

**NEW DURHAM BOARD OF SELECTMEN  
New Durham Town Hall  
March 9, 2020, 6:00 p.m.**

**Final Approved 04-20-20**

**PRESENT**

Chair David Swenson  
Selectman Cecile Chase  
Selectman Dorothy Veisel

**ALSO PRESENT**

Scott Kinmond, Town Administrator  
Ron Uyeno, Resident

**CALL TO ORDER**

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

**Appointments/Announcements**

Chair Swenson opened with a recognition and appreciation for Parks & Recreation Director Celeste Chasse, for her successful Annual Winter Carnival and other related ongoing Recreation & Community activities.

Chair Swenson stated the Town voting will take place tomorrow, March 10, 2020 with the polls being open from 8:00 a.m. to 7:00 p.m. at the New Durham Elementary School and encouraged everyone to get out to vote. He stated the issues have been well presented and explained at meetings and the Deliberative Session as well as being outlined in the printed Voter Guide.

Chair Swenson stated the Annual Report is now available at Town Hall as well as at the voting place tomorrow.

Selectman Veisel thanked Selectman Chase and Town Administrator Kinmond for keeping things running smoothly while she was unable to attend meetings earlier in 2020.

**Public Input**

None.

**Agenda Review**

No changes were made to the Agenda.

**Town Administrator's Report**

Town Administrator Kinmond distributed for review by the Board the Consent Signature Manifest for the dates of February 4, 2020 to March 9, 2020. He noted these would be attached to the minutes for public review.

**Police Department Purchase Order – Equipment and Install for 2020 Police Cruiser**

Town Administrator Kinmond stated two quotes were obtained and Police Chief Bernier has requested to go with the one which is slightly higher cost but it is a local company versus going to Massachusetts for the other vendor. TA Kinmond explained the difference in amount due to equipment. Chair Swenson asked that there be the condition that a detailed calculation on the cost difference in travel time and usage be submitted to Town Administrator Kinmond to justify accepting the bid of the more local vendor. Selectman Chase noted the price difference is \$800. Town Administrator Kinmond stated that in regards to warranty issues it will be easier getting the vehicle to a local shop than out-of-state.

**Selectman Veisel made a motion to approve purchase order #0373 in the amount of \$16,596.70 to Ossipee Mountain Electronics of Moultonborough, NH for the purchase of emergency equipment as specified: radar and installation of said equipment in a 2020 Dodge Durango AWD Special Police Utility Vehicle and said expenditure to come from the Police Department Vehicle CRF, account 01-5000-10-075. Selectman Chase seconded the motion. Motion passed 3-0-0.**

**Department of Public Works – Seasonal Weight Limit**

Town Administrator Kinmond stated in 2017 the Board of Selectmen gave the Road Agent the authority to post seasonal weight limits. He stated the Road Agent enacted and posted all Town of New Durham roads on March 2, 2020. The posting was done on the roads, at the Town Hall, on the website, and in *The Baysider*.

**CAI Tax Map Annual Maintenance Agreement and Purchase Order**

Town Administrator Kinmond presented a copy of the agreement for the period of April 1, 2020 through March 31, 2021 for review by the Board. He stated this is to maintain the tax maps through Cartographics for the website noting this is less expensive than doing it through the contract assessor.

**Selectman Chase made a motion to authorize purchase order #2693 in the amount of \$2,050 to CAI Technologies of Littleton, NH for the annual maintenance fees for tax maps services. Said expenditure to come from account 01-4152-10-390. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

**New Business**

**2020 DES Exotic Aquatic Species Control Grant**

Town Administrator Kinmond stated this was covered in the budget process and the grant was prepared and submitted to NH DES. He stated the Board of Selectmen need to ratify the action and authorization for the signatures.

**Selectman Chase made a motion to approve the 2020 DES Exotic Aquatic Species Control Grant in the total amount of \$14,200, with \$5,680 from the grant award and \$8,520 from a local match. Said expense to come from account 01-5000-10-072 and to authorize the Chair to sign any necessary grant documents. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

**Nomination for Appointment – New Durham Conservation Commission**

The Board reviewed the letter of interest. Town Administrator Kinmond stated this would be an alternate position as the commission is currently full.

**Selectman Chase made a motion to nominate Victor Piekarski of New Durham, NH as an alternate commissioner to the Conservation Commission for a three year term to expire 03/31/2023. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

**Nomination for Appointment – Parks and Recreation Commission**

Town Administrator Kinmond stated Mr. D'Entremont's term is due to expire and he has expressed interest in continuing as a member of the commission.

**Chair Swenson made a motion to nominate Mark D'Entremont of New Durham, NH as a commissioner to the Parks and Recreation Commission for a three year term to expire 03/31/2023. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

**Tax Exemption Requests**

Town Administrator Kinmond stated the contract assessor has reviewed and confirmed the eligibilities for the following exception requests, and recommends approval. Chair Swenson explained the Elderly Exemption is based on income and age requirements and is then applied as a reduction in the assessed value.

