

**NEW DURHAM BOARD OF SELECTMEN**

**New Durham Town Hall**

**April 20, 2020, 6:00 p.m.**

***Continued from April 6, 2020***

**FINAL APPROVED 05-04-20**

*DRAFT: These minutes are strictly a draft copy and are awaiting amendment or approval at a subsequent, duly noticed public meeting. Amendments to these minutes will be noted in the minutes of said meeting. The draft will be posted on the website as a draft copy for public informational use only.*

*In accordance with Governor's Executive Order #12, pursuant to RSA 91-A: 2*

*Attendees log into: Join Zoom Meeting*

*<https://zoom.us/j/551981526?pwd=ZW9xMkFheWRHbmlOU0duSDZKSUk5UT09>*

*Meeting ID: 551 981 526; Password: 093735*

*Or via telephone number: 1-301-715-8592 US;*

*Meeting ID: 551 981 526; Password: 093735*

*Technical difficulties contact Town Administrator Scott Kinmond at*

*[skinmond@newdurhamnh.us](mailto:skinmond@newdurhamnh.us) or by phone at 603-556-1516.*

**PRESENT**

Chair David Swenson – via Zoom

Selectman Cecile Chase – via Zoom

Selectman Dorothy Veisel – via Zoom

**ALSO PRESENT**

Scott Kinmond, Town Administrator– via Zoom

Terry Jarvis, Chair of Budget Committee – via Zoom

David Bickford, resident – via Zoom

Cathy Allyn, 1772 Meetinghouse Restoration – via Zoom

Bob Bickford, resident – via Zoom

David Trisciani , sales representative for St. Pauly Textiles – via Zoom

**CALL TO ORDER**

Chair Swenson called the meeting to order at 6:04 p.m. He stated this is a continuance of the April 6, 2020 Board of Selectmen meeting. Chair Swenson stated that due to the State of Emergency declared by Governor Sununu and pursuant to Executive Order #12 pursuant to Executive Order 2020--4, the public body is authorized to meet electronically. He stated there is no physical location to observe this meeting. However, in accordance with the Order it was confirmed that the Town is providing public access to the meeting by telephone with additional access possibilities by video (Zoom). All members of the Board of Selectmen and Town Administrator have the ability to communicate contemporaneously during this meeting; the public has access to contemporaneously listen and participate via links posted on the agenda. Chair Swenson confirmed the meeting was posted appropriately with access numbers. He stated that in the event the public is unable to access the meeting it would be adjourned and rescheduled. Chair

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Swenson stated all motions would be taken by roll call; roll call attendance was taken for those Select Board members participating in the Zoom meeting. Chair Swenson and each Board member confirmed all participants are alone. Chair Swenson stated that in the event they need to go into non-public session, a separate phone number will be used for the Board of Selectmen members to use and they will then enter nonpublic session.

Chair Swenson stated that since this is a continuation of the April 6, 2020 meeting that meeting was ended in nonpublic session. Therefore, there is a public action that is needed as follows:

**Chair Swenson made a motion to seal the nonpublic meeting minutes of April 6, 2020 for reasons that it may adversely affect reputations for one other than the Board. Selectman Veisel seconded the motion. Roll Call: Selectman Chase –aye; Selectman Veisel – aye; Chair Swenson – aye. Motion passed 3-0-0.**

**Agenda Review**

Chair Swenson noted the board organization was previously postponed and suggested taking that issue immediately.

**Board Organization**

**Selectman Veisel made a motion to continue with all office assignments and appointments.** Chair Swenson suggested they do the appointments on an individual basis.

