

**NEW DURHAM BOARD OF SELECTMEN**  
**New Durham Town Hall**  
**April 9, 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 – excused absence  
Selectman Dorothy Veisel

**Also Present:**

Scott Kinmond, Town Administrator  
Cathy Orlowicz, Town Historian/Boodey Farmstead Committee  
Richard Timothy, property owner  
Joan Swenson, resident

**Call to Order**

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

**Board of Selectmen Organization**

The Board discussed the committee and boards that require Board of Selectmen representation. Selectman Veisel stated she has had many years of experience with the Planning Board and would like to continue. Selectman Chase stated she would like to continue with the CIP. Chair Swenson will continue with the Budget Committee and the cyano-bacteria committee. Selectman Chase agreed to be the alternate. The Board agreed by consensus on the assignments.

**Chair Swenson made a motion to assign the Board of Selectmen members to the respective committees as follows: Selectman Veisel to the Planning Board; Selectman Chase to the Capital Improvement Planning Committee; Chair Swenson to the Budget Committee and the Cyano-bacteria Mitigation Steering Committee with Selectman Chase as the alternate. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

**Selectman Veisel made a motion to nominate David Swenson as chair of the Board of Selectmen. Selectman Chase seconded the motion. Motion passed, 2-0-1.** Chair Swenson abstained.

**Chair Swenson made a motion to nominate Cecile Chase as the vice-chair. Selectman Veisel seconded the motion. Motion passed, 2-0-1.** Selectman Chase abstained.

Selectman Chase asked for clarification on the Board of Selectmen meeting schedule. Chair Swenson clarified the meetings for the month of May had been rescheduled due to holidays and anticipated absences. The meetings are set for May 14 and 21.

**Appointments/Announcements**

**Boodey Farmstead Project Update**

Cathy Orlowicz, Boodey Farmstead chair, gave a summary of the recent work being done by the committee including the voting to accept the gift of the barn. She explained the work being done by the committee to keep the project moving forward. Ms. Orlowicz stated the committee also met with the capstone project students and their recommendations were reviewed and discussed by the committee with further presentations scheduled. She stated the students will be making their presentation on April 26, 2018 at 1:30pm at UNH. A packet of bids for moving the barn was distributed to the Board of Selectmen for review. Ms. Orlowicz stated that after review and discussion, the committee voted to go with Steve Dana, a millwright of Wolfeboro, NH to oversee the moving process. Ms. Orlowicz explained the transportation and storage process and costs. Chair Swenson asked where the funds are coming from for the storage rental. It was noted the money is already there from fundraising to cover the two-year storage costs. Ms. Orlowicz explained the rental for the crane as well as the demolition compliance process. Chair Swenson asked about the insurance coverage for the project. Town Administrator Kinmond explained the Town does not offer coverage to the volunteers working on the project and there will be a form for the volunteers to sign. The contractors will be required to provide certificates of insurance listing the Town of New Durham for liability and workman's compensation.

**Selectman Chase made a motion to approve purchase order #2571 in the amount of \$7200 to Wentworth Woodrights, Inc, of Alton, NH for the purposes of providing carpenters to dismantle a 42' by 42' barn located on Chestnut Cove in Alton, NH. The contractor to supply tools, ladders, staging and planks as set forth in the scope of work proposal dated 3/19/18 and the conditions set forth in the RFP. The said expenditure to come from the Boodey Farmstead accounts 10-2090-10-003 and 01-1010-35-00. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

**Chair Swenson made a motion to authorize the Town Administrator to sign purchase orders and contract for a trailer rental agreement with Mobile Storage Unit for a period of two years at a rate of \$50.00 per month with a total cost not to exceed \$1200.00 with the funds to come from the Boodey Farmstead accounts 10-2090-10-003 and 01-1010-35-00. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

**Selectman Chase made a motion to authorize the Town Administrator to issue a purchase order for crane rental through Bayside Concrete, the crane rental to be for the Boodey Farmstead project and not to exceed \$1,000 with said expenditure to come from the Boodey Farmstead accounts 10-2090-10-003 and 01-1010-35-00. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

Ms. Orlowicz stated she will be doing a presentation on April 12 at 7:00pm at Library and will cover the historical aspects of the Boodey Farmstead.

### **Public Input**

Richard Timothy, resident of Alton, stated he received notice of violation for a rental property he owns in New Durham. He explained the issue was addressed with the tenant but its illegal for him to clean up or take items from the property, noting he has started the eviction process with the tenant to leave by 4/28 however the notice states he will begin getting fined on 4/27. It was clarified he has discussed this with the Town Administrator and he was advised to request a 30 day extension from the Board of Selectmen. Town Administrator Kinmond gave a summary of the case and stated he has been working on this with the Building Inspector, noting the property owner has been doing his due diligence in working with the various Town departments, and explained the difficulty the property owner is encountering with the landlord/tenant laws. The Board discussed whether the Board of Selectmen have the authority to enforce the ordinances or make the extension. Chair Swenson asked Town Administrator Kinmond to discuss this with the Building Inspector, making it clear to him that the Board of Selectmen is aware of the situation and give him the opportunity to work through this with Mr. Timothy.

### **Agenda Review**

Town Administrator Kinmond added appointment of representative for the Strafford Regional Planning Commission.

### **Human Resource Policy Review**

Joan Swenson, resident, distributed the updated policies as discussed at the last workshop session. She stated she also included 9 more revised policies for review. The Board reviewed and discussed the policies. A workshop session was set for April 11 at 7:30am.

