

NEW DURHAM BOARD OF SELECTMEN
New Durham Town Hall
December 10, 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
Fred Quimby, Cyanobacteria Mitigation Committee
Bill Meyer, resident
Tim Goodwin, Wolfeboro Community Television
Mike Gelinas, Resident

Call to Order

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

Appointments/Announcements

Fred Quimby, Cyanobacteria Mitigation Committee, gave statements from an EPA fish hatchery discharge publication which gave an overview of the handling and permitting of management practices of solid waste and clean water discharges. It also outlined the testing requirements, which was clarified is for the Nashua Salmon Fish Hatchery. Mr. Quimby explained the situation between this hatchery and the EPA over the last couple years, noting their permit was also expired. He also explained the classifications used and the phosphorus levels currently in Marsh's Pond as well as limits set by the State and EPA. Mr. Quimby questioned why the funds are not going to be available for another two years. Chair Swenson replied the State has a two-year budget, so the work would be done possibly in 2021/22. Mr. Quimby outlined the steps necessary for the fish hatchery to work to reduce the phosphorus levels that includes managing feeding practices. He proposed that if they go ahead with hiring HDR to design a facility, to be sure that it can accommodate technology for reducing the phosphorus as well as indicating that they want to be lower than the EPA standards. Mr. Quimby also presented the bid from the Solitude Lake Management Company for the chemical treatment of milfoil next year, noting the cost increased. The Board discussed the importance of addressing this issue and the need for remediation to start happening for the Town as well as other communities.

Public Input

DRAFT

Mike Gelinas, stated in regards to the hatchery's own best management practices, there is no dilution to the river; so the number they are using after its been diluted, in the summer may be ok and explained the numbers being given now do not meet the low water levels criteria.

Timothy Goodwin, Wolfeboro Community Television, stated they would like to see if they could reestablish a relationship with the Town of New Durham. A proposed contract was distributed for review by the Board. Mr. Goodwin outlined the purpose of WCTV and the services they work to provide to the local communities.

Agenda Review

Town Administrator Kinmond added Review of Public Announcement; SELT – Press Release.

Town Administrator's Report

Town Administrator Kinmond distributed for review by the Board, the Consent Signature Manifest for the dates of November 12 to November 26, 2018.

Technology Services RFP Review

Town Administrator Kinmond stated three proposals have been received and a fourth is on its way. He stated he met with ANS Networking of New Durham to review the network system, hardware and software systems currently in place. A summary of the proposals submitted were reviewed and discussed. By consensus, the Board would like to get a contract from ANS. Town Administrator Kinmond suggested developing a manual for their systems to keep on hand at Town Hall.

Chair Swenson made a motion to award the technology services contract for 2019 to ANS Networking of New Durham, effective January 1, 2019 in the amount of a combined monthly fee of \$1,287.14 for maintenance support, provided that a contract draft can be received and approved by the Board and Legal Review, with a renewal period of up to three years, subject to review of the Board. This expense to come from account 01-4130-20-343. Selectman Chase seconded the motion. Motion passed, 3-0-0.

Municipal Software RFP Review

Town Administrator Kinmond presented a summary and cost breakdown of the proposals received. He explained the services provided by the various companies, noting Avitar is only capable of providing assessing services; BMSI and Edmonds provide finance, AR, clerk and tax services. The Board reviewed and discussed the differences between the proposals and services offered. Town Administrator Kinmond will put together a more detailed summary of the proposals along with a recommendations in preparation for meeting with the bidders.

South Shore Culvert Pre-Bid Meeting Update

Town Administrator Kinmond presented for review by the Board, an addendum to the bid which was posted, noting a pre-bid meeting was held on December 4 with six companies

present as well as a representative for CMA Engineers. The project was reviewed along with bid specifications. Town Administrator Kinmond explained the addendum was developed at the request of the contractors in regards to the pre-cast culvert parts.

Parking & Roadway Ordinance

Town Administrator Kinmond stated this was approved by the Board and has now been reviewed and approved by Legal Counsel. Some minor edits were suggested and Town Administrator Kinmond presented an updated draft for review by the Board. Final approval was postponed for edits to be made.

NHPWA Donation- 2019 12' cargo trailer

Town Administrator Kinmond stated he is the president of the New Hampshire Public Works Association and they work to provide training aids for plow truck drivers as well as run a training course. He explained the association uses a trailer for storing and transporting the training aids and for making the aids available to communities for training and demonstrations; he also explained the registration and insurance requirements which falls to ownership by a community. He stated a motion was taken by the association to have New Durham take ownership of the trailer; it was clarified it would not need to be stored at all times in Town as it would be used often by other communities and groups. However, it could be stored outside at the Highway Department garage. Chair Swenson clarified any agreement needs to indicate any and all claims through Primex are the sole responsibility of the association.

