**Call to Order**

Chair Swenson called the meeting to order at 6:00 p.m.

**Appointments/Announcement**

Joseph Haas, resident of Gilmanton, stated he shared an email with Town Administrator Kinmond regarding school funding. Mr. Haas stated that per RSA 21:J35 VI the Board of Selectmen has the right to contest the tax rates to the NH DRA within ten days of receipt. He stated he went to information sessions in Wolfeboro, Concord, and Rochester on this issue; he stated the current Con-Val Supreme Court case references the Town of Londonderry and noted the case cites NH Constitution Article 5.R.2 regarding proportional taxation to ensure equal opportunity for students. He stated the education should be the burden of the State. Mr. Haas stated there were bills put into the House of Representatives but is asking for those to be withdrawn and the funding amount by the State would be increased. He stated he would also like to get informational flyers into the tax bills. Chair Swenson thanked Mr. Haas for his input.

Selectman Veisel stated the Halloween event at the Meetinghouse was a huge success and commended the Parks and Recreation Director, Celeste Chasse, for her efforts in the successful event.

**Agenda Review**

Chair Swenson added under New Business: December Meeting Schedule.

Chair Swenson stated the annual New Hampshire Municipal Association meeting is scheduled for November 13 and 14. He noted he won't be able to attend Wednesday and asked Town Administrator Kinmond to attend.

Town Administrator Kinmond stated he received the requested liability release form from the applicant for the Pine Point Road / Private Road Building Permit, Map 103, Lot 14.

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He stated the applicant fulfilled the obligations by the Board of Selectmen. Town Administrator Kinmond stated it was recommended that an association be formed for the purposes of road maintenance. However, Mr. McKay owns and maintains the road for the subdivision so a formal association could not be formed without his ownership. Town Administrator Kinmond stated the Board of Selectmen needs to sign this and the property owner needs to record it with the Registry of Deeds.

Chair Swenson stated he visited the culvert work on South Shore Road and commended the New Durham DPW and contractor for their design and installation of the culvert project.

**Town Administrator's Report**

Town Administrator Kinmond distributed the Consent Signature Manifests for the dates of 10/16/19 to 11/04/19.

**Town Engineer RFQ – Establish a Review Committee**

The Board reviewed the Request for Quote and proposals as presented. Town Administrator Kinmond explained this method is preferred and approved by the State of NH for cost-sharing with NH DOT or grant funding projects. He stated ten proposals were submitted and explained the scoring system for the review panel to use for screening candidates for the interview process. The Board agreed by consensus that the review board would consist of the Town Administrator, Board of Selectmen representative, Road Agent, Water Quality Chair, and a Planning Board representative.

**Authority for Building Inspector / Code Enforcement Officer to Pursue Small Claims Actions for Collection of Outstanding / Unpaid Fees**

Town Administrator Kinmond explained the Building Inspector discussed these cases with him and impact fees have not been paid. Notices have been sent but no payments received and the Building Inspector is requesting authority from the Board of Selectmen to pursue small claims to collect the fees.

**Chair Swenson made a motion to authorize the Building Inspector / Code Enforcement Officer and / or the Deputy to pursue unpaid fees, permits, etc. through Small Claims Court. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

Chair Swenson stated there would be a Public Hearing for the utility poles assessment on November 18, 2019 at 7:00 p.m.

**New Business**

**Master Plan Milestones**

Chair Swenson stated that last year the Board of Selectmen developed an outline of the Board's responsibility and activities for the Town's Annual Report and asked how the Board wants to handle it this year. The Board concurred that its beneficial to the Annual Report and Chair Swenson will develop a draft of milestones and activities for review by the Board.

**2020 Budget Review**

Chair Swenson distributed a summary of the previously reviewed ETFs and some CRFs.

**Account 4915 – Capital Reserve Funds**

**Equipment Maintenance / DPW**

Chair Swenson stated the CIP recommended amount was \$22,000; the balance of the fund is \$15,485. Town Administrator Kinmond explained they forecast about \$10,000 to be spent this year so the rationale is to keep the account funded closer to \$30,000.

**Public Safety Facilities**

Chair Swenson stated the CIP request was \$285,000 and the CIP recommendation was \$25,000, the projected end of the year balance is \$76,420. Town Administrator Kinmond stated the rationale by the CIP is that the next steps would be looked at after the space needs study. The Board concurred with the CIP recommended amount of \$25,000.

**Account 4901 – Roads**

Town Administrator Kinmond distributed a listing of road segments for the RSMS and he explained this was developed with the Road Agent. Recommendations of the funding were reviewed and discussed. Town Administrator Kinmond stated he also discussed this with Fred Quimby and it was noted they have to show \$60,000 in the account in order to get grant funds.

