

**NEW DURHAM BOARD OF SELECTMEN**  
**New Durham Town Hall**  
**February 12, 2018, 6:00pm**

*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 – arrived at 7:49pm  
Selectman Rod Doherty

**Also Present:**

Scott Kinmond, Town Administrator  
Joan Swenson, resident

**Call to Order**

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

**Appointments /Announcements**

None.

**Agenda Review**

Chair Swenson moved up Old Business.  
Town Administrator Kinmond added under New Business: Tax Collector: Abatement for Town of Middleton Taxes; Tax Collector Tax Record Error.

**Town Administrator's Report**

Town Administrator Kinmond distributed for review the signature manifest for period January 18 through February 5, 2018.

Town Administrator Kinmond presented the proposals from Spaulding Hill Network regarding the replacement of the server for the Town Hall and Police Department. He also presented a staff report with information relative to the servers which are approximately 10 years old and there have been problems with the servers freezing. Chair Swenson stated he wants to be sure Spaulding Hill ensures the quality is there for the HP servers. Town Administrator Kinmond stated they are recommending an extended three-year service contract for the equipment and explained the budgeted funding sources.

**Selectman Doherty made a motion to approve purchase order #2563 for the purchase of two HP Pro Microservers, Gen 10, operating software, additional RAM and extended warranty from Spaulding Hill Networks, Nashua, NH in the amount of \$6,350.32. Said purchase to be from the Computer and Office Equipment ETF**

**holding account 01-500-20-063 and to further request the Trustee of the Trust Funds to authorize the transfers of said funds from the Computer and Office Equipment ETF account 01-4916-10-063. Chair Swenson seconded the motion. Motion passed, 2-0-0.**

Town Administrator Kinmond distributed a letter from ????, the manager of the dental and vision policy and as of 4/1/18 there will be a 4% rate increase, locked for four years. Chair Swenson noted this is covered in the budget already.

### **Old Business**

#### **Finance Manager Job Description**

The draft job description with edits was reviewed and discussed.

**Chair Swenson made a motion to approve the job description as presented at the February 12, 2018 Board of Selectmen meeting for the Finance Manager position. Selectman Doherty seconded the motion. Motion passed, 2-0-0.**

#### **Tax-Deeded Properties**

Town Administrator Kinmond stated all the letters were mailed February 1 and no responses have been received to date but noted the due date for responses is March 1.

#### **Human Resources Policy Manual**

The Board reviewed the draft documents.

Joan Swenson, resident, explained the edits she is suggesting for the document and these were reviewed.

The Board agreed with Town Administrator Kinmond and Ms. Swenson to set a date for a workshop to review and work through the edits. The date is set for March 13, 2018 at 10:00am.

### **New Business**

#### **1772 Meetinghouse Restoration Committee Appointment**

**Chair Swenson made a motion to appoint Laura Montgomery as a member of the 1772 Meetinghouse Restoration Committee as the two-week vetting process has expired. Selectman Doherty seconded the motion. Motion passed, 2-0-0.**

#### **NHEC Utility Lines and Pole Location Easement**

Town Administrator Kinmond explained the NHEC has submitted a proposal to relocate the power lines in Smitty's Way, JC Shirley and ballfield areas. He stated he has met with the NHEC representative and the area has been staked. A sketch and location notation was presented for review. Town Administrator Kinmond explained the changes would also allow for future additional lighting to be installed in the recreation fields' area. Chair Swenson asked about the option of installing lines underground. Town Administrator Kinmond replied where it's only serving one resident down Smitty's Way, it's cheaper for the company to go with poles and further explained the work to be done. Chair

Swenson stated he would like rational included as to why this is beneficial for the Town to do.

**Selectman Doherty made a motion to authorize the utility easement on the Town of New Durham property located at Map 250, Lot 011, (10 Smitty's Way) for NHEC to install and maintain heavy electrical utility lines per the right of easement, W.O. 22830170. Chair Swenson seconded the motion. Motion passed, 2-0-0.**

### **Property Tax Credits**

Chair Swenson noted these have all been reviewed and approved by the Town Assessor and Tax Collector to be eligible.

**Chair Swenson made a motion to approve the property tax credit for the veteran's tax credit in the amount of \$500 for Map 112, Lot 048. Selectman Doherty seconded the motion. Motion passed, 2-0-0**

**Chair Swenson made a motion to approve the property tax credit for the veteran's tax credit in the amount of \$500 for Map 257, Lot 035. Selectman Doherty seconded the motion. Motion passed, 2-0-0**

**Chair Swenson made a motion to approve the property tax credit for the veteran's tax credit in the amount of \$500 for Map 209, Lot 056. Selectman Doherty seconded the motion. Motion passed, 2-0-0**

Selectman Chase joined the meeting at 7:49pm.

