

NEW DURHAM BOARD OF SELECTMEN
New Durham Town Hall
March 25, 2019, 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
Tatiana Cicuto, Zachariah Boodey Farmstead Committee
Catherine Orlowicz, Zachariah Boodey Farmstead Committee
Scott Drummey, Zachariah Boodey Farmstead Committee
Peter Varney, Fire Chief
Scott Lawler, resident
Bill Kendrick, resident
Brian Halt, South East Land Trust
Duane Hyde, South East Land Trust
Ron Gehl, Conservation Commission
David Bickford, resident
Tom Bickford, resident
Barbara Lemire, Barnstead
Autumn Bickford, Wolfeboro
Amelia Bickford, Wolfeboro
Fred Quimby, resident
Cynthia Quimby, resident
Marie Anne Browne, resident
Mark D’Etremont, resident
Seveal Gelinas Family members for Citizen of the Year presentation.

Call to Order

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

Appointments/Announcement

Governor Sununu’s Commendation to George Bickford’s Community Service to New Durham

Chair Swenson announced the commendation from Governor Sununu which was presented in recognition of George Bickford’s community service to New Durham.

South East Land Trust Birch Ridge Project Update

Chair Swenson thanked the people involved with bringing the conservation of a large tract of land to fruition and welcomed an update on the project.

Ron Gehl, Chair of the Conservation Commission, stated the funding goals have been met for the community forest project and stated the SELT is working to put the final pieces together and to turn the ownership over to the Trust. He explained the Moose Mountain Regional Greenways will also hold a conservation easement on the property and the Land Heritage Investment Program of the State of NH will hold an executory interest in the easement. Mr. Gehl stated they would be asking for feedback from the Board of Selectmen regarding the executory interest on the easement, noting the commission has provided \$25,000 to go towards the project and have found that in the past, sometimes an additional layer of interest is added, which in this case would be the Town.

Brian Halt, South East Land Trust, gave an overview of the SELT Articles of Incorporation which is regulated by State law and explained what happens in the event the organization is dissolved. He stated the assets of the organization go to the Forest Society or the Town.

Duane Hyde, South East Land Trust, explained there will also be L-CHIP restrictions within the deed of the property, with the easement held by the Moose Mountain Regional Greenways, followed by the State and then US Forest Service with rights of enforcement, and it will be a heavily regulated and restricted property to ensure the conservation properties of the land remain intact.

Selectman Veisel asked what monitoring and enforcement looks like. Mr. Gehl explained any easement the Conservation Commission has been involved with, they get together once a year to walk the property. She also asked if there would be a delay if the Town wanted to have an executory interest in the easement. Mr. Gehl replied he wasn't sure but it would require legal review. Chair Swenson noted he would prefer to have the full Board of Selectmen present for a discussion on pursuing the executory interest and it was agreed to have further discussion at the meeting of April 8. Mr. Hyde gave an update on the logging and cutting being done in the area, noting a surveyor was hired to ensure the boundary lines with cutting continuing closer to those. The closing is planned for the end of June. The appraisal report has gone through federal review and was approved.

Boodey Farmstead Committee – Site Plan Update

Cathy Orlowicz, chair of the Boodey Farmstead Committee, introduced Scott Lawler, Vice President of Norway Plains Associates, Inc., represents the company contracted for engineering the site plan. She noted Mr. Lawler is also a resident of New Durham. Ms. Orlowicz gave a summary of the site plan project. She stated the Committee is seeking written permission from the Board of Selectmen regarding the proposed preliminary site plan for Map 251, Lot 21. Ms. Orlowicz also outlined the proposed use plans for the properties and historical buildings, which are owned by the Town. Copies of the preliminary site plans were distributed for review to the Board of Selectmen. Chair Swenson asked if they would be going before the ZBA. Ms. Orlowicz explained they

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would need variances due to encroaching on one setback for parking as well as the use as a commercial property in a residential/agricultural zone. The Planning Board will also be reviewing the Site Plan in June. Chair Swenson and Selectman Veisel concurred to grant the committee to initiate the process of going before the Planning Board and Zoning Board. Mr. Drummey stated the committee would be more comfortable if the Board of Selectmen would explicitly grant permission within the motion.