Chair Swenson stated the CIP request was \$420,250. He stated the Board of Selectmen will need a letter of commitment that between in-kind and cash match they would commit \$67,000 to the grant, if awarded. Chair Swenson suggested a funding amount of \$370,000 as it will cover the needs discussed. He noted that in the past they have had a separate road construction project warrant article but this was not done in 2016 or 2018. Town Administrator Kinmond noted that was contributions to the CRF and suggested funding \$40,000 to CRF with the remainder going to the RSMS, \$330,000.

Chair Swenson summarized the amounts discussed and the Board agreed upon for the CRF accounts.

**Chair Swenson made a motion to approve the CRF line items according to the following schedule for the 2020 Budget: DPW Equipment Maintenance, \$22,000; Ancillary Fire Equipment \$3,000; Gravel, \$15,000; Highway Equipment, \$20,000; Highway Trucks, \$70,000; Meetinghouse Restoration \$25,000; Police Cruiser \$15,000; Public Safety Facilities, \$20,000; RSMS \$330,000 of which \$117,000 will be from the Highway Block Grant; Smith Ballfield, \$5,000; Solid Waste Equipment \$25,000; Water Quality/Milfoil, \$20,000 and Road Construction CRF, \$40,000 for a total of \$610,000. Selectman Veisel seconded the motion. Discussion:**

Town Administrator Kinmond suggested doing the motion separating the roads from the CRF to indicate contribution to a savings account.

**Chair Swenson rescinded the motion.**

**Chair Swenson made a motion to approve the CRF line items according to the following schedule for the 2020 Budget: DPW Equipment Maintenance \$22,000; Fire Department Ancillary Equipment \$3,000; Gravel \$15,000; Highway Equipment \$20,000; Highway Trucks \$70,000; Meetinghouse Restoration \$25,000; Police Cruiser \$15,000; Public Safety Facilities \$20,000; Smith Ballfield \$5,000; Solid Waste Equipment \$25,000; Water Quality / Milfoil \$20,000; and Road Construction \$40,000; for a total of \$280,000. Selectman Veisel seconded the motion. Motion passed 3-0-0**

**Chair Swenson made a motion to approve RSMS Road Construction in the amount of \$330,000 of which \$117,000 will be from the Highway Block Grant. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

**Revenues**

The Board reviewed the 2018 and 2019 budgeted amounts for the Revenue accounts. Town Administrator Kinmond explained the projected revenues and those in the tax warrant. It was noted the current projected revenues are \$1,347,700; total tax amount will be \$2,498,405. Town Administrator Kinmond stated he expects to get the tax rate from NH DRA this week; they are waiting on Copple Crown Village District.

Chair Swenson summarized the totals: timber tax, \$35,000; \$65,000 on delinquent taxes; \$100 on excavation tax; \$25,000 on business license; \$575,000 motor vehicles registrations; \$24,000 for building permits; \$5,500 other licenses; \$140,000 room and meals tax; \$117,000 Highway Block Grant; \$100,000, other (Line 3359) which is the expected cyanobacteria mitigation grant from DES; income from other departments, \$45,000; \$1,000, cemeteries; \$15,000 sale of property; \$5,000 interest on investments; \$48,000 from Other (Lines 3503 – 3509); \$40,000 Capital Reserve Funds; \$7,200 from relevant trusts to apply to Other Agencies budget; for a total of \$1,234,700. Chair Swenson noted this does not include the overlay which Town Administrator Kinmond stated would be \$15,000 (a deduction from revenues).

**Selectman Chase made a motion to approve the estimated 2020 Revenue budget at \$1,234,700. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

**Meeting Schedule**

Wednesday, November 6, 2019, 6:00 p.m., New Durham Town Hall  
Thursday, November 14, 2019, 6:00 p.m., New Durham Town Hall  
Monday, November 18, 2019, 6:00 p.m., New Durham Town Hall  
Monday, December 9, 2019, 6:00 p.m., New Durham Town Hall  
Monday, December 30, 2019, 6:00 p.m., New Durham Town Hall

**Approval of Minutes**

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October 8, 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 absent from that meeting.

October 16, 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 non-public 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; Vie 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 8:15 p.m.

The Board reentered public session at 8:47 p.m.

Chair Swenson made a motion to seal the minutes of the nonpublic session of the November 4, 2019 meeting for reasons that it may adversely affect reputation of one other than the Select Board. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to approve a wage adjustment for Georgianna Nason, a part time Parks and Recreation employee at a rate of \$9.50 per hour, effective November 4, 2019. Chair Swenson 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 8:48 p.m.

Respectfully Submitted,

Jennifer Riel, Recording Secretary