Elderly Exemption Map 241, Lot 006

**Selectman Chase made a motion to approve the request for Elderly Tax Exemption for Map 241, Lot 006. Said exemption in the amount of \$45,000. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

Veterans Tax Credit Map 250, Lot 054

**Chair Swenson made a motion to approve the Veterans Tax Credit in the amount of \$500 for Map 250, Lot 054. Selectman Chase seconded the motion. Motion passed 3-0-0.**

Veterans Tax Credit Map 269, 004

**Selectman Chase made a motion to approve the Veterans Tax Credit in the amount of \$500 for Map 269, Lot 004. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

Veterans Tax Credit Map 212, Lot 033

**Selectman Chase made a motion to approve the Veterans Tax Credit in the amount of \$500 for Map 212, Lot 033. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

Veterans Total and Permanent Service Disability Tax Credit Map 212, Lot 033  
**Selectman Chase made a motion to approve the Veterans Total and Permanent Disability Tax Credit in the amount of \$1,400 for Map 212, Lot 033. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

Veterans Tax Credit Map 270, Lot 010  
**Selectman Chase made a motion to approve the Veterans Tax Credit in the amount of \$500 for Map 270, Lot 010. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

Veterans Total and Permanent Service Disability Tax Credit Map 270, Lot 010  
**Selectman Chase made a motion to approve the Veterans Total and Permanent Disability Tax Credit in the amount of \$1,400 for Map 270, Lot 010. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

Application for Current Use Map 237, Lot 002-  
**Selectman Chase made a motion to approve the Current Use application for Map 237, Lot 002 for 3 acres which is adjacent to Map 237, Lot 001, 93 acres and owner of record being the same. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

#### **Election Day Board of Selectmen Coverage – March 10, 2020**

Chair Swenson stated that per state law a member of the board is required to be present at the polls at all times during the election hours. Selectman Chase stated she would recuse herself as she is on the ballot to avoid any conflict of interest potential. Selectman Veisel stated she would be there in the morning and Chair Swenson stated he plans to be there most of the day but they will work together to ensure one is there at all times.

#### **CRF / ETF Fund Balance Update**

Chair Swenson stated he asked Town Administrator Kinmond to provide the most up to date balances of the CRF and ETF funds and these were distributed for review by the board. Town Administrator Kinmond noted the Treasurer for the Trustee of the Trust funds provided him with the MS-9 form although it has not at this time officially been approved by NH DRA. He confirmed it matches the balances he pulled from the accounts.

#### **Old Business**

Appointment – New Durham Water Quality Committee

**Chair Swenson made a motion to appoint Mike Gelinas of New Durham, NH to the New Durham Water Quality Committee for a three-year term to expire 03/31/2023. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

Appointments – New Durham Parks and Recreation Commission

**Selectman Chase made a motion to appoint Carol Allen of New Durham, NH to the New Durham Parks and Recreation Committee for a three-year term to expire 03/31/2023. Chair Swenson seconded the motion. Motion passed 2-0-1. Selectman Veisel abstained.**

**Selectman Chase made a motion to appoint Chad Chase of New Durham, NH to the New Durham Parks and Recreation Committee for a two-year term to expire 03/31/2022. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

**Selectman Chase made a motion to appoint Scott Goodspeed of New Durham, NH to the New Durham Parks and Recreation Committee for a two-year term to expire 03/31/2022. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

### **Other**

#### **Engineering Contract Award**

Town Administrator Kinmond stated at the last meeting the board directed him to go to Westin and Sampson to work over the details of the contract. He stated it was also reviewed by Town Counsel and subsequent revisions made. Town Administrator Kinmond explained the concerns of Town Counsel regarding the professional liability of the engineering contractors and stated the company is insured up to \$5 million.

**Selectman Chase made motion to authorize the Chair to sign the Town Engineering Services Contract with Westin and Sampson Engineers Inc. on behalf of the Board of Selectmen. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

Chair Swenson asked if they have begun any work on projects yet. Town Administrator Kinmond replied that they have met with Fred Quimby regarding the DES grant.

#### **Finance Software and Bank Transition Updates and Goals**

Chair Swenson stated these are pretty big projects for this year and asked for an update from Town Administrator Kinmond regarding the projects. For the Bank transition Town Administrator Kinmond stated all the accounts have been setup; the finance office has been working with the bank relative to checks to ensure compatibility with the software; all escrow accounts have been moved over along with the funds and they are now in the process of transferring payroll and other general funds.

For the Finance software transition Town Administrator Kinmond stated he will be having conference call on Wednesday with the software company, Edmonds, to go over the coordination of downloading data and reports with a tentative plan for tax billing and collection to bill out through BMSI and record collections through Edmonds.

### **Future Meetings**

March 23, 2020, 6:00 p.m, New Durham Town Hall

**Follow-Up for Letter Sent to School District**

Town Administrator Kinmond stated the Superintendent of the School District verbally notified him that the School Board made the decision to only close the schools on November 3, which is the national election date, for the 2020 – 2021 school year. She indicated that the local elections can still be done as there are not as many requirements. Selectman Chase stated in the past there were complaints from voters when the location was changed and she suggested asking the Town representatives to the School Board come before the Board of Selectmen to explain their positions. Selectman Chase stated she spoke with the Superintendent and it was explained the district doesn't want to start school before September nor do they want to extend school later into June. Selectman Veisel stated the principal at New Durham School has been good with working with them. Selectman Chase stated she notified them of the space needs study which would be looking at the assets and looking at a space outside the school to accommodate meetings and voting.

**Review and Approval of Minutes**

Meeting of December 31, 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.**

Meeting of February 4, 2020 – 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 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 or 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 7:23 p.m.

The Board reentered public session at 8.05 p.m.

*New Durham Board of Selectmen Meeting  
March 9, 2020*

**Chair Swenson made a motion to seal the minutes of the nonpublic session of March 9, 2020 for reasons that it may adversely affect reputation of one other than the Board. Selectman Chase 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 8:05 p.m.

Respectfully Submitted,

Jennifer Riel, Recording Secretary