

NEW DURHAM BOARD OF SELECTMEN
New Durham Town Hall
December 31, 2018, 1:00pm

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 – via telephone.

Also Present:

Scott Kinmond, Town Administrator
Dianne Smith, Brookfield
Catherine Orlowicz, resident
David Bickford, resident

Call to Order

Chair Swenson called the meeting to order at 1:02pm. He stated Selectman Veisel was unable to attend but would be participating in the meeting via telephone. Selectman Veisel stated she is alone on the phone.

Appointments/Announcements

Dianne Smith, resident of Brookfield, stated she has two petition warrant articles for the Governor Wentworth Regional School District, one of which was already filled. She explained the Town of Brookfield formed a committee a couple years ago to evaluate the school funding and cost distribution issues that affect the town and district. Ms. Smith stated the purpose of the warrant articles is to create a budget committee for the school district as well as creating a tax cap. She presented a summary of financial calculations for the various towns within the district along with the relative state statute. The Board reviewed the warrant articles and discussed getting signatures from interested residents. Ms. Smith stated she would need the signatures returned by next week for presentation to the district board.

Public Input

David Bickford, resident, stated he has a petition for the Town Warrant, which states that in the future, CRF and ETFs be voted on individually on the Town Warrant. The 25 signatures and petition were presented and reviewed by the Board.

Mr. Bickford stated there was no budget for the perambulation and suggested that should not be ignored. He stated this meeting was posted on the website for 9:00am but the minutes of the last meeting indicated 1:00pm.

Mr. Bickford also questioned the review process of the budgets by the CIP and the Board of Selectmen. Selectman Chase reiterated that the purpose of the CIP is to look at the needs of the Town, prioritize and make recommendations. It is solely advisory.

Agenda Review

No changes were made to the Agenda.

Town Administrator's Report

Town Administrator Kinmond distributed the Consent Manifest for December 10 to December 31, 2018 for review by the Board.

Town Administrator Kinmond distributed a summary of the bid results for the 130 and 284 South Shore Culvert projects. He stated six bids were received and opened publically on December 14 and posted on the Town's website. Town Administrator Kinmond stated the bids were then submitted for review and validation by CMA Engineers; references checks have been completed along with bonds and insurances. A letter of recommendation from the Project Engineer was distributed and reviewed. Town Administrator Kinmond explained the remaining funds in the CRF would be enough to cover both projects. The Board reviewed and discussed the bids and funding.

Selectman Chase made a motion to issue a notice of award for 130 South Shore Road base bid and the 284 South Shore Road alternate bid to MA Bean LLC of Sanbornton, NH in the contract amount totaling \$284,235.20 with said contract conditions per the bid specifications within the said bid documents and contracts and to encumber said contract amount from the 2018 Road Construction Paving Account, 01-4901-10-081 to the 2019 Road Construction Paving Account 01-4901-10-081. Selectman Veisel seconded the motion. Motion passed, 3-0-0.

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

Chair Swenson made a motion to encumber the remaining funds in the 2018 Road Projects Account 01-4901-10-081, approximately \$22,778 for use on said road projects or other related road work for contingency and or engineering project management. Said remaining fund to be encumbered to the 2019 Road Project Account, 01-4901-10-081. Selectman Chase seconded the motion. Motion passed, 3-0-0.

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

Trustee of Trust Funds – Fourth Quarter Transfer Requests

Town Administrator Kinmond explained the fourth quarter transfers, noting he reviewed these with Fred Quimby for items which needed further clarification from the Board of Selectmen.

Chair Swenson made a motion to recognize that the Board of Selectmen signed a contract to hire FP Environmental Associates to develop a Merrymeeting River

Watershed Management Plan with a total contract amount of \$49,600 to be shared between the Town of Alton, the Merrymeeting Lake Association and the New Hampshire Department of Fish and Game, with the Town of New Durham commitment not to exceed \$20,000, with said amount to come from the Milfoil Trust Fund, Account 16 and to authorize the transfer of said funds from the Trust Fund to the General Fund as requested on December 10, 2018. Selectman Chase seconded the motion. Motion passed, 3-0-0.

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

Selectman Chase made a motion to authorize the withdrawal and transfer of \$9,011.89 for payment to Liberty International of Londonderry, NH for repairs to the 2010 International Highway Department dump truck EGR cooler. Said payment from Trust Fund 21, Vehicle and Equipment Maintenance CRF 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.