**Selectman Veisel made a motion to nominate David Swenson as Chair of the Board of Selectmen. Selectman Chase seconded the motion. Roll Call – Selectman Veisel – aye; Selectman Chase – aye; Chair Swenson – abstain. Motion passed 2-0-1.**

**Chair Swenson made a motion to nominate Cecile Chase as Vice Chair of the Board of Selectmen. Selectman Veisel seconded the motion. Roll Call – Selectman Veisel – aye; Selectman Chase – abstain; Chair Swenson – aye. Motion passed 2-0-1.**

**Chair Swenson made a motion to nominate Selectman Veisel as the Board of Selectmen representative to the Planning Board. Selectman Chase seconded the motion. Roll Call – Selectman Veisel – abstain; Selectman Chase – aye; Chair Swenson – aye. Motion passed 2-0-1.**

**Chair Swenson made a motion to nominate Selectman Chase as the Board of Selectmen representative to the Capital Improvement Plan Committee. Selectman Veisel seconded the motion. Roll Call – Selectman Veisel – aye; Selectman Chase – abstain; Chair Swenson – aye. Motion passed 2-0-1.**

**Selectman Chase made a motion to nominate Chair Swenson as the Board of Selectmen representative to the Budget Committee. Selectman Veisel seconded the motion. Roll Call: Selectman Veisel – aye; Selectman Chase – aye; Chair Swenson – abstain. Motion passed 2-0-1.**

**Selectman Veisel made a motion to nominate Chair Swenson as the Board of Selectmen representative to the Cyanobacteria Mitigation Steering Committee. Selectman Chase seconded the motion. Roll Call: Selectman Veisel – aye; Selectman Chase – aye; Chair Swenson – abstain. Motion passed 2-0-1.**

**Appointments/Announcement**

Cathy Allyn, 1772 Meetinghouse Restoration Committee, stated she sent information to the Board of Selectmen members regarding the opportunity to place a clothes receptacle to obtain clothes for charitable purposes. Ms. Allyn stated the donations are collected and resold in the US and overseas. David Trisciani, sales representative for St. Pauly Textiles, stated they collect and sell items then give back a portion of the proceeds to the committee. Chair Swenson explained the committee is looking to place the receptacle on the Meetinghouse grounds. He stated he has four conditions he would like to cover: 1) contract be reviewed by Town Counsel, 2) location of receptacle not detract from the Meetinghouse view, 3) place in the file the L-CHIP approval of receptacle allowance on Meetinghouse grounds, and 4) ensure the contract / agreement includes terms for removal of the receptacle by St. Pauly Textiles at anytime and for any reason. Ms. Allyn stated they have fulfilled all the conditions except review of the agreement by Town Counsel. She stated St. Pauly Textiles provided a list of where other clothing sheds are located. Chair Swenson stated he does still want Town Counsel's review. Mr. Trisciani explained there is no signed contract, and no one is locked in for a period of time; removal is typically done within a month of a request. Selectman Veisel asked if the collections are limited to clothing. Mr. Trisciani explained they collect clothing, accessories, shoes, stuffed animals, curtains, textiles, towels, pillowcases, purses, but no toys. Selectman Chase asked if this is the same company with the box at the transfer station. It was confirmed that transfer station box is no longer there and St. Pauly Textile was not the same as what was at the transfer station.

**Chair Swenson made a motion to approve the opportunity for the Meetinghouse to place a receptacle bin from St. Pauly Textiles according to the four points presented and the condition that the Town Administrator and the Board of Selectmen Chair have the opportunity to review any agreements. Selectman Veisel seconded the motion. Roll Call: Selectman Chase –aye; Selectman Veisel – aye; Chair Swenson – aye. Motion passed 3-0-0.**

Ms. Allyn stated it seems the Budget Committee does not support the Meetinghouse project the way that it needs to and the Meetinghouse Committee would like advice on how to garner the support they need. Chair Swenson replied the Board of Selectmen and the Budget Committee are fairly unified in the concepts regarding the project and it is unfair to lay the responsibility only on the Budget Committee. He stated the Meetinghouse Committee has started one of the first steps in independent outside fundraising; he stated things have been requested to be done by the Meetinghouse Committee but not a lot of action / response was taken in 2019.

