

*Town of New Durham Board of Selectmen Meeting
August 20, 2020*

**TOWN OF NEW DURHAM
BOARD OF SELECTMEN
August 20, 2020, 6:00pm
Virtual Meeting, New Durham, NH 03855**

Final Approved 10-14-20

Under the emergency provisions of RSA 91A, this meeting took place electronically via Zoom.

IN LIGHT OF THE COVID 19 (CORONA VIRUS) SOCIAL DISTANCING ADVICE MADE BY THE GOVERNOR AND CDC, THE TOWN OF NEW DURHAM NH FOLLOWING A DECLARATION OF EMERGENCY BY THE SELECT BOARD CHAIRPERSON, IS PROVIDING A MEETING PARTICIPATION VIA TELEPHONE CONFERENCE FOR YOUR SAFETY.

This meeting is for members and the public to utilize the Zoom platform to prepare for future meetings and public hearings. All members of the Select Board and Town Administrator have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following. In accordance with Governor's Executive Order #12, pursuant to RSA 91-A: 2

Join Zoom Meeting

<https://us02web.zoom.us/j/84515447315?pwd=Ynpma0d2eXYxVzBka3k4M0lsWmw1UT09> Meeting ID: 845 1544 7315 Passcode:

739961 Or via telephone number: 1-646-558-8656

Meeting ID: 845 1544 7315 Passcode: 739961

Technical difficulties contact Town Administrator Scott Kinmond at skinmond@newdurhamnh.us or by phone at 603-556-1516. Assistance with Zoom

Note: Town of New Durham offers no security assurances to those connecting via PC to a third party software and hardware not configured or controlled by our IT Service provider.

PRESENT

David Swenson, Chairman – via Zoom at Town Hall

Cecile Chase – Excused Absence

Dorothy Veisel – via Zoom

ALSO PRESENT

Scott Kinmond, Town Administrator – via Zoom at Town Hall

Terry Jarvis, Resident – via Zoom

Clayton Randall, Resident – via Zoom (for 7 p.m. public portion)

Cathy Allyn, Resident – via Zoom (for 7 p.m. public portion)

CALL TO ORDER

Chair Swenson called the meeting to order at 6:00 p.m. and reviewed the fact the meeting was being held per Governor's Executive Order # 12 along with all conditions as stated below.

Chair Swenson made a motion to go into nonpublic session under RSA 91-A :3 III a, b, c.

Selectman Veisel seconded the motion. Roll Call: Selectman Veisel – aye; Chair Swenson – aye.

Motion passed 2-0-0.

Chair Swenson reconvened the public session of the meeting at 7:09 p.m.

Chair Swenson stated that due to the State of Emergency declared by Governor Sununu and pursuant to Executive Order #12, the Town 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 they are 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 in the event the public is unable to access the meeting, it would be adjourned and rescheduled. Chair Swenson stated 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 reenter nonpublic session. Chair Swenson stated all motions would be taken by roll call; roll call attendance was taken for those participating in the Zoom meeting.

Chair Swenson noted Selectman Chase was present for the non-public session at 6:00 p.m. but had to leave the meeting for personal business and will be rejoining the public session tonight at some point.

Chair Swenson made a motion to seal the minutes of the nonpublic meeting of August 20, 2020 for reasons that it may adversely affect reputation of one other than the Select Board. Selectman Veisel seconded the motion. Roll Call: Selectman Veisel – aye; Chair Swenson – aye. Motion passed 2-0-0.

Appointments/Announcements

None.

Public Input

None.

Agenda Review

Chair Swenson added under New Business: Part Time Police Officer position; Interview Panel for Part Time Police Officer.

Town Administrator added: Notice Requirement for Planning and Zoning Board of Adjustment; Strafford Regional Planning RSMS Contract.

Town Administrator's Report

Town Administrator Kinmond distributed for review by the Board the Consent Signature Manifest for dates 08/6/20 to 08/20/20.

DPW – Request to Retain 2013 Ford Taurus Police Cruiser for DPW & Town Use

Town Administrator Kinmond stated they are having problems with the vehicle and presented a summary of the repair needs for the police cruiser; he suggested having an assessment done by an inspection station for a more detailed report. The Board concurred by consensus. Town Administrator stated the new cruiser should be back from the radio shop soon.