### **Town of Middleton Property Tax Abatement**

Chair Swenson explained there are certain properties the Town abates and towns reciprocate on abatement. The current property abatement is with the Town of Middleton.

**Chair Swenson made a motion to abate to the Town of Middleton in the amount of \$1,952 for the second issue of the 2017 Property Taxes, in consideration of reciprocating agreement between the municipalities. Selectman Doherty seconded the motion. Motion passed, 3-0-0.**

### **Tax Collector's Supplemental Warrant**

Town Administrator Kinmond distributed a letter from the Deputy Tax Collector explaining errors in the taxes being assessed to a particular property which explained the scenario where an abutter was paying a portion of the taxes for the property. He stated the assessor visited the property to confirm lot lines, noting the tax bills have been corrected but abatement may be needed for past years. Chair Swenson asked if they can collect past taxes and suggested seeking legal counsel to clarify.

**Selectman Chase made a motion to approve the Tax Collector's supplemental warrant to collect \$1,145 on Map 113, Lot 67 supplemental tax bills dues to correction on the second issue of the 2017 bill. Since assessor did not assess taxes to**

**this land, taxes were only assessed on the building. Selectman Doherty seconded the motion. Motion passed, 3-0-0.**

### **Assessing Contract**

Chair Swenson stated there have been changes in the vendor's situation that have necessitated the Board of Selectmen taking a look at the current contract to ensure services meet the need. He explained a letter was received in response to questions from the Board of Selectmen. Town Administrator Kinmond explained there have also been discussions about addressing software updates. Further discussion was suspended temporarily.

### **Zachariah Boodey Farmstead**

Cathy Orlowicz, Zachariah Boodey Farmstead Committee, gave introductions of the UNH students who are working on the Capstone project with the Boodey Farmstead. Ms. Orlowicz stated the students presented their site plans to the committee in preparation for meeting with regulatory boards. The Board of Selectmen thanked the students for the work and participation on the project.

### **Assessing Contract – cont.**

A summary of assessing contract options were reviewed and discussed along with the various costs of the different scenarios. Chair Swenson stated he's not in favor of the options presented at this point unless the assessing services can be shared between municipalities with the vendor. There was further discussion of sharing services as well as costs of software conversion.

### **2017 4<sup>th</sup> Quarter Budget Financial Report**

Town Administrator Kinmond distributed the report for review. Chair Swenson requested percentage changes be included. Selectman Chase stated she has had comments from the public regarding transparency in how the tax rates are calculated and funds used from the Unassigned Fund Balance. She wants to be sure residents understand the calculations clearly. The Board discussed this concern, Town Administrator Kinmond explained the variances and changes each year that make projecting the fund balance difficult.

### **Town Election Polls – Board of Selectmen Coverage Schedule**

Chair Swenson stated state laws require at least one Board of Selectmen member be present at the election polls at all time. Selectman Doherty stated he could be present as needed. The Board of Selectmen agreed all would be present 8-12:00pm. Selectman Doherty and Chair Swenson will work out coverage for the remainder of the time.

### **Board of Selectmen Meeting Schedule**

Chair Swenson stated his schedule is busy until March and as there are no pressing issues at this point, suggested canceling the February 26 meeting. The Board concurred.

### **Employee Performance Evaluation**

The Board discussed the upcoming employee performance evaluation process. Selectman Chase suggested have a meeting outside of the evaluations to develop a philosophy for

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setting pay scales, explaining the market has changed drastically over the last year. Chair Swenson stated he disagrees and would want to see data to support changes to positions, noting a compensation study was done just a year ago. There was further discussion of the plan to move forward to the evaluations to begin in March.

**Other**

Town Administrator Kinmond stated a letter was received from a family in Town who lost a loved one and they would like to plant a tree or shrub as a memorial. No particular Town property was indicated but Town Administrator Kinmond stated he suggested near the Town beach area. The Board agreed this would be permissible with more information to be provided.

**Approval of Minutes**

Meeting of January 4, 2018- 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.

Meeting of January 8, 2018 – 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 January 10, 2018 – 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 January 22, 2018 – 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.

Meeting of February 5, 2018 – Edits were made. **Selectman Chase made a motion to approve the minutes as written. Selectman Doherty seconded the motion. Motion passed, 3-0-0.**

**Adjourn**

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

The meeting was adjourned at 9:23pm.

Respectfully Submitted,

Jennifer Riel, Recording Secretary