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Bob Bickford, Meetinghouse Committee, stated they have looked into other funding sources including the National Park Service restoration grant program and found that was an active funding process but the last two years they have not had funding in the program. He stated they would keep an eye on that funding source as they were an ideal candidate to receive grant funds. Mr. Bickford stated they also looked into the NH Charitable Foundation. However, the project doesn't fall into the current funding criteria for Strafford County. Ms. Allyn stated she would like to know how to explain to the Budget Committee where they stand in not being able to get grand finding.

Chair Swenson stated that while grants are a part of funding, he would also suggest looking for independent capital fundraising as well. Mr. Bickford stated there seems to be some misinformation in the community regarding the project and asked the best avenue to present the information to the community. Ms. Allyn stated she is concerned about past meetings where the project was discussed and they weren't there to explain and wants to reiterate that in 2017 the Board of Selectmen was advised the project would cost \$100,000.

Chair Swenson stated 2020 is going to be a difficult year for fundraising and suggested they begin with developing messages to communicate the fundraising projects and develop plans for raising money. Mr. Bickford asked what boards or committees they should meet with to share information regarding the project. He stated the roof is in rough shape and doesn't want to see the timber frame structure damaged with loss of a roof. Chair Swenson asked if the roof could be addressed without the rest of the timber frame structure being addressed. Ms. Allyn explained the repairs to the timber frame and the roof have to be done at the same time. Chair Swenson noted the Meetinghouse CRF has about \$50,000 balance and asked if they could do just the roof now.

Mr. Bickford stated this may not be the year to raise funds through the Town but they do want to get the message out. Selectman Chase suggested their target needs to be the people of New Durham who can vote and support the project.

Ms. Allyn stated they have a hard time getting people on the committee as well and believes this is due to the lack of support, public perception, and the sorts of things the committee has gone through. She stated she would like to see all work together to change that image. Selectman Chase stated she believes the Board of Selectmen is supportive of the project; the Board members can't take on any of the work for the project and suggested looking at the skills sets within the committee as well as those they need in the committee and target those individuals with a positive message.

Chair Swenson recommended the Meetinghouse Committee members to go back to the Budget Committee meeting minutes to review their concerns and possibly attend some future Budget Committee meetings. He suggested the Board of Selectmen look at the composition of the Meetinghouse Committee, determine if there are enough members and if more are needed, and look at the skills sets which would be beneficial; he noted this may be a hard year for it as there will certainly be a competition for resources. Town Administrator Kinmond suggested taking their 2017 document and refresh and refine it;

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he stated they need to explain the importance of the roof repairs and the process involved then get that information out to all the boards and committees. Ms. Jarvis, resident, suggested the committee go back over the minutes from the Budget and CIP Committees for the last few years to determine the specific concerns and address those.

**Agenda Review**

Chair Swenson added under New Business: follow-up with non-public session motions;

Chair Swenson added under Town Administrator's Report: update on Primex new costs for next year;

Chair Swenson suggested postponing the details of the discussion of some of financial impacts from COVID-19 issue (Agenda Item 5.D) as it may need non-public discussion.

**Follow up to Non-Public Session of April 6, 2020**

**Chair Swenson made a motion to approve the wage adjustment for Sergeant Reginald Meattey from \$26.66 per hour to \$27.50 per hour retroactively effective to April 06, 2020. Selectman Veisel seconded the motion. Roll Call: Selectman Chase –aye; Selectman Veisel – aye; Chair Swenson – aye. Motion passed 3-0-0.**

**Chair Swenson made a motion to approve the wage adjustment for Officer Brian Crockwell from \$22.33 per hour to \$24.00 per hour retroactively effective to April 06, 2020. Selectman Chase seconded the motion. Roll Call: Selectman Chase – aye; Selectman Veisel – aye; Chair Swenson – aye. Motion passed 3-0-0.**

**Town Administrator's Report**

**Annual Review of Finance Policies**

The Board reviewed the Delegation of Transfer or Deposit Authority; the edits made include an update of the approved date to April 20, 2020.