Land Swap Update – Norway Plains Survey Quote Boundary Line Adjustment

Town Administrator stated he submitted a task order with the survey group (Norway Plains); all the delineations are done for the wetlands and he has asked to have them add the lines for property boundaries so they can move forward with drafting deeds for the land swap.

Project Updates – Finance / Payroll / Tax / AR Software

Town Administrator Kinmond gave an update regarding the finance software updates. He stated the payroll module is up and running; there have been issues with all three program conversions but they are working through those and the Touchpoint calls have been responsive to their needs. Town Administrator Kinmond noted they need to have the system up and running smoothly by December 31, 2020.

Space Needs Study Review Focus Group

Town Administrator stated the next meeting of the Space Needs Study Review Focus Group will be August 24, 2020 at 2:00 p.m. He outlined the individuals who will be working on this focus group: Board of Selectmen representative – Dot Veisel; Budget Committee representative Rudy Rosiello; CIP representative – Terry Jarvis; community representatives – Chris Maynard and Rich Leonard; Fire Chief Peter Varney; and DPW Manager Don Vachon. He stated it will be a combined in-person and virtual meeting.

Roadside Mower Purchase

Town Administrator Kinmond stated the Town missed out on the purchase of the roadside mower; DPW Manager Vachon is working on finding the money in his budget for the purchase elsewhere.

New Business

Recognition of Police Officer – Completion of Police Academy

Chair Swenson noted there is a final piece that the candidate needs to complete and formal recognition of the completion of the academy will take place at the next meeting. He stated part of the hiring process included an increase in pay upon completion of the academy.

Chair Swenson made a motion to authorize the rate increase for Officer Valladares conditional upon his successful completion of the Police Academy which is anticipated to be August 21, 2020, to increase the pay rate to \$20.00 per hour effective August 24, 2020. Selectman Veisel seconded the motion. Roll Call: Selectman Veisel – aye; Chair Swenson – aye. Motion passed 2-0-0.

Elections – Management of Mask and Unmasked Voters; Board Coverage Schedule

Chair Swenson stated the N.H. Secretary of State have outlined guidelines for conducting elections. Town Administrator Kinmond stated the Town Clerk and Deputy Town Clerk have been active in the process with getting the election workers lined up with personal protection gear. He stated the school location has been opened up for the elections and outlined the procedures which will be followed within the building; there will be separate lines for registration. Masked voters and will enter the front door. Town Administrator Kinmond stated they will also be modifying the drop-off process for

absentee ballots at Town Hall.

Chair Swenson stated the polls will be open 8:00 a.m. and stay open to 7:00 p.m. on September 8, 2020. He noted a member of the Board of Selectmen needs to be present at all times. Selectmen Veisel stated she could be there from 12:30 to the close time. Chair Swenson stated he would cover the morning hours. Selectman Veisel suggested that it may be helpful for handicapped and seniors to exit the rear door but come down the corridor and exit the left hand door of the school near the parking lot.

Meetinghouse Restoration Committee–Talent Bank Volunteer J

The Board reviewed the volunteer application for Jon Mouradian.

Chair Swenson made a motion to nominate Jon Mouradian of New Durham, New Hampshire as a member of the 1772 Meetinghouse Restoration Committee with a term to expire March 31, 2023. Selectman Veisel seconded the motion. Roll Call: Selectman Veisel – aye; Chair Swenson – aye. Motion passed 2-0-0.

Meetinghouse LCHIP Grant–History & Use of Grant Money

Ms. Allyn stated the LCHIP grant was specifically for the foundation work; it was awarded in 2012 and the full amount was received in two installments in 2018 and should have gone into the Meetinghouse CRF as the invoice for the foundation work was paid from the CRF.

Chair Swenson noted there is not yet enough detailed information presented and would like to see financial tracking information. Town Administrator Kinmond stated any deposits that have come in since 2016 have been reported as reimbursement revenues and not deposited into the Meetinghouse Capital Reserve Fund. He stated amounts were paid out of the General Fund. Chair Swenson stated he would like to see documentation of the purchase orders and from where those funds came.

