

**NEW DURHAM BOARD OF SELECTMEN
New Durham Town Hall
March 12, 2018, 7:00 p.m.**

Final Approved 04-09-18

Present:

Chair David Swenson
Selectman Cecile Chase
Selectman Rod Doherty

Also Present:

Scott Kinmond, Town Administrator

Call to Order

Chair Swenson called the meeting to order at 7:00 p.m.

Appointments/Announcements

Chair Swenson stated that in light of the upcoming winter storm he wants people to be aware that by threat of the NH Secretary of State the decision to postpone elections is not made by the Town Moderator this year and urged those concerned to contact their legislators regarding pending legislation on this issue. Chair Swenson also thanked the Department of Public Works for their services throughout the winter season.

Chair Swenson noted the 2018 Annual Report is now complete and thanked Stephanie McKenzie and others involved in the work on this Annual Report for their efforts. He stated two letters of thanks was received from the public and directed to Police Department Sergeant Meattley and the New Durham Fire Department for their emergency response to a 911 call. Chair Swenson and the Board thanked these first responders for their service.

Review of Permit for Building on Class VI Road – Corey and Jennifer White

Chair Swenson stated this case has been reviewed and discussed by both the Zoning Board of Adjustment and the Planning Board as well as the Select Board in prior meetings.

Corey White, applicant, explained they own a piece of property on a Class VI road and through the process have received conditions from the ZBA, including removal of woodlot status, road be improved to class V standards, a liability waiver for the Town to not be responsible for maintaining the road, etc. The case was most recently reviewed by the Planning Board and additional conditions were made. Mr. White presented a road maintenance agreement for review by the Board and explained input from the Fire and Police Chiefs and the Road Agent has been obtained. The Board reviewed the plans and maps. Selectman Doherty noted the wetlands permit is still a remaining condition. The Board discussed the implications of granting approval and Town Administrator Kinmond

New Durham Board of Selectmen Meeting
March 12, 2018

will follow up with Town Counsel for clarification. It was noted based on New Durham policies that a public hearing will be necessary.

Public Input

Selectman Chase stated she was made aware of an opinion piece in *The Baysider* submitted by a member of the 1772 Meetinghouse Committee and stated she was disappointed to see misinformation put out. She stated the Board of Selectmen worked with both the 1772 Meetinghouse and the Boodey Farmstead committees to try and get a plan to work cooperatively with other committees but this opinion piece seems to be contrary to that effort.

Clayton Randall, resident, stated people have the right to state their opinions and wants to be sure others understand the whole Meetinghouse and Boodey Farmstead projects. He stated he wants to be clear that people who are on the committees can still have opinions without it being pinned on the committee as a whole. Chair Swenson concurred the letter was not signed by the individual as being Chair of the 1772 Meetinghouse Committee but also agreed with Selectman Chase that it was not constructive to positive cooperative efforts within the two Town Committees.

Cathy Orlowicz, speaking as the Chair of the Boodey Farmstead Committee, stated the committee recently reviewed the proposed Boodey Farmstead project fire safety needs with the State Fire Marshall and some changes were made to the project. Non-public areas which were designated as “fire zones” have been determined to not be necessary to go forward and she presented the modified plans. Ms. Orlowicz gave a historical summary of the Boodey Farmstead project.

Mr. Bickford, resident, stated the Board violated the appointment policy and explained this in regards to Ms. Montgomery’s appointment to the 1772 Meetinghouse Committee along with his concerns about Mr. Drummey’s appointment to the Boodey Farmsteads Committee. Mr. Bickford also questioned why the employee compensation report was not included in the Town Report. Town Administrator Kinmond replied there is no electronic document at this time and past reports that were generated were inaccurate and they are working with the payroll company that supplies the payroll software to get this type of report setup for future use. He stated they are unclear who produced the report in the past and they have been unable to replicate at this point. It was also noted the information could be readily provided on a person by person basis.

Mr. Randall stated he sees why people don’t want to volunteer for boards and committees when they are going to be “pigeon holed” for the positions they serve. Selectman Doherty replied he learned that in his year on the Board of Selectmen it is difficult to separate yourself out when you volunteer for a group or organization.

Agenda Review

Selectman Chase requested a non-public session at end of the meeting noting she requested this two weeks ago.

Town Administrator's Report

Town Administrator Kinmond distributed the Board of Selectmen signature manifest for review.