**Chair Swenson made a motion to approve the Delegation of Transfer or Deposit Authority Policy as presented and amended on April 20, 2020. Selectman Chase seconded the motion. Roll Call: Selectman Chase – aye; Selectman Veisel – aye; Chair Swenson – aye. Motion passed 3-0-0.**

The Board reviewed the Fund Balance Guideline. The only edit made was the approved date to April 20, 2020.

**Selectman Chase made a motion to approve the Fund Balance Guideline Policy as presented and amended on April 20, 2020. Selectman Veisel seconded the motion. Roll Call: Selectman Chase – aye; Selectman Veisel – aye; Chair Swenson – aye. Motion passed 3-0-0.**

The Board reviewed the Investment Policy. The only edit made was the approved date to April 20, 2020.

**Chair Swenson made a motion to approve the Investment Policy as presented and amended on April 20, 2020. Selectman Veisel seconded the motion. Roll Call: Selectman Chase – aye; Selectman Veisel – aye; Chair Swenson – aye. Motion passed 3-0-0.**

The Board reviewed the Purchasing Policy. The only edit made was the approved date to April 20, 2020.

**Chair Swenson made a motion to approve the Purchasing Policy as presented and amended on April 20, 2020. Selectman Veisel seconded the motion. Roll Call: Selectman Chase – aye; Selectman Veisel – aye; Chair Swenson – aye. Motion passed 3-0-0.**

Town Administrator Kinmond distributed the Consent Signature Manifest for the dates of 03/09/20 to 04/13/20 for review by the Board.

#### **DRA MS-232 Report of Actual Appropriations Voted**

Town Administrator Kinmond stated he worked with NH Department of Revenue Administration on the MS-232 Report; it has been submitted and approved and will be presented for signatures by the Board of Selectmen. Chair Swenson noted the total voted appropriations were \$3,837,362.

#### **2020 First Quarter Financial Report**

Town Administrator Kinmond distributed a copy of the report for review by the Board. He explained he summarized there are only a few accounts below 75% and it is attributed to first quarter payments for operating software, annual town report, and software licenses which are mostly annual, one-time payments occurring in the first quarter; the legal line is at roughly 50% due to several litigation matters as well as zoning / land use violations or reviews. Town Administrator Kinmond stated the highway and streets is down a bit as the greatest part of winter costs fall in the first quarter; vehicle maintenance continues to be required for problematic equipment. He stated the overall budget is at 79.13% which is in the same range as the last few years. Chair Swenson suggested Selectman Veisel ask the Planning Board if they would consider postponing any further contract expense for this year as every little bit will help. Selectman Veisel stated there was a partial commitment last year that is the end of the commitment; it has to do with the impact fees. Selectman Chase asked Town Administrator Kinmond if he had any information on the possible cuts with the school district. Town Administrator Kinmond stated he has not followed up with the Superintendent yet but has reached out to New Hampshire Municipal Association relative to whether or not the Town can ask for their help relative to the billing particularly in the event the Town's revenues are down. He stated at this point they are obligated to pay the bill or the district will take the Town to court as they did with Ossipee.

#### **PD Equipment and Install for 2020 Police Cruiser – Follow-up Information**

Town Administrator Kinmond stated that back in March when the purchase order was presented for the installation of equipment in the new police cruiser, there were some

questions regarding the relative costs between a local vendor and out of state vendor; he stated at the time the in-state vendor was higher but they could see the savings in the wages and travel costs for going out-of-state for any maintenance issues. He presented a cost-analysis for review by the Board and stated it is more financially beneficial to use the in-state vendor since the out of state vendor did not fully quote all specifications.

