

**NEW DURHAM BOARD OF SELECTMEN**

**New Durham Community Room**

**July 31, 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

Selectman Dorothy Veisel

**Also Present:**

Scott Kinmond, Town Administrator

Joan Swenson, resident

Ed Comeau, State Rep.

David Bickford, resident

**Call to Order**

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

Chair Swenson thanked everyone and the Town departments involved, for their help and participation in making Celebrate New Durham Day 2018 a success.

**Public Input**

Ed Comeau, State Representative, stated he is here to discuss the school district budget and asked if the Town is interested in a legislative proposal for a district-wide elected budget committee. He explained many district towns have indicated support for the proposal and also explained the current equalization calculations, along with explanation of the original agreement made many years ago when the district was developed. There was discussion of holding a public meeting to discuss the proposal further.

David Bickford, resident, stated he has worked on the school budget with the superintendent and explained the process he has seen.

Mr. Bickford stated the resignations given to the Ethics Committee is incorrect and is supposed to go to the Board of Selectmen. Chair Swenson replied its not required nor the final say but he has always encouraged input from the respective committees affected by Board of Selectmen action or resignations. Mr. Bickford stated the appointment policy on the website is not the most current policy; he noted there is also still a posting on the bulletin board for a police officer. Chair Swenson replied that issue is on the agenda for the next Board of Selectmen meeting.

**New Hampshire Municipal Association Policy Suggestion**

*New Durham Board of Selectmen Meeting*

*July 31, 2018*

*DRAFT*

Chair Swenson stated New Hampshire Municipal Association suggested the use of this policy regarding the Town Moderator to make decisions on postponing elections, in line with the NH RSA. The Board discussed and reviewed the suggested wording and policy presented.

**Chair Swenson made a motion to submit policy proposal for clarifying the moderator authority as written in the documents and submit to NHMA legislative policy process. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

**Human Resources Policy Review**

The Board reviewed edits made to policies since the last review meeting. Chair Swenson explained an additional form is needed for the employee health care policy for clarification of enrollments. The Board reviewed and discussed edits.

**Selectman Veisel made a motion to approve the employee health care attestation form to be included in the Family Health Care Policy as amended. Selectman Chase seconded the motion. Motion passed, 3-0-0.**

Chair Swenson stated legal counsel has reviewed the manual and suggested adding an introduction statement at the start of the manual. The Board reviewed and discussed the introduction as well as the receipt of acknowledgment statement.

**Selectman Chase made a motion to approve the introductory statement and acknowledgment of receipt statement for the Human Resources Policy and Procedures Manual. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

**Personal Time Off Policy**

Chair Swenson noted there was extensive discussion at the last review meeting but no action was taken. There was further discussion of accrued time for employees.

**Adjourn**

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

The meeting was adjourned at 8:06pm.

Respectfully Submitted,

Jennifer Riel, Recording Secretary