Town Hall Security Safety Improvements

Town Administrator Kinmond distributed a memo for review by the Board regarding installation of a Town Hall closed circuit video system and alarm system as well as upgrades to the access doors. He explained the system for a panic button being installed in the Town Hall offices and the process for installation, testing, and maintenance. The Board reviewed and discussed Town Administrator Kinmond's recommendations.

Selectman Chase made a motion to approve purchase order #2564 to Northeast Security of Alton, NH in the amount of \$1,323 for the purchase and installation of upgraded panic alarms and controllers for the Town Hall. Said funds to come from account 01-5000-20-066 and to request the Trust of the Trust funds for the withdrawal and transfer of said funds from Town Building Improvement Trust ETF account 01-4916-10-066. Chair Swenson seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to approve purchase order #2565 to A+ Alarms of Moultonborough, NH in the amount of \$8,360 for the purchase and installation of two key scan access control door units and IC Realtime 8-Channel MBR 5 Station video cameras for the Town Hall. Said funds to come from account 01-5000-20-066 and to request the Trust of the Trust funds for the withdrawal and transfer of said funds from Town Building Improvement Trust ETF account 01-4916-10-066. Chair Swenson seconded the motion. Motion passed 3-0-0.

Town Administrator Kinmond stated they also looked at the same measures being taken at the Highway and Solid Waste Department facilities and noted the card access doors were already installed, but they are looking to also install the cameras.

Selectman Chase made a motion to authorize purchase order #2566 to A+ Alarms of Moultonborough, NH in the amount of \$5,055 purchase and installation of IC Realtime 8-Channel MBR 5 Station video cameras for the Highway Garage and Solid Waste Facilities. Said funds to come from account 01-5000-20-066 and to request the Trust of the Trust funds for the withdrawal and transfer of said funds from Town Building Improvement Trust ETF account 01-4916-10-066. Selectman Doherty seconded the motion. Motion passed 3-0-0.

Town Administrator Kinmond distributed a memo outlining the engineering tasks for the culvert work at 130 and 284 South Shore Road. He explained the tasks completed and the remaining work to be done moving forward. The preliminary plans were reviewed and discussed. Town Administrator Kinmond noted they are ready to begin the permitting process and outlined the anticipated plans in the next few months.

Selectman Doherty made a motion to approve purchase order #2567, to CMA Engineers of Portsmouth, NH in the amount of \$52,000 for the completion of tasks 4 through 7 per the 9/14/17 Task Order, #P-2788-A, culvert replacements at 130 and 284 South Shore Road. Said expense to come from SB38 HBG Additional Funds Account, 01-5000-20-001. Selectman Chase seconded the motion. Motion passed 3-0-0.

ClearGov Proposal

Town Administrator Kinmond distributed a proposal from ClearGov which was reviewed and discussed. He explained the changes from the prior proposal. Chair Swenson stated the plan is to be able to look at a variety of towns' budgets along with population information and other comparative data. He explained the drawback was that the company wasn't really in the New Hampshire market when initially discussed a year and a half ago so the comparisons would be to towns in Massachusetts. The Board discussed the benefits to utilizing the data comparisons. Town Administrator Kinmond will continue discussions with the company.

Accufund Proposal

Town Administrator Kinmond stated he has been discussing financing options with the financial software company and is working to determine compatibility between the finance and assessing software. He noted there is not currently enough funding in the computer line at this point.

Old Business

Tax-Deeded Properties – Abutter Bid Results

Town Administrator Kinmond explained the valuation situation with the lots being merged and the subsequent reductions to previously stand alone lot values. Chair Swenson noted these properties have been extensively reviewed in prior Select Board meetings.

Selectman Chase made a motion to award a tax-deeded property, Map 240, Lot 56, to an abutter bid in the amount of \$4,157 to abutters Miles and Laurie Sennett, Map 240, Lot 56, 121 Merrymeeting Road, New Durham, NH, further conditions of the lot merger at the sale closing. Selectman Doherty seconded the motion. Motion passed 3-0-0.

Chair Swenson explained the bids received that did not meet the defined criteria would be notified by letter.

Selectman Chase made a motion to award a tax-deeded property, Map 209, Lot 79 an abutter bid in the amount of \$1,500 to abutters Bruce and Cindy Wheeler, Map 209, Lot 79, 11 Saint Moritz Drive, New Durham, NH, further conditions of the lot merger at the sale closing. Selectman Doherty seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to award a tax-deeded property, Map 210, Lot 135, an abutter bid in the amount of \$1,636.75 to abutters Rita and Dana Allen, Map 210, Lot 135, of 36 Cove Street, Swanzey, Massachusetts, per the conditions of lot merging, further conditions of the lot merger at the sale closing. Selectman Doherty seconded the motion. Motion passed 3-0-0.