**Memo to Select Board –COVID19 Estimated Financial Impacts  
Covid19 Pandemic –Town Services Update**

Chair Swenson stated no one knows the financial impact of the current situation but line items for CRFs and ETFs are specific to their purposes and can't be changed in use without a vote from the Town. He stated the Board of Selectmen still has authority and decision-making power for the CRF and ETF funds and suggested they begin thinking about purchases they may want to consider postponing until another time. Town Administrator Kinmond explained an example is the International truck in the Highway Department; it has continued and repeated problems year after year. He suggested the Board seriously consider moving forward with the purchase of a new 550 truck under State bid, cab and chassis and presented a funding plan. He stated the plan includes selling the International dump truck and utilizing those revenues to offset any shortfalls. Selectman Chase stated she agrees with Town Administrator Kinmond rationale for replacing the piece of equipment and wants to go forward on a case-by-case basis. Chair Swenson noted they are also under a time constraint with the State bid. He also indicated that with current economic issues the Town may not receive the projected trade-in value of the International.

**Chair Swenson made a motion to approve purchase order #2688, to Grappone Ford for a 2020 Ford F-550 chassis 4x4 regular cab, State Bid #2011-48-4 in the amount of \$47,253. Selectman Veisel seconded the motion. Roll Call: Selectman Chase – aye; Selectman Veisel – aye; Chair Swenson – aye. Motion passed 3-0-0.**

Chair Swenson asked Town Administrator Kinmond to ensure Department Heads are made aware that any additional CRF and ETF usage should be viewed carefully and conservatively holding off any non-emergency CRF / ETF spending.

**Covid19 Pandemic – Town Services Update**

Chair Swenson stated they initially began the change in Town Hall operations at the March 17, 2020 meeting, and it was extended again to May 4; he suggested extending again until at least May 5. Town Administrator Kinmond stated all Town staff is well and no first responders have been infected or had to be quarantined. He stated there were some potential COVID-19 transports but those were all confirmed negative. Town Administrator Kinmond explained the ambulance is decontaminated after each use resulting in additional staff hours; he stated the community is still at the 1-4 confirmed COVID-19 infection range. He stated that he and Fire Chief Varney continue in weekday conference calls with Homeland Security and Emergency Management; Fire Chief Varney has been cataloging the last three to four weeks of correspondences.

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Town Administrator Kinmond stated all departments are working either on site or telecommuting and services are continuing to the community. He stated since last Thursday they have had computer issues with NH DMV and are unable to print registrations due to software issues on the part of NH DMV.

Town Administrator Kinmond stated Board of Selectmen, Planning Board, and Zoning Board have all been conducting Zoom meetings which he is hosting; he explained it is imperative when using video conferencing to have a host to monitor and control the group.

He stated the Fire Department and Emergency Management group meet roughly every other day. Changes have been made to the Transfer Station relative to the collection of recyclables; the building has been closed and repositories placed outside for collection to minimize exposure to staff and patrons. He noted there is a projected reduction in revenue due being unable to bale cardboard; there is also additional staff time being used to bale aluminum. He stated they are seeing an influx of second-home owners using the transfer earlier in the year than normally experienced and patron counts have increased.

Town Administrator Kinmond stated he expects to hear about the Governor's decision on Thursday as to whether the stay-at-home situation will be extended. Chair Swenson stated he would like to call a Board of Selectmen meeting towards the end of this week or early next week to discuss whether they would make an extension as well. Selectman Veisel suggested seeing how the influx of second-home residents affects services as well.

Chair Swenson clarified the current actions means that Town Hall and all services open back up May 5. After discussion, it was agreed to have a meeting Tuesday, April 28 at 9:00 a.m. Town Administrator Kinmond recommended beginning the meeting in non-public and determine a time when they will go into public session to finish out the discussion. Chair Swenson suggested posting the public session for 10:30 a.m. Ms. Jarvis, resident, asked if this discussion will be addressing any of the financial impacts of COVID-19, and if yes, should a Budget Committee meeting be scheduled after that to also be reviewing estimated financial impacts. Chair Swenson stated the Budget Committee should certainly be aware of it but the Board of Selectmen is the authorized entity to make budget spending decisions. He stated there are certain things which will need to be discussed in non-public such as personnel issues but the results and decisions will be made in public session.

