

**NEW DURHAM BOARD OF SELECTMEN
New Durham Town Hall
December 12, 2019, 4:30 p.m.**

Final Approved 12-31-19

Present

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

Also Present

Scott Kinmond, Town Administrator
Heidi Duford, Resident/Treasurer
Laurel Christaldi, Resident/Nominee for Deputy Treasurer

Call to Order

Chair Swenson called the meeting to order at 4:34 p.m. He stated they have a quorum physically present and Selectman Chase is present via telephone. Selectman Chase confirmed she is unable to be physically present at the meeting due to her schedule and confirmed there is no one else in the room with her. Chair Swenson stated all actions at this meeting would be by roll call vote.

Selectman Chase stated she had to excuse herself briefly.

Agenda Review

Chair Swenson added under New Business: Suggestions for Presentation of Items at the Deliberative Session; Review of the Narrative for Annual Report.

Town Administrator Kinmond added Final Approval by the Board for Printing of the 2018 Audit; Review of the Warrant; Review of the Office Schedule for Christmas Eve Day.

New Business

Nomination for Deputy Treasurer

Chair Swenson stated the Board of Selectmen appoints the Town Treasurer and then the Treasurer has the responsibility of bringing forward a candidate for the Deputy Treasurer position which is then nominated and approved by the Board of Selectmen. Chair Swenson stated the nomination process involves a two-week vetting period to allow for any comments from the public. He stated the appointment would be made official at the next regularly scheduled Board of Selectmen meeting of December 31, 2019 barring any inputs which would impact that decision.

Selectman Chase rejoined the meeting via telephone.

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Laurel Christaldi, resident/nominee for Deputy Treasurer, confirmed she is a resident of New Durham and stated she has worked as an administrative assistant at Prospect Mountain High School for thirteen years. Chair Swenson asked her experience in regards to finance. Ms. Christaldi stated she worked in the business office and handled payables before Ms. Duford came there. She also filled in when other employees were out for extended periods of time. Chair Swenson explained the position of Deputy Treasurer doesn't typically have a lot of activity and asked Treasurer Duford what the specific tasks that may be required. Ms. Duford stated it would mainly be verifications and signing checks when she would be unable to do so due to vacations, etc. Selectman Veisel confirmed Duford and Christaldi have worked together at Prospect Mountain High School. Ms. Duford explained how they work together in finance activities such as purchase orders, requisitions, and paying bills for multiple school departments. Chair Swenson noted this appointment would be for the period until March 31, 2020 and the appointments are done annually. He stated Town Administrator Kinmond would need to follow up on whether the stipend has already been paid out for 2019.

Chair Swenson made a motion to nominate Laurel Christaldi to the position of Deputy Treasurer for the Town of New Durham with said nomination to move forward under the New Durham nomination policy. Selectman Veisel seconded the motion. Roll Call: Selectman Veisel –aye; Selectman Chase – ave; Chair – ave. Motion passed 3-0-0.

Chair Swenson updated Selectman Chase on the items added to the agenda during her brief absence.

Annual Report

The Board reviewed the draft narrative for the Annual Report.

Chair Swenson distributed a proposed presentation schedule of the Warrant Articles at the Deliberative Session by the Board of Selectmen members. He stated the first articles are presented for Deliberative Session information only by the Chair of the Planning Board or designee with the remaining articles presentation being distributed among the Board of Selectmen members. The Board concurred with the suggested assignments.

Review of Draft Warrant

Town Administrator Kinmond distributed the draft Warrant and explained the Town Clerk has reviewed the positions open for election and updated as needed. He stated he has also made the corrections for the edits made at the prior Board of Selectmen meeting on Monday (12/09/19). Selectman Veisel asked if the use of the school gym for the voting has been confirmed. Town Administrator Kinmond stated it is confirmed and the issue of change in use is for next school year starting on 07/01/20.

Town Administrator Kinmond stated the Town Holiday Schedule only recognizes closure of the Town offices on December 25 and asked the Board of Selectmen to consider early closure on the 24th of December. He stated some employees are traveling for the holiday

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and others have family engagements. Chair Swenson stated he doesn't have any problem with that. The Board concurred with a noon closure.

Chair Swenson made a motion to authorize the Town Office early closure on December 24, 2019 at 12:00 noon. Selectman Veisel seconded the motion. Roll Call: Selectman Veisel –aye; Selectman Chase – aye; Chair – aye. Motion passed 3-0-0.

2018 Audit

Chair Swenson stated he has not thoroughly reviewed the audit presented by Town Administrator Kinmond but has completed a preliminary review. The Board reviewed the letter from the auditors. Chair Swenson stated that in regards to post-employment benefits the Board of Selectmen has made the point in the past that it makes no sense financially to pay actuarially as they have sufficient funds to cover what they consider to be major issues and doesn't consider this comment by the auditors to be an issue. He stated the other comment regarding the tax bills not aligning with the tax warrant due to a clerical error has been addressed in that they made a corrective warrant to address it. Chair Swenson stated his other concern is the valid comment regarding the transfer of CRF and ETFs through the Trustees of Trust Funds. He stated he's made a big push to get the trustee funds information in a more timely manner and to get their reports into the Annual Report even though state law doesn't require it; he stated he doesn't have a problem with the recommendation by the auditors. Town Administrator Kinmond noted that over the last few years they have improved in their abilities to do transfers on a quarterly basis. He explained this to the auditors and noted it is important to have good communication between the Trustees and the Board of Selectmen in the event there are unallowable transfers in cases where there are opinion differences.

Chair Swenson made a motion to acknowledge receipt of the auditor's report for 2018 and that the Board approve it to move forward to the next step in the process. Selectman Veisel seconded the motion. Roll Call: Selectman Veisel –aye; Selectman Chase – aye; Chair – aye. Motion passed 3-0-0.

Chair Swenson noted they received an assessment equalization data certificate which needs to be signed by the Board of Selectmen. Town Administrator Kinmond explained this is to verify that the assessing done in 2019 was cyclical and provide them with an equalization ratio in accordance with the valuations.

Future Meeting

December 31, 2019, 8:00 a.m., New Durham Community Room

Adjourn

Chair Swenson made a motion to adjourn. Selectman Veisel seconded the motion. Roll Call: Selectman Veisel –aye; Selectman Chase – aye; Chair – aye. Motion passed 3-0-0.

The meeting was adjourned at 5:14 p.m.

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Respectfully Submitted,

Jennifer Riel, Recording Secretary