Tax Deeded Properties – Review

The Board reviewed the list of tax-deeded properties. Chair Swenson noted public input was received on Map 209, Lot 046 and Map 250, Lot 016. The total assessed value of the 22 properties is \$375,350 and taxes owed is about \$44,000. Chair Swenson outlined the process usually followed noting the Board will review and possibly merge lots to make them more usable; then offer lots to abutters, followed by sale at auction. Town Administrator Kinmond will follow up with Town Counsel as to whether a property needs a warrant article to be sold. The Board discussed whether some lots could be retained by the Town and put into conservation; Chair Swenson stated he would be in favor of getting the properties back into being revenue producing properties and asked Town Administrator Kinmond to develop a spreadsheet of the properties in these different categories.

Old Business

Election Staff – Inspectors of Elections Appointments

Town Administrator Kinmond stated additional appointments suggestions have been made and these were reviewed. Chair Swenson stated he is not in favor of waiving the two-week period without a

statement of necessity / time of the essence from the Town Clerk. Town Administrator Kinmond suggested they need as many election workers as possible noting many of the individuals presented are in the high-risk category.

Chair Swenson made a motion to appoint Leon Kenneth Lee of New Durham, New Hampshire as an Inspector of Elections with a term to expire August 31, 2021. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel – aye; Chair Swenson – aye. Motion passed 2-0-0.

Chair Swenson made a motion to appoint Tatiana Cicuto of New Durham, New Hampshire as an Inspector of Elections with a term to expire August 31, 2021. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel – aye; Chair Swenson – aye. Motion passed 2-0-0.

Chair Swenson made a motion to appoint Wendy Fenderson of New Durham, New Hampshire as an Inspector of Elections with a term to expire August 31, 2021. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel – aye; Chair Swenson – aye. Motion passed 2-0-0.

Chair Swenson made a motion to appoint Maureen Knepp of New Durham, New Hampshire as an Inspector of Elections with a term to expire August 31, 2021. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel – aye; Chair Swenson – aye. Motion passed 2-0-0.

Chair Swenson noted he would make the following motion out of necessity given the fact there are only two members of the Board present.

Chair Swenson made a motion to appoint Joan Swenson of New Durham, New Hampshire as an Inspector of Elections with a term to expire August 31, 2021. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel – aye; Chair Swenson – abstain. Motion passed 1-0-1.

Chair Swenson made a motion to appoint Fred Quimby of New Durham, New Hampshire as an Inspector of Elections with a term to expire August 31, 2021. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel – aye; Chair Swenson – aye. Motion passed 2-0-0.

Chair Swenson made a motion to appoint Cynthia Quimby of New Durham, New Hampshire as an Inspector of Elections with a term to expire August 31, 2021. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel – aye; Chair Swenson – aye. Motion passed 2-0-0.

Chair Swenson made a motion to appoint Linda Calloway of New Durham, New Hampshire as an Inspector of Elections with a term to expire August 31, 2021. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel – aye; Chair Swenson – aye. Motion passed 2-0-0.

Chair Swenson made a motion to appoint Andrea Guba of New Durham, New Hampshire as an Inspector of Elections with a term to expire August 31, 2021. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel – aye; Chair Swenson – aye. Motion passed 2-0-0.

Chair Swenson made a motion to appoint Heather Ann Freeman of New Durham, New Hampshire as an Inspector of Elections with a term to expire August 31, 2021. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel – aye; Chair Swenson – aye. Motion passed -0-0.

Chair Swenson made a motion to appoint Theresa Jarvis of New Durham, New Hampshire as an Inspector of Elections with a term to expire August 31, 2021. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel – aye; Chair Swenson – aye. Motion passed 2-0-0.

Chair Swenson made a motion to appoint Angela Pruitt of New Durham, New Hampshire as an Inspector of Elections with a term to expire August 31, 2021. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel – aye; Chair Swenson – aye. Motion passed 2-0-0.

Chair Swenson made a motion to appoint Donna S. Young of New Durham, New Hampshire as an Inspector of Elections with a term to expire August 31, 2021. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel – aye; Chair Swenson – aye. Motion passed 2-0-0.

Chair Swenson made a motion to appoint David Shagoury of New Durham, New Hampshire as an Inspector of Elections with a term to expire August 31, 2021. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel – aye; Chair Swenson – aye. Motion passed 2-0-0.

Chair Swenson made a motion to appoint Jennifer L. Thompson of New Durham, New Hampshire as an Inspector of Elections with a term to expire August 31, 2021. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel – aye; Chair Swenson – aye. Motion passed 2-0-0.

