

NEW DURHAM BOARD OF SELECTMEN
New Durham Town Hall
November 27, 2017, 6:00 p.m

Final Approved 12-11-17

Present:

Chair David Swenson
Selectman Cecile Chase (Unable to join until 6:50 p.m.)
Selectman Rod Doherty
Scott Kinmond, Town Administrator

Also Present: (Attending Public Session at 7 p.m.)

Timothy Goodwin, Executive Director WCTV
Maria Eldredge, Board of Directors (Sec.) WCTV
Dot Viesel, Resident

Call to Order

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

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 Doherty seconded the motion. Motion passed, 2-0-0.

Roll Call: Selectman Doherty – Aye; Chair Swenson – Aye

The Board entered nonpublic session at 6:05 p.m.

The Board re-entered public session at 7:01 p.m. Chair Swenson stated during non-public session pursuant they discussed issues relative to RSA 91-A: 3 II a, b and c.

Chair Swenson made a motion to seal the minutes of the nonpublic session of the November 27, 2017 Board of Selectmen meeting. Selectman Doherty seconded the motion. Motion passed 3-0-0.

Wolfeboro Community Television

Tim Goodwin, Wolfeboro Community Television, introduced Marsha Eldridge from the Board of Directors and stated he would like to take a response from New Durham back to his WCTV Board. He explained franchise fees are governed by law and explained municipalities are entitled to access of public education channels. Mr. Goodwin explained the channels they have made available as well as the fees allowed to be collected. He stated they are looking to be able to reinstate with the Town to be able to keep their budget stable and grow the relationship noting they are open to proposed figures from the Board of Selectmen. Mr. Goodwin indicated he would like to get \$18K

*New Durham Board of Selectmen Meeting
November 27, 2017*

or \$24K from the Town. The Board of Selectmen discussed the current fees paid with Town Administrator Kinmond. Selectman Chase stated they have had to cut services in Town in order to pay towards the school budget portion of the taxes and she wants to be sure they are putting funds where they are needed noting she is embarrassed the Town cannot fund this community service. Chair Swenson stated many residents do not have Metrocast to be able to receive these channels as they have switched to TDS. Selectman Doherty stated he understands they cannot really direct any funds this year and suggested setting some aside for next year.

Marsha Eldridge, Board of Directors WCTV, stated she would like to know how many people are able to watch the live broadcast of the meetings. Chair Swenson clarified if people do want to watch the meetings they often will access via the web. Town Administrator Kinmond stated feedback he has had is for those who want to see the meetings on the web and are pleased they can be accessed live and at a later date online.

Dot Veisel, resident, stated they may not be aware of the exact numbers of viewers but many people do talk about wanting to view the meetings. Town Administrator Kinmond concurred there is a lot of value to a community in having this service. Selectman Chase stated the way she sees it they have to rob WCTV and the Town in order to pay the school budget.

Agenda Review

Chair Swenson added under New Business: Personnel Rate Changes; Board of Selectmen Schedule.

Chair Swenson added under Old Business: Library Budget; Revenues; Tax Rate Announcement.

Town Administrator's Report

Town Administrator Kinmond distributed the consent manifest for review.

Town Administrator Kinmond presented requests for ratifications and transfers from the Trustee of Trust Funds. He explained these are for Warrant Article 4, road construction revenue transfer from the CRF in the amount of \$162,000. He noted the Board previously approved these. Town Administrator Kinmond presented for signature transfers relative to Warrant Articles 5 and 6 for transfer to the CRF in the amount of \$170,000 and ETF in the amount of \$65,000. He also presented the request to transfer funds for the purchase of the highway truck sander.

Chair Swenson made a motion to authorize the withdrawal of \$4,600 from the Highway Equipment CRF 01-4915-10-062 for the purchase of a new highway truck sander Purchase Order # 2389, and to request the Trustee of Trust Funds to make the withdrawal/transfer of said funds. Selectman Doherty seconded the motion. Motion passed 3-0-0.