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

Chair Swenson made a motion to authorize the withdrawal and transfer with a correction of the total amount of the November 26, 2018, to a total of \$49,436.06 for the payment to Town employees as outlined in the payroll manifest of December 17, and December 20, 2018 for compensation for accrued leave for separation from employment and conversion to PTO per the new Human Resources policy. Said payment to come from Trust Fund 31, Accrued Benefits Liability Trust Fund, and request the Trustee of Trust Funds to withdraw and transfer said funds to the General Fund. Selectman Chase seconded the motion. Motion passed, 3-0-0.

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

Selectman Chase made a motion to authorize the withdrawal and transfer of \$8,167.07 for the payment to CMA Engineers of Portsmouth, NH for the engineering services on the Downing Pond Dam. Said payment from a newly created 2018 Expendable Trust, Dam Maintenance and request the Trustee of Trust Funds to withdraw and transfer the said funds to the General Fund. Selectman Veisel seconded the motion. Motion passed, 3-0-0.

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

Selectman Chase made a motion to authorize the withdrawal and transfer of \$200 for the payment to the State of New Hampshire DES, of Concord, NH for the wetlands permit for the dam maintenance work at the Downing Main Street Dam. Said payment to come from a newly created 2018 Expendable Trust, Dam Maintenance and request the Trustee of Trust Funds to withdraw and transfer the said funds to the General Fund. Selectman Veisel seconded the motion. Motion passed, 3-0-0.

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

Selectman Chase made a motion that the amount of \$4,576.90 to be encumbered from 2018 for the purposes detailed in the memorandum presented on December 31, 2018 and furthermore, authorize the Finance Manager to add these amounts as encumbrances to the respective budget line. The last item pertaining to the Road Construction and Paving has been deleted, as it was actioned in a previous motion. Selectman Veisel seconded the motion. Motion passed, 3-0-0.

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

Ms. Orlowicz noted there should have been monies encumbered for the Boodey Meetinghouse which were from fundraising for engineering services contracted through the fund. Town Administrator Kinmond will follow up for clarification.

Budget Review–Account 4589 Culture & Recreation

Chair Swenson explained the Budget Committee reduced line 10 for postage and he suggested aligning the recommendations.

Chair Swenson made a motion to rescind the prior action of October 4, 2018 for Board of Selectmen approval of Account 4589 in the amount of \$9,326 and reduce line 10-625, Postage, from \$600 to \$500 and approve the new 2019 Budget in the amount of \$9,226. Selectman Chase seconded the motion. Motion passed, 3-0-0.

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

New Business

2018 Encumbrance Requests

Old Business

Tax Deeded Property Sales–Auction Sales update

Chair Swenson stated the total amount of property sales was \$16,750. He stated properties are now back on the books as tax generating properties.

Human Resources Policy–Implementation

Chair Swenson stated the new Human Resources Policy will be effective January 1, 2019 and the document will be made available on the website as well as on drives to be distributed to employees.

LCHIP Stewardship Agreement-Grant Closeout

Chair Swenson stated he reviewed the grant documents and explained it seems to tie their hands with acceptance. He outlined the reports which would be required, likely done by the 1772 Meeting House Committee but are ultimately the responsibility of the Board of Selectmen; he also outlined the obligations by the Town and the committee. Chair

New Durham Board of Selectmen Meeting

December 31, 2018

DRAFT

Swenson asked Town Administrator Kinmond to follow-up with Primex for clarification of coverage and replacement values on the Meetinghouse.

Selectman Chase made a motion to authorize the Chair of the Board of Selectmen to sign the LCHIP Stewardship Agreement as amended and to have the Town Administrator have the document recorded at the Strafford County Registry of Deeds. Selectman Veisel seconded the motion. Motion passed, 3-0-0.

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

Chair Swenson made a motion to encumber \$1,718.75 for Account 4589, Boodey Farmstead, specifically line 01-4589-50-330 as this was purchased in 2018 with completion expected after December 31, 2018. Selectman Chase seconded the motion. Motion passed, 3-0-0.

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

Adjourn

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

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

The meeting was adjourned at 2:35pm.

Respectfully Submitted,

Jennifer Riel, Recording Secretary