### **Assessing Contract**

Chair Swenson stated he met with Jeff Earls, the contract assessor, as he didn't feel Mr. Earls' first proposal was adequate. He stated a revised proposal was submitted and this was compared to the original agreement of 2015. Chair Swenson summarized the modifications in the new proposal. The Board discussed the revised agreement and will continue to review with a decision to be made at the next meeting.

### **New Business**

#### **1772 Meetinghouse Committee Appointments**

Selectman Chase stated she is hesitant to add members to the committee until there is a clear understanding of the committee's goals and purpose. Chair Swenson replied her point is well taken but doesn't want to hold up the process of appointing individuals as the nominations have already been made. Selectman Chase suggested meeting with the committee again to get a better understanding and clarified purposes. She clarified she is not opposed to the individuals nominated but the disarray of the committee. Chair Swenson asked to add a meeting with the committee to the agenda for the May 21 Board of Selectmen meeting.

**Chair Swenson made a motion to appoint Robin Bickford of New Durham as a member of the 1772 Meetinghouse Committee. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

**Chair Swenson made a motion to appoint Robert Bickford, Jr. of New Durham as a member of the 1772 Meetinghouse Committee. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

#### **Veterans Credit**

Chair Swenson confirmed this was reviewed by the assessor.

**Selectman Chase made a motion to approve the veterans credit in the amount of \$500 for Map 50, Lot 28. Chair Swenson seconded the motion. Motion passed, 3-0-0.**

#### **Town Administrator's Report**

Town Administrator Kinmond presented a response relative to a complaint received from a resident on Valley Road relative to the traffic on the road. He explained this has been reviewed with the Police Chief and noted the Strafford Regional Planning Commission has also been surveying and traffic counts relative to traffic avoiding Route 11. Town Administrator Kinmond explained some of the suggested deterrents for cut-through traffic. He also explained the studies done by the State and the process for determine the road's ability to handle traffic.

#### **Highway Truck**

Town Administrator Kinmond presented information for review by the Board of Selectmen in preparation for developing an RFP. He explained the research that has been done to help obtain specifications for the vehicle, noting they are looking to get a vehicle that can be utilized year-round. Town Administrator Kinmond also gave rationale for going with a larger, more efficient vehicle, particularly when working with a small crew. Chair Swenson asked Town Administrator Kinmond to provide further details and justification for the truck.

**Selectman Chase made a motion to authorize the Town Administrator to issue an RFP for the ten-wheel highway truck with dump body, spreader body, municipal plow gear and said bids being due on May 14, 2018. Selectman Veisel seconded the motion. Discussion:** Chair Swenson stated he still hasn't seen the financial justification.  
**Motion passed, 3-0-0.**

#### **Parking for the Bass Tournament**

Town Administrator Kinmond stated the issue with parking for event scheduled for July 23 has been resolved and an alternate parking location has been found.

#### **Conservation Committee Easement**

Postponed until Ron Gehl can be present.

#### **Public Input**

**Approval of Minutes**

Meeting of April 2, 2018 – Edits were made. **Selectman Chase made a motion to approve the minutes as amended. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

Meeting of March 26, 2018 - Edits were made. **Chair Swenson made a motion to approve the minutes as amended. Selectman Veisel seconded the motion. Motion passed, 2-0-1.** Selectman Chase abstained.

Meeting of March 12, 2018 - Edits were made. **Chair Swenson made a motion to approve the minutes as amended. Selectman Chase seconded the motion. Motion passed, 2-0-1.** Selectman Veisel abstained.

Meeting of February 12, 2018 – Edits were made. **Selectman Chase made a motion to approve the minutes as amended. Chair Swenson seconded the motion. Motion passed, 2-0-1.** Selectman Veisel abstained.

Selectman Veisel suggested a joint meeting with the school board or the Board of Selectmen attend a school board meeting. She stated the school has a large financial impact on the Town and this may be a good way to establish face-to-face connections. Chair Swenson noted in 2014 the Board of Selectmen extended an invitation to the school board to have a joint meeting and it was declined.

**Strafford Regional Planning Commission**

Chair Swenson stated they need to appoint members to the Strafford Regional Planning Commission as Terry Chabot's term has expired. The Board discussed the commission's meeting times and Selectman Veisel and Chair Swenson stated they are unable to attend meetings at those times. It was agreed to present this to the Planning Board as well to see if there is any interest.

Town Administrator Kinmond distributed a summary of a financial transparency software he has been researching, ClearGov. He explained how it helps show how revenues and monies are spent, and presents information gathered from their accounting software through reports, graphs, charts and spreadsheets. He also explained how the data can be searched and compiled. The Board discussed the costs versus the benefits to the Town, committees, and boards, for having this type of software. The Board agreed to accept the service for \$2100 per year with a 60 day opt-out option.

The Board discussed the process and purpose of the CIP. Suggestions were discussed on how to improve the process of the committee.

**Chair Swenson made a motion to enter into 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;**

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**(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 Veisel – aye; Selectman Chase – aye; Chair Swenson – aye.**

The Board entered into nonpublic session at 9:10pm.

The Board reentered public session at 9:53pm.

**Chair Swenson made a motion to retain Officer Andy Croteau as a part time police officer for the New Durham Police Department at his prior part time rate. Effective immediately. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

**Adjourn**

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

The meeting was adjourned at 9:54pm.

Respectfully Submitted,

Jennifer Riel, Recording Secretary