Selectman Doherty made a motion to authorize the withdrawal of \$1,984.26 from the Master Plan CRF, 01-4915-10-064 for the expenses incurred with the printing of the Town's Master Plan, Purchase Order #2496 and reimbursement expenses to David Swenson and request the Trustee of Trust Funds to make the withdrawal/transfer of said funds. Selectman Chase seconded the motion. Motion passed 2-0-1. Chair Swenson abstained.

Town Administrator Kinmond presented a purchase order for the replacement unit for the Police Department air conditioning unit.

Selectman Chase made a motion to authorize the withdrawal of \$2,980 from the Public Safety Buildings Improvement CRF, 01-4915-10-081 for the purchase of a replacement a/c condenser for the Police Station, Purchase Order #2498 and request the Trustee of Trust Funds to make the withdrawal/transfer of said funds. Selectman Doherty seconded the motion. Motion passed 3-0-0.

Town Administrator Kinmond stated the Library Trustees provided documentation and meeting minutes indicating they are in fact the agents to expend for these expenses and noted the motion would be made on behalf of the Library Trustees.

Selectman Chase made a motion to request on behalf of the Library Trustees as agents to expend, the withdrawal of \$11,947.16 from the Library Facilities Improvement CRF, 01-4915-10-066 for the repainting of the library and carpet replacement and to request the Trustee of Trust Funds to make the withdrawal/transfer of said funds. Selectman Doherty seconded the motion. Motion passed 3-0-0.

Selectman Doherty made a motion to authorize the withdrawal of \$6,528.52 from the Vehicle and Equipment CFR 01-4915-10-070 for the maintenance repairs to the highway truck, Purchase Order #2396, and to request the Trustee of Trust Funds to make the withdrawal/transfer of said funds. Chair Swenson seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to authorize the withdrawal of \$58,429 from the Fire Vehicle 01-491-10-080 for the purchase of a new fire command vehicle, purchase order #2499 and decal lettering and emergency equipment installation and to request the Trustee of Trust Funds to make the withdrawal/transfer of said funds. Selectman Doherty seconded the motion. Motion passed, 3-0-0.

Selectman Chase made a motion to authorize the withdrawal of \$799.99 from the computer equipment CRF 01-4915-20-063 for the purchase of a new laptop/tablet for the Fire Department and to request the Trustee of Trust Funds to make the withdrawal/transfer of said funds. Selectman Doherty seconded the motion.
Discussion: Selectman Chase noted this was an unauthorized purchase and it was been addressed with the department. **Motion passed 3-0-0.**

Selectman Chase made a motion to authorize the withdrawal of \$3,340 from the Milfoil CRF 01-4915-10-072, for expenses of milfoil weed pulling and to request the Trustee of Trust Funds to make the withdrawal/transfer of said funds. Selectman Doherty seconded the motion. Motion passed 3-0-0.

Chair Swenson made a motion to authorize the withdrawal of \$8,520 from the Reevaluation CRF 01-4915-10-099 for the contract expense for a portion of the cyclical reevaluation contract and to request the Trustee of Trust Funds to make the withdrawal/transfer of said funds and to close the said CRF and transfer the balance to the Town's General Fund pursuant to the 2017 warrant article. Selectman Doherty seconded the motion. Motion passed 3-0-0.

Tax Rate Notice

Chair Swenson suggested a minor edit to the wording of the notice. The Board of Selectmen concurred with the issuance of the notice.

Solid Waste Ordinance Draft

Town Administrator Kinmond distributed a previously revised draft ordinance for review and discussion. It was noted the ordinance would be published in *The Baysider* upon acceptance. The Board of Selectmen reviewed the draft and edits were made.

Dot Veisel, resident, questioned showing a building permit to dispose of debris. Chair Swenson clarified this is applicable to contractors.

Selectman Chase made a motion to adopt the Solid Waste Ordinance as amended and adopt the fee schedule as amended, effective January 1, 2018. Selectman Doherty seconded the motion. Motion passed 3-0-0.

Chair Swenson made a motion to adjust the hourly rate for Anina Soucy to \$18.50 per hour effective November 20, 2017. Selectman Chase seconded the motion. Motion passed 3-0-0.

Chair Swenson made a motion to adjust the hourly rate of David Bennett to \$16.50 per hour effective November 20, 2017. Selectman Doherty seconded the motion. Motion passed 3-0-0.