Assessing Contract Amendment

Chair Swenson noted he would like additional time to review the contract

Human Resource Policy Review Workshop

The Board discussed the scheduled Human Resource Policy Review workshop which was originally schedule for April 13, 2018.

Chair Swenson made a motion to cancel the workshop for 3/13/2018 until a future date to be determined. Selectman Chase seconded the motion. Motion passed 3-0-0.

Appointment for Alternate Inspector of Elections

Chair Swenson stated due to impending weather issues during Election Day the Board was notified by the Inspector of Elections there was going to be a potential issue with adequate Election Day poll coverage. Chair Swenson clarified that normally he would not be in favor of waiving the policy but with the circumstances of the weather he is willing to waive the policy for time of the essence concerns. Town Administrator Kinmond confirmed the individual being considered for an Alternate Inspector of Elections is currently an employee of the Town and has been appropriately vetted for that position and is comfortable with performing the duties of the position. He also suggested reviewing the appointment policy at a future date.

Selectman Doherty made a motion to appoint Jennifer Thompson of New Durham as an Alternate Inspector of Elections and to waive the two-week vetting process as the appointee is a Town employee which has been vetted by an employee background check. Selectman Chase seconded the motion. Motion passed 3-0-0.

New Business

Nomination for Consideration – 1772 Meetinghouse Restoration Committee

Selectman Chase stated she is not comfortable with continuing with a nomination without the applicants being present. Town Administrator Kinmond stated he discussed the nominations with the Chair of the 1772 Meetinghouse Restoration Committee and it was confirmed the applicants have not attended any committee meetings but have been supportive of the Committee. Chair Swenson noted that per policy the applicants need to attend a meeting prior to nomination.

Veteran Property Tax Credit- Map 210, Lot 30

Town Administrator Kinmond confirmed the applications were reviewed and approved by the Tax Collector and the Assessor.

Selectman Chase made a motion to approve the property tax credit for the Veteran's Tax Credit in the amount of \$500 for Map 210, Lot 030. Selectman Doherty seconded the motion. Motion passed 3-0-0.

The Board discussed whether the second name on the property is also eligible. Town Administrator Kinmond will seek legal advice on whether the tax credit is eligible to individuals rather than the property.

Selectman Chase made a motion to approve the property tax credit for the Veteran's Tax Credit in the amount of \$500 for Map 210, Lot 030, with verification that the Veteran's Tax Credit is eligible to individuals rather than the property. Selectman Doherty seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to approve the property tax credit for the Elderly Tax Credit in the amount of \$500 for Map 250, Lot 118. Selectman Doherty seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to approve the property tax credit for the Veteran's Tax Credit in the amount of \$500 for Map 122, Lot 034/018. Selectman Doherty seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to approve the Current Use Application for Map 261, Lot 003, said application places 52 acres in current use. Selectman Doherty seconded the motion. Motion passed 3-0-0.

Town Administrator Kinmond distributed equalization value document recently received for review by the Board. He explained the percentage has gone up from 91.6% to 93.2%. Chair Swenson asked Town Administrator Kinmond to determine the tax rate impact for the school portion of the tax rate and discuss at a future meeting.

Approval of Minutes
Postponed.

Selectman Chase made a motion to enter in to non-public 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; Selectman Doherty seconded the motion. Motion passed 2-1-0. Chair Swenson stated he is not prepared to discuss the issue as it was not on the agenda.

Roll Call: Selectman Chase – Aye; Selectman Doherty – Aye; Chair Swenson – Opposed.

The Board entered nonpublic session at 9:40 p.m.

The Board reentered public session at 10:40 p.m.

*New Durham Board of Selectmen Meeting
March 12, 2018*

**Chair Swenson made a motion to seal the minutes of the nonpublic session.
Selectman Chase seconded the motion. Motion passed 3-0-0.**

Chair Swenson made a motion to promote Anina Soucy to the position of Finance Manager per the job description approved at the February 12, 2018, Board of Selectmen meeting and increase her rate to \$21.25 per hour with an effective date of March 11, 2018. The difference between the budgeted rate and the current rate to come from Account 4155. Selectman Chase seconded the motion. Motion passed 3-0-0.

Other

Chair Swenson stated he would like to officially thank Selectman Doherty for filling the Board of Selectmen position for the 2017 to 2018 period.

Adjourn

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

The meeting was adjourned at 10:43 p.m.

Respectfully Submitted,

Jennifer Riel, Recording Secretary