

**NEW DURHAM BOARD OF SELECTMEN**  
**New Durham Community Room**  
**July 18, 2018, 8:00am**

*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 Dorothy Veisel

**Also Present:**

Scott Kinmond, Town Administrator  
Joan Swenson, resident

**Call to Order**

Chair Swenson called the meeting to order at 8:08am.

**Public Input**

None.

**Human Resources Policy Review**

*Appeal Process Policy*

Town Administrator Kinmond stated he researched the details regarding the process for police officers and it was agreed the policies would align. Further edits to the policy were made.

**Selectman Veisel made a motion to approve the Appeal Process Policy as amended. Chair Swenson seconded the motion. Motion passed, 2-0-0.**

*Certificates, Licensure and Registration Policy*

The Board reviewed edits made since the last meeting.

**Selectman Veisel made a motion to approve the Certification, Licensure and Certification Policy as amended. Chair Swenson seconded the motion. Motion passed, 2-0-0.**

The Board agreed to submit the completed policies to Legal Counsel for review, with the exception of the Personal Time Off Policy, which is still being reviewed.

**Approval of Minutes**

Meeting of June 25, 2018 – Chair Swenson explained a typo was missed when these minutes were approved and further edits were made. **Chair Swenson made a motion to amend the Board of Selectmen meeting minutes of June 25, 2018 with the typo**

*New Durham Board of Selectmen Meeting*

*July 18, 2018*

*DRAFT*

**correction to be Judith Wessell. Selectman Veisel seconded the motion. Motion passed, 2-0-0.**

Meeting of June 5, 2018 – Edits were made due to typographical errors. **Chair Swenson made a motion to amend the previously approved Board of Selectmen meeting minutes of June 5, 2018, 8:00am session, to delete on page 3 under the Ethics Policy “edits were made to the policy.” Selectman Veisel seconded the motion. Motion passed, 2-0-0.**

Selectman Chase joined the meeting.

*Personal Time Off Policy*

Chair Swenson stated the Board asked Town Administrator Kinmond to provide scenarios for the accrual rates, and also looked at part time and full time employee scenarios. Chair Swenson explained the summary of the data presented and this was reviewed by the Board. He stated Ms. Swenson also obtained data regarding accrual rates. The Board discussed the benefits and drawbacks to allowing employees to accrue time as well as what would be an appropriate rate as well as the max accrual/payout amounts.

**Future Meeting**

July 31, 2018, 6:00pm, New Durham Town Hall, Human Resources Policy Review

**Other**

Chair Swenson stated he, along with Town Administrator Kinmond and Fred Quimby, had a conference call with EPA, Fish and Game and Senator Shaheen’s office liaison. Chair Swenson stated the discussion was positive and beneficial to the project. He explained and summarized a negative email from a resident which was sent to the above agencies regarding issue of outflows into the watershed and asked if the Board of Selectmen would agree to submit a rebuttal letter explaining the opinions outlined in the resident’s letter are not in-line with those of the Town. Town Administrator Kinmond stated he has discussed this with the resident who now realizes his email was not beneficial in light of the work done by many others.

**Adjourn**

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

The meeting was adjourned at 9:58am.

Respectfully Submitted,

Jennifer Riel, Recording Secretary