Chair Swenson made a motion to adjust the hourly rate for both Leo Mondou and Ron Adjutant to \$12.25 per hour effective November 20, 2017. Selectman Doherty seconded the motion. Motion passed 3-0-0.

Chair Swenson made a motion that all those adjustments come for the 2017 amounts from Account 4155. Selectman Doherty seconded the motion. Motion passed 3-0-0.

Tax Deeded Properties

Town Administrator Kinmond distributed proposed changes in the language for the policy as suggested by Town Counsel for the sale of tax-deeded properties. The Board reviewed and discussed the changes.

Selectman Chase made a motion to approve the Statement of Policy for Sale of Town Property as amended. Chair Swenson seconded the motion. Motion passed 3-0-0.

Woodlot Status

Chair Swenson stated there are three properties to be reviewed; Town Administrator Kinmond explained one lot was removed from woodlot status in 1985 but the tax card was not updated. Town Administrator Kinmond outlined the research Ms. Zuzgo had done. The Board reviewed and discussed the documentation, tax cards and maps.

2018 Budget Review

Account 4550 – Library

The Board reviewed the budget request.

Selectman Chase made a motion to approve account 4550, Library, in the amount of \$129,756. Selectman Doherty seconded the motion. Motion passed, 3-0-0.

Revenues

Chair Swenson noted the last projection was \$1,451,590 but after looking at the calculations over the weekend the number should be \$1,426,590 for a \$30,000 reduction. These were reviewed and Town Administrator Kinmond will work on finalizing the figures.

Future Meetings

December 4, 2017, Town Hall, 9:00 a.m.

Public Input

Dot Veisel, resident, stated she has received comments from 6 people about this meeting so people do watch the video feeds.

Selectman Chase stated she is embarrassed by the lack of funding for the WCTV and has wasted her 9 months on the committee trying to figure out funding when they are not willing to support the station in anyway.

Other

Town Administrator Kinmond stated he is working on an analysis relative to health insurance. He stated he received a proposal from a competitor with an 8% decrease and explained the options but he wants to go over the two plans with the Finance Officer and will hopefully have something for the Board to review by the December 11 meeting.

Discussion on whether to schedule a workshop Select Board meeting on the topic of the Human Resource policies concluded with a scheduled date of January 4, 2018 at 9 a.m.

*New Durham Board of Selectmen Meeting
November 27, 2017*

This workshop meeting would be held with Joan Swenson and TA Kinmond along with the Select Board to continue the revision of subject policies.

Approval of Minutes

Meeting of October 19, 2017 – Edits were made. **Selectman Doherty made a motion to approve the minutes as amended. Chair Swenson seconded the motion. Motion passed 3-0-0.**

Meeting of October 23, 2017 – Edits were made. **Selectman Chase made a motion to approve the minutes as amended. Selectman Doherty seconded the motion. Motion passed 3-0-0.**

Meeting of October 23, 2017, non-public, unsealed – Edits were made. **Selectman Chase made a motion to approve the minutes as amended. Selectman Doherty seconded the motion. Motion passed 3-0-0.**

Meeting of October 26, 2017 – Edits were made. **Selectman Chase made a motion to approve the minutes as amended. Selectman Doherty seconded the motion. Motion passed 3-0-0.**

Meeting of November 2, 2017 – Edits were made. **Selectman Chase made a motion to approve the minutes as amended. Selectman Doherty seconded the motion. Motion passed 3-0-0.**

Meeting of November 8, 2017 – Edits were made. **Selectman Chase made a motion to approve the minutes as amended. Selectman Doherty seconded the motion. Motion passed 3-0-0.**

Meeting of November 13, 2017 – Postponed.

Meeting of November 14, 2017 – Edits were made. **Selectman Chase made a motion to approve the minutes as amended. Selectman Doherty seconded the motion. Motion passed 3-0-0.**

Meeting of November 20, 2017 – Edits were made. **Selectman Doherty made a motion to approve the minutes as amended. Selectman Chase seconded the motion. Motion passed 3-0-0.**

Adjourn

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

The meeting was adjourned at 10:04 p.m.

Respectfully Submitted,
Jennifer Riel, Recording Secretary