

NEW DURHAM BOARD OF SELECTMEN
New Durham Town Hall
September 7, 2017, 6:00p.m.

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.

Present

Chair David Swenson
Selectman Cecile Chase
Selectman Rod Doherty

Also Present:

Scott Kinmond, Town Administrator
Dot Veisel, resident
Kenneth Fanjoy, resident
Joan Swenson, resident
Myles Sennott, resident
Clayton Randall, resident
Sue Randall, resident
Diane Esposito, resident
Anthony Esposito, resident
James Nicol, resident
Robert Chase, resident
Gayle Hardy, resident
Ronald, Nyen, resident
David Bickford, resident

Call to Order

Chair Swenson called the meeting to order at 6:00pm

Chair Swenson made a motion to entered 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. Selectman Chase seconded the motion. Motion passed, 3-0-0.

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

The Board entered nonpublic session at 6:02pm.

The Board reentered public session at 7:02pm.

Chair Swenson stated while in nonpublic session the Board discussed personnel matters.

Chair Swenson made a motion to seal the minutes of the nonpublic session of the Board of Selectmen meeting of September 7, 2017. Selectman Chase seconded the motion. Motion passed, 3-0-0.

2018 Budget

Chair Swenson stated the purpose of this joint meeting is for the Board of Selectmen and Budget Committee to discuss the outline of reviewing the 2018 budget.

Chair Jarvis called the meeting of the Budget Committee to order at 7:07pm.

Chair Jarvis stated they have traditionally gone with zero-based budgeting for a few years now and suggested department heads present their requests for what they need in order to improve services.

The Board of Selectmen and Budget Committee reviewed the proposed budget guidelines. Chair Swenson explained rational is needed for zero-based budgeting, they are looking at increasing longevity pay, improving operational and administrative efficiencies. Selectman Chase stated that in the Capital Improvement Plan for 2017 there were items that are over and underfunded and CIPC has submitted proposed a significantly improved plan for review by the Board of Selectmen. Chair Swenson noted they are working to avoid any increases on the town portion of the tax rate. Selectman Chase suggested they need to find some way to get control over the school portion of the tax rate. By consensus of the boards, no changes were made to the proposals for budget guidelines.

Chair Jarvis made a motion to close the budget committee. Motion passed, 4-0-0.

The Budget Committee meeting adjourned at 7:31pm.

Public Input

David Bickford, resident, stated he thinks the longevity pay is a good idea; he stated he heard at last year's school budget meeting that the school rate was going to go down for this year and asked what the Board of Selectmen has heard. Chair Swenson replied he has not heard that.

Dot Veisel, resident, stated she is grateful the Board of Selectmen is working to keep the tax rate as level as possible. She stated the condition of town buildings and facilities have really deteriorated due to neglect in recent years and are in need of financial attention and encouraged the Board of Selectmen to closely review the CIPC report.

Diane Esposito, resident, stated she is here specifically to support Police Chief Bernier's request for canine support services, stating it is important to support the police department.

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Clayton Randall, resident, stated he is also present to support the request for the canine services, noting it cost the Town very little and explained the benefits of having a canine unit.

Jim Fickle, resident, stated he is present to support the canine program and explained his military experience and the exponential value of canines.

Terry Jarvis, resident, stated she has personally seen the invaluable benefit of having a canine program and believes it needs to be reinstated.

Agenda Review

Chair Swenson added under new business: name change for the Milfoil Committee.

Town Administrator's Report

Town Administrator Kinmond stated the Meeting House committee has requested a meeting with the Board of Selectmen at the site of the 1772 Meetinghouse. Meeting date will be determined at a later date.

Town Administrator Kinmond distributed copies of the signature manifest. Town Administrator Kinmond distributed a copy of an ordinance from the Town of Middleton regarding posting weight limits on Middleton Road along with minutes of the board of selectmen meeting. They also asked the New Durham Board of Selectmen to review and consider a similar posting on the New Durham end of the road. By consensus of the Board of Selectmen, it was decided to notify the Town of Middleton of the Board of Selectmen's agreement to post the roads.

Town Administrator Kinmond distributed a memo from Police Chief Bernier requesting the canine program be reinstated. Town Administrator Kinmond gave a brief summary of the process and analysis relative to the costs. He explained the overall cost savings with the salaried Chief being the dog handler and there are no costs for purchase or training of a dog. Selectman Doherty suggested deferring a decision on this for more time to discuss and look at the budget first. Selectman Chase concurred.

Town Administrator Kinmond presented memo from the Department of Public Works Manager/Road Agent requesting approval of a purchase order for winter road salt through the State of NH contract.

Chair Swenson made a motion to approve purchase order #2408 for the purchase 216 tons of bulk safety salt in the amount of \$12,711 to Morton Salt, Inc. of Chicago, IL. Selectman Doherty seconded the motion. Motion passed, 3-0-0.

Town Administrator Kinmond stated the conditional offer of employment and pre-employment background checks have been completed for police officer candidate Andrew Croteau and he will begin full time employment September 11, 2017.

Chair Swenson made a motion to appoint Andrew Croteau to full time police officer with an hourly rate of \$23.00 per hour with an effective date of hire full time on September 11, 2017 with a one year probationary period. Selectman Doherty seconded the motion. Motion passed, 3-0-0.