Chair Swenson made a motion to nominate Russ Davis of New Durham, New Hampshire as an alternate Inspector of Elections with a term to expire August 31, 2021. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel – aye; Chair Swenson – aye. Motion passed 2-0-0.

Chair Swenson made a motion to nominate Bria Seay of New Durham, New Hampshire as an alternate Inspector of Elections with a term to expire August 31, 2021. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel – aye; Chair Swenson – aye. Motion passed 2-0-0.

Impact Fees

Town Administrator Kinmond stated the feedback he received from other communities was the process for collecting impact fees was similar to that suggested by Town Counsel: fees are only collected for subdivisions, commercial applications, and the money is taken at the time of approval and placed in escrow or receive a surety bond. The Board concurred more discussion is needed.

Part-Time Police Position

Chair Swenson made a motion to hire David Perkins as a part time police officer with a rate of pay of \$25.00 per hour contingent on no issues resulting in activities from prior work with a start

date of August 24, 2020 and schedule to be determined by Police Chief Bernier. Selectman Veisel seconded the motion. Roll Call: Selectman Veisel - aye; Chair Swenson – aye. Motion passed 2-0-0.

Interview Panel for Part Time Police Officer

Chair Swenson stated there are a few more part time police officer applications which need to be set up for interviews. By consensus of the Board Selectman Chase will remain as the Board of Selectmen representative on the interview panel.

Zoning Board of Adjustment

Chair Swenson stated the Zoning Board of Adjustment approved a request for Map 103, Lot 021, Pine Point Road, with conditions which include maintenance of the road which is not a Town road. Terry Jarvis, Chair of ZBA, stated they have started reviewing historical files to determine whether waiver of liabilities and road maintenance agreements are in fact on file. She stated they make these conditions of approval and it is the responsibility of the Building Inspector to ensure compliance. It was confirmed this has been reviewed by Town Counsel. The Board reviewed and discussed the Notice of Municipality Limit and Liability and Chair Swenson confirmed this is only to the road portion of the ZBA conditions.

Chair Swenson made a motion to approve the Notice of Municipal Limits and Liability for Map 103, Lot 021 as signed by the PR. Roll Call Vote: Selectman Veisel – aye; Chair Swenson – aye. Motion passed 2-0-0.

ZBA / Planning Board Notice of Public Hearings Changes

Chair Swenson stated there have been changes to the legislation regarding posting of public hearings; he explained this can be done now by notification on the Town website and doesn't need to be in a printed format but must still comply with time requirements. Ms. Jarvis stated the costs for public notice in newspapers is \$100 - \$300 and it also creates a time crunch to get notices prepared; the opportunity to post on website, etc. will make it easier for the Land Use assistant to get public notices out. The postings at Town Hall and Post Office will remain the same. Ms. Jarvis stated there is also the cost of handling things on the website and there may be a need for a webmaster. Selectman Veisel clarified it is not a matter of creating a new position but having someone with the expertise needed to handle this task. Ms. Jarvis noted if notices are not completed within the timeframes required the Town is responsible for the fees. Chair Swenson suggested increasing the fees collected to assure the full costs are the responsibility of the applicant..

Budget Review Meeting Schedule

The Board reviewed the meeting schedule. Chair Swenson asked Town Administrator Kinmond to get confirmation from Selectman Chase for this Select Board Budget Review schedule.

Approval of Minutes

Meeting of July 23, 2020 – Edits were made. **Selectman Veisel made a motion to approve the**

minutes as amended. Chair Swenson seconded the motion. Roll Call Vote: Selectman Veisel – aye; Chair Swenson – aye. Motion passed 2-0-0.

Meeting of August 6, 2020 - Edits were made. **Selectman Veisel made a motion to approve the minutes as amended. Chair Swenson seconded the motion. Roll Call Vote: Selectman Veisel – aye; Chair Swenson – aye. Motion passed 2-0-0.**

Meeting of August 13, 2020 – Edits were made. **Selectman Veisel made a motion to approve the minutes as amended. Chair Swenson seconded the motion. Roll Call Vote: Selectman Veisel – aye; Chair Swenson – aye. Motion passed 2-0-0.**

ADJOURN

Chair Swenson made a motion to adjourn. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel – aye; Chair Swenson – aye. Motion passed 2-0-0.

The meeting was adjourned at 9:00 p.m.

Respectfully Submitted,

Jennifer Riel, Recording Secretary