Selectman Chase made a motion to accept the donation of a 2019 12' RC cargo trailer from the New Hampshire Public Works Association. Said trailer to be for the use of NHPWA membership for purpose of transporting plow operator training aids. This donation is with the understanding that all maintenance costs and or expenses incurred be paid by the NHPWA, including insurance deductibles and the association as the right of first refusal upon decommission. Selectman Veisel seconded the motion. Motion passed, 3-0-0.

Trustee of Trust Fund Corrections

Town Administrator Kinmond stated he distributed supporting documents for invoices to the Trustees and met with Mr. Quimby to explain the documents for clarification to the trustees. He stated he also reviewed minutes of the meetings where actions were taken and noted that in some case, transfer from trust funds need to be noted including the amounts and accounts. A list of transfers were reviewed and discussed for instances where the approved amounts did not match the exact invoice amounts. Town Administrator Kinmond suggested ratifying the requests for transfers based on the account. The Board reviewed and discussed the transfers.

Selectman Chase made a motion to rescind the John Shirley Trust Fund transfer of \$500 previously approved on November 11, 2018 to Homemakers Health Services as the entity is no longer in operation. Selectman Veisel seconded the motion. Motion passed, 3-0-0.

Selectman Chase made a motion to authorize the withdrawal and transfer of \$500 for payment to Haven, for support to New Durham residents needing domestic violence services from Trust Fund #39, John C. Shirley Charity Fund and request the Trustee of Trust Funds to withdraw and transfer said funds to the General Fund. Selectman Veisel seconded the motion. Motion passed, 3-0-0.

Selectman Chase made a motion that after reviewing the memorandum from Town Administrator Kinmond of December 10, 2018 regarding the 2018 Capital Reserve Fund and Expendable Trust Fund withdrawals and transfers, to approve all noted transfers and request the Trustees of the Trust Funds to withdraw and transfers as outlined within the document and where previous transfers differ, this document will take precedence. Selectman Veisel seconded the motion. Motion passed, 3-0-0.

2019 Holiday Schedule

Town Administrator Kinmond distributed a proposed holiday schedule, noting there was a request to close for the Monday after Easter; this would only affect the single full time employee at the Transfer Station. All employees will remain with the same number of holidays.

Selectman Chase made a motion to approve the 2019 Holiday Schedule as proposed. Selectman Veisel seconded the motion. Motion passed, 3-0-0.

2018 Holiday Staff Luncheon

Town Administrator Kinmond stated the luncheon is scheduled for Tuesday, December 18, 2018, from 12noon to 2:00pm. He stated some years the Town Hall has remained open during this time but proposed closing so the function could be held at the Community Room.

Selectman Chase made a motion to authorize all nonessential Town offices and departments to be closed on December 18, 2018 from 12noon to 2:00pm to allow employees to gather for a potluck holiday luncheon at the Community Room. Selectman Veisel seconded the motion. Motion passed, 3-0-0.

New Business

Tax Credits

Town Administrator Kinmond confirmed all the requests for tax credits have been reviewed and approved by the contract assessor. It was confirmed the solar exemption is a reduction in the assessed value.

Selectman Veisel made a motion to approve the request for the solar exemption for Map 253, Lot 028, in the amount of \$19,000. Selectman Chase seconded the motion. Motion passed, 3-0-0.

Selectman Chase made a motion to approve the request for the veteran's tax credit for Map 209, Lot 12, in the amount of \$500. Selectman Veisel seconded the motion. Motion passed, 3-0-0.

Selectman Chase made a motion to abate the taxes for the following map/lots as the properties were tax-deeded after April 1, 2018: Map 209, Lot 076 in the amount of \$223; Map 210, Lot 059 in the amount of \$21; Map 210, Lot 056, in the amount of \$21; Map 210, Lot 086 in the amount of \$101; and Map 210, Lot 147 in the amount of \$24. Selectman Veisel seconded the motion. Motion passed, 3-0-0.

Town Administrator Kinmond explained that the property at Map 250, Lot 079, is for the food pantry which was acquired after April 2018. Selectman Veisel stated she would abstain from the vote as she is on the board of the food pantry. The Board discussed the assessor's recommendation as well as the dates the property was transferred, and when the tax bills are effective to determine what portion of the tax bill should be abated.