Town Administrator Kinmond distributed for review a schedule from New Hampshire Department of Transportation 10-year plan public input sessions. These sessions are open to the public. The Board by consensus asked that the TA Kinmond attend a session to represent the Town.

The Board reviewed and discussed the ambulance billing contract proposal. Town Administrator Kinmond stated the fire chief recommended this change in billing services due to the seacoast mutual aid looking to group together to get better rates. He stated he will ask Town Counsel to review, noting the proposal is an 8% fee and they currently pay 10%. The Board by consensus asked that the contract be reviewed by Town Counsel.

Town Administrator Kinmond asked the Board to approve Town employee appreciation luncheon and closure of Town Hall on Monday, October 23 at 12noon. He explained it would begin with a luncheon at Johnson's followed by team building activities.

Chair Swenson made a motion to approve the closure of Town Hall and non-essential Town departments on October 23, 2017 at 12noon until regular closure time for town employees to attend an employee appreciation luncheon. Selectman Doherty seconded the motion. Motion passed, 3-0-0.

New Business

Abatement Request – Map 219, Lot 012

Town Administrator Kinmond explained this is an agreement between the Town of New Durham and Town of Middleton for Middleton's gravel pit.

Selectman Chase made a motion to authorize the abatement of 2016 property taxes in the amount of \$2,800.95 and a yield tax in the amount of \$110 for Map 219, Lot 012, Town of Middleton for reciprocating land. Selectman Doherty seconded the motion. Motion passed, 3-0-0.

Tax Collector's Request for 2017 Tax Deeding

Town Administrator Kinmond explained the Tax Collector presented 9 properties for tax deeding and is requesting the Board of Selectmen approval to move forward. He explained 5 of the properties are currently occupied and sought Town Counsel which advised to move forward with the process.

Selectman Chase made a motion to authorize the Tax Collector with Town Counsel to begin the tax-deeded properties process and to prepare the legal notices to the properties with occupants. Chair Swenson seconded the motion. Discussion: Chair Swenson asked the Tax Collector to provide quarterly updates on the process. Motion passed, 3-0-0.

2017 MS-1 Summary Inventory of Valuation

Chair Swenson noted this has been submitted to the NH Department of Revenue and summarized the valuation totals calculated and submitted.

Chair Swenson made a motion to approve the Department of Revenue Administration MS-1 Summary of Inventory Valuation for tax rate setting of 2017. Selectman Doherty seconded the motion. Motion passed, 3-0-0.

Town Administrator Kinmond stated MS-535 was completed by the auditors and was also submitted, explained it is developed after the revenues are collected.

Chair Swenson made a motion to approve the Department of Revenue Administration MS-535 Financial Report of the Town Budget for submission to the Department of Revenue Administration. Selectman Chase seconded the motion. Motion passed, 3-0-0.

Franchise Agreement – Transfer of Ownership Metrocast to Atlantic Broadband

Town Administrator Kinmond explained Town Counsel reviewed the agreement but does not recommend using resolution the provided by Metrocast. An alternate was provided.

Selectman Chase grant the request of Metrocast Cablevision LLC of NH to grant its franchise agreement within the Town to Atlantic Broadband. Selectman Doherty seconded the motion. Motion passed, 3-0-0.

Chair Swenson presented the suggestion of changing the name of the Milfoil Committee noting the committee will work to address more water quality issues within the Town's bodies of water. **Chair Swenson made a motion to change the name of the milfoil committee to the New Durham Water Quality Committee. Selectman Chase seconded the motion.** Discussion: it was clarified the committee will focus on aboveground bodies of water, not private wells/aquifers. **Motion passed, 3-0-0.**

Other

Selectman Doherty informed the Board of Selectmen that the Planning Board strongly supports allowing abutters to have first opportunity to purchase town-owned properties. Town Administrator Kinmond stated there have been about five individuals over the last year or so who have expressed interest as abutters to be able to purchase and merge lots.

Chair Swenson stated the chat sessions with the Town started yesterday and thanked Town Administrator Kinmond for his participation and thanked the General Store for hosting the event. Town Administrator Kinmond stated a few individuals came in and asked questions and appreciated not having to attend a formal meeting.

Approval of Minutes

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Meeting of August 24, 2017 – Edits were made. **Selectman Chase made a motion to approve the minutes as amended. Selectman Doherty seconded the motion. Motion passed, 3-0-0.**

Meeting of August 9, 2017– Edits were made. **Selectman Chase made a motion to approve the minutes as amended. Chair Swenson seconded the motion. Motion passed, 3-0-0.**

Meeting of August 3, 2017– Edits were made. **Selectman Doherty made a motion to approve the minutes as amended. Chair Swenson seconded the motion. Motion passed, 2-0-1.** Selectman Chase abstained.

Town Administrator Kinmond stated Fred Quimby, chair of the water quality committee, would like to schedule another meeting with the Board of Selectmen to provide an update.

Adjourn

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

The meeting was adjourned at 8:55pm.

Respectfully Submitted,

Jennifer Riel, Recording Secretary