By consensus of the Board of Selectmen, they have reviewed the Site Plan which was created by the Land Use contractor and the Boodey Farmstead Committee and by consensus grants permission that the plans for this property be brought before the Land Use boards for such necessary bidding, changes in use for the projects and or variances for the next phases of the Boodey Farmstead project.

Public Input

None.

Town Administrator's Report

Town Administrator Kinmond distributed for review by the Board, the consent March 11, 2019 to March 25, 2019.

Town Administrator Kinmond stated the Department of Public Works has had two new hires start in the last two weeks; a light equipment operator and a facilities and grounds maintainer.

Town Administrator Kinmond distributed for review by the Board, financial policies for annual review, noting only two had any changes including the purchasing policy with grammar edits and further explanation of competitive procurement of professional services. Explanation was also added to outline how surplus equipment is sold.

Chair Swenson made a motion to approve the New Durham Purchase Policy as presented. Selectman Veisel seconded the motion. Motion passed, 2-0-0.

2019 Citizen of the Year Presentation

Selectman Veisel introduced Fred Quimby who will be making the presentation for the Citizen of the Year for 2019. Mr. Quimby gave the presentation to Mike Gelinis and outlined the numerous volunteer activities Mr. Gelinis has participated in over the years for the Town of New Durham.

2019 Financial Policies Review and Approval

Town Administrator Kinmond presented the delegation/transfer of authority policy for review and approval by the Board of Selectmen.

Chair Swenson made a motion to approve the Delegation/ Transfer of Authority for the Town of New Durham as presented at the March 25, 2019 Board of Selectmen meeting. Selectman Veisel seconded the motion. Motion passed, 2-0-0.

Town Administrator Kinmond presented the Investment Policy for review and approval by the Board of Selectmen.

Chair Swenson made a motion to approve the Investment Policy for the Town of New Durham as presented at the March 25, 2019 Board of Selectmen meeting. Selectman Veisel seconded the motion. Motion passed, 2-0-0.

Town Administrator Kinmond presented the Fund Balance Guideline for review and approval by the Board of Selectmen.

Chair Swenson made a motion to approve the Fund Balance Guideline for the Town of New Durham as presented at the March 25, 2019 Board of Selectmen meeting. Selectman Veisel seconded the motion. Motion passed, 2-0-0.

Town Administrator Kinmond presented an outline of the annual EMS ambulance costs and billing. He explained there have been some changes within insurance company usage and billing; he also presented comparisons of costs within neighboring communities. Fire Chief Varney also presented a summary of his recommendations. The Board reviewed and discussed the information presented regarding the costs and services of the ambulance. Chair Swenson asked Fire Chief Varney to come back to the next meeting with a suggested new rate.

Veteran's Tax Credit Application – Map 250, Lot 086

Town Administrator Kinmond confirmed there was a copying issue that showed there was no supporting documentation for the property owner's disabled veteran status.

Chair Swenson made a motion to approve the Veterans Disability Tax Credit for Map 250, Lot 086 in the amount of \$1900. Selectman Veisel seconded the motion. Motion passed, 2-0-0.

Current Use Application – Map 229, Lot 004

Town Administrator Kinmond explained this was previously reviewed and stated this is for 94.6 acres on Birch Ridge, the only piece of the 2100 acres which is not in current use and explained it was previously held out by the owner for potential future development.

Chair Swenson made a motion to approve the Current Use application for Map 229, Lot 004 to be now defined for Current Use. Selectman Veisel seconded the motion. Motion passed 2-0-0.