Selectman Chase made a motion to donate \$450 to the New Durham Food Pantry in lieu of rebating a portion of the taxes paid on building located at Map 250, Lot 079 in 2018. Said funds to come from the John C. Shirley Charitable Trust, #39. Funds to be transferred to the General Fund and dispersed to the Food Pantry. Motion failed for lack of second.

Selectman Chase made a motion to authorize a charitable tax exemption for Map 250, Lot 079 as the new Durham Food Pantry, 5 Main Street, for the December 2018 tax issue and all tax issuance going forward as long as the Food Pantry remains and authorized charitable organization in New Durham. Chair Swenson seconded the motion. Motion passed, 2-0-1.

SELT Announcement

Chair Swenson stated this has to do with the Birch Ridge initiative as part of the Southeast Land Trust, Merry Meeting Lake Association and the Moose Mountain Regional Greenways. Chair Swenson read the public announcement dated December 7, which outlined the L-CHIP grant awarded to the SELT for the purposes of promoting conservation areas in the community.

Selectman Chase stated she would also like to recognize the support by L-CHIP to the Scruton Dairy Farm in Farmington, one of the last remaining commercial dairy farms in Strafford County.

Old Business

Tax Deeded Property Sales

Town Administrator Kinmond stated the auction date has been confirmed for December 15, 2018 at 10:00am at the New Durham Community Room. He confirmed it has been posted on the website as well as at Town Hall.

Human Resources Policy

Chair Swenson stated this will be effective January 1, 2019 and summarized the meeting with employees, noting it seemed to have gone well and been well accepted. The Board reviewed and signed the final documents for implementation. Town Administrator

Kinmond stated he plans to distribute flash-drives with electronic copies of the Policy to employees on December 18.

2019 Budget Review

Account 4550 - Library

Chair Swenson stated this account is being revisited as additional information was requested from the Budget Committee, and the committee ultimately voting to approve level funding. He explained the discussion of the committee centered on wage rates and the justification presented for raises and noted the Budget Committee approved \$129,756 while the Board of Selectmen previously approved \$132,122.

Selectman Chase made a motion to rescind the previous action by the Board of Selectmen for Account 4550, Library, and approve the Budget Committee's approved budget for Account 4550, Library, in the amount of \$129,756. Chair Swenson seconded the motion. Motion passed, 3-0-0.

Account 4520 – Recreation

Chair Swenson stated the Board of Selectmen approved the account with the information presented, however, when presented to the Budget Committee, changes were made, requesting additional funds. He stated the Budget Committee did not approve the account when presented and explained the Parks and Recreation Director presented a case for needing an assistant and outlined her revisions to the budget in order to main a near level funding of the account. The Board reviewed and discussed the revised budget.

Selectman Chase made a motion to rescind the previous action by the Board of Selectmen for Account 4520, Recreation, and approve the 2019 budget for Account 4520, Recreation, in the amount of \$70,901. Selectman Veisel seconded the motion. Motion passed, 3-0-0.

Approval of Minutes

Meeting of November 8, 2018- Edits were made. **Selectman Veisel made a motion to approve the minutes as amended. Chair Swenson seconded the motion. Motion passed, 3-0-0.**

Meeting of November 12, 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 November 15, 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 November 26, 2018 Edits were made. **Selectman Veisel made a motion to approve the minutes as amended. Selectman Chase seconded the motion. Motion passed, 3-0-0.**

Chair Swenson made a motion to enter 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, other than a member of the public body itself, unless such person requests an open meeting. Selectman Veisel seconded the motion.

Roll Call: Selectman Chase – aye; Selectman Veisel – aye; Chair Swenson – aye.

The Board entered into nonpublic session at 8:47pm.

The Board reentered public session at 9:37pm.

Chair Swenson made a motion to seal the minutes of the nonpublic session of the December 10, 2018 Board of Selectmen meeting. Selectman Veisel seconded the motion. Motion passed, 3-0-0.

Chair Swenson made a motion to authorize the Town Administrator to issue a conditional letter of employment to Candidate #1 for the position of light equipment operator at the rate of \$16.00 per hour, said hire upon completion of a background checks, pre-employment DOT physical and drug testing with a tentative start date on or about December 21, 2018. Selectman Veisel seconded the motion. Motion passed, 3-0-0.

Adjourn

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

The meeting was adjourned at 9:44pm.

Respectfully Submitted,

Jennifer Riel, Recording Secretary