**Primex Costs – Property / Worker's Compensation Coverage**

Town Administrator Kinmond stated New Durham is in a three-year cap program with Primex so there won't be an increase greater than 10% on an annual basis; the property renewal for FY 2020 is at an increase of 9% and is based on current property values as well as the loss ratio. The total increase is \$4,224. Chair Swenson stated there is a significant increase in coverage limit and asked if that was done automatically. Town Administrator Kinmond confirmed Primex did it based upon the reinsurance and insurance pool. Town Administrator stated the Workers Compensation side went down 1.7%.



**Old Business**

**Appointments**

Chair Swenson noted the following appointments are in follow-up to nomination actions taken at the March 17 meeting.

**Selectman Chase made a motion to appoint Victor Piekarski as an alternate member to the New Durham Conservation Commission with a term to expire March 31, 2023. Selectman Veisel seconded the motion. Roll Call: Selectman Chase – aye; Selectman Veisel – aye; Chair Swenson – aye. Motion passed 3-0-0.**

**Selectman Veisel made a motion to appoint Mark D’Entremont as a member to the New Durham Parks and Recreation Commission with a term to expire March 31, 2023. Selectman Chase seconded the motion. Roll Call: Selectman Chase – aye; Selectman Veisel – aye; Chair Swenson – aye. Motion passed 3-0-0.**

**Finance Software Conversion Update / Schedule**

Town Administrator Kinmond stated the project is going along well; data extraction has been done for finance and payroll; data has been converted over to the system and they are seeing how everything matches up and how reports are coming out. He stated they had a conference call last week relative to the tax side and are now working on the conversions and reports for that side. Town Administrator Kinmond explained that New Hampshire has a lot of tax laws which are unique to the state and integration may require some additional software writing by the software company. He stated the BMSI software has been challenging to integrate with the new software.

**Meeting Schedule**

April 28, 2020, 9:00 a.m. Non-Public. 10:30 a.m. Public Session

**Public Input**

David Bickford, resident, noted raises were made earlier in the meeting and asked if these were merit raises. Chair Swenson confirmed they were a combination of merit and market adjustment. Mr. Bickford stated it should be divided and done separately and the discussion should be public for the base pay increase. He asked the status of the police officer going to the academy. Town Administrator Kinmond stated Officer Valladares had his physical agility test at the academy today and passed; he will start the academy on May 4, 2020 with the first month being done virtually at the Police Department. Mr. Bickford asked when the Board of Selectmen would be doing wage adjustments. Chair Swenson replied that would be part of the discussion on April 28, 2020.

**Approval of Minutes**

Meeting of March 9, 2019 – Edits were made. **Selectman Veisel made a motion to approve the minutes as amended. Selectman Chase seconded the motion. Roll Call: Selectman Chase – aye; Selectman Veisel – aye; Chair Swenson – aye. Motion passed 3-0-0.**

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Meeting of March 17, 2020– Edits were made. **Selectman Chase made a motion to approve the minutes as amended. Selectman Veisel seconded the motion. Roll Call: Selectman Chase – aye; Selectman Veisel – aye; Chair Swenson – aye. Motion passed 3-0-0.**

Meeting of April 6, 2020 – Edits were made. **Selectman Chase made a motion to approve the minutes as amended. Selectman Veisel seconded the motion. Roll Call: Selectman Chase – aye; Selectman Veisel – aye; Chair Swenson – aye. Motion passed 3-0-0.**

**Adjourn**

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

The meeting was adjourned at 8:37 p.m.

Respectfully Submitted,

Jennifer Riel, Recording Secretary