Watershed Management Study

Town Administrator Kinmond distributed a copy of the watershed management plan and study and explained the top areas for maintenance and areas that need work, as suggested by the Road Agent and town engineers. The Board reviewed the list of property suggestions and Town Administrator Kinmond explained the research and discussions

which have already taken place. The Board concurred with moving ahead in preparing for grants.

Town Administrator Kinmond stated he met with the Road Agent this morning; he has been receiving many calls about the conditions of the roads but they will need to wait until the frost is out of the ground before they can determine what roads need attention. He stated it may change some of the road maintenance plan as they do preservation work. It was noted the RSMS report from Strafford Regional Planning is almost complete and he along with the Road Agent will be reviewing it shortly.

Right-of-Way Request for Removal of Lumber – Map 245, Lot 015

Chair Swenson stated they have had legal counsel regarding this request and additional information was requested which reviewed by the Board of Selectmen. He stated he would still have a problem with taking action at this point and would like to know from the applicant what specifically the applicant has tried to do to resolve the issue in the last 6 to 18 months. Chair Swenson stated he would also like to reach out to the abutters to hear their rationale on what the situation is. Town Administrator Kinmond concurred with contacting the property owners, particularly those for option #2 as indicated on the plans presented.

Approval of Minutes

Meeting of March 11, 2019 – Edits were made. **Selectman Veisel made a motion to approve the minutes as amended. Chair Swenson seconded the motion. Motion passed, 2-0-0.**

Meeting of March 14, 2019- Alton/New Durham Joint Board of Selectmen Workshop – **Chair Swenson made a motion to accept the minutes as amended with the name correction. Selectman Veisel seconded the motion. Motion passed, 2-0-0.**

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 Veisel – aye; Chair Swenson – aye; Motion passed, 2-0-0.

The Board entered nonpublic session at 8:08pm.

The Board reentered public session at 9:05pm.

Chair Swenson made a motion to make a conditional offer of employment to Candidate #2 with said hire upon successful completion of a NH Police Standards and Training background check, physical, psychological and polygraph medical examination and drug testing, at the rate of \$22.50 per hour with an estimated start date of June 3, 2019. Selectman Veisel seconded the motion. Motion passed, 2-0-0.

Chair Swenson made a motion to offer a conditional letter for position of part time police officer, contingent upon successful completion of NH Police Standards and Training background check, physical, psychological and polygraph medical examination and drug testing, and successful completion of the part time Police Academy for Candidate #3 at the rate of \$18.50 per hour with an estimated start date of April 22, 2019. Selectman Veisel seconded the motion. Motion passed, 2-0-0.

Chair Swenson made a motion to make a conditional offer of employment to Candidate #4 with said hire upon successful completion of a NH Police Standards and Training background check, physical, psychological and polygraph medical examination and drug testing, at the rate of \$20.00 per hour with an estimated start date of April 22, 2019. Selectman Veisel seconded the motion. Motion passed, 2-0-0.

Chair Swenson made a motion to hire Randy Genest of Pittsfield, NH for the position of light equipment operator at a rate of pay of \$16.00 per hour for introductory status contingent upon receiving his CDL-B license by June 1, 2019 with a tentative start date of March 26, 2019. Selectman Veisel seconded the motion. Motion passed, 2-0-0.

Chair Swenson made a motion to seal the minutes of the nonpublic session of the March 25, 2019 meeting. Selectman Veisel seconded the motion. Motion passed, 2-0-0.

Chair Swenson stated the Board of Selectmen received notification that the Parks and Recreation Director has submitted a letter of resignation, effective April 14, 2019.

Chair Swenson made a motion to authorize the Town Administrator to post for the position of Parks and Recreation Director at an hourly rate of \$16-\$19.00 per hour. Selectman Veisel seconded the motion. Motion passed, 2-0-0.

Adjourn

Chair Swenson made a motion to adjourn. Selectman Veisel seconded the motion. Motion passed, 2-0-0.

The meeting was adjourned at 9:15pm.

Respectfully Submitted,

Jennifer Riel, Recording Secretary