

NEW DURHAM BOARD OF SELECTMEN

New Durham Town Hall

May 13, 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

Joe Haas, Gilmanton resident

Call to Order

Chair Swenson called the meeting to order at 6:01pm. He stated due to Selectman Chase's schedule she is unable to attend tonight.

Appointments/Announcements

Department of Public Works – New Highway Truck

Town Administrator Kinmond gave an update on the purchase of the new highway truck which was received today. The Board took a short recess from the meeting to view the truck in the parking lot of the Town Hall.

The Board of Selectmen meeting resumed at 6:21pm.

Public Input

Joe Haas, Gilmanton resident, stated he requested the Board last fall to do an RSA 66:11-A,III information statement for the November tax bills but nothing happened with that. He stated he has visited other towns and is trying to get someone to develop a template along with use of the MS-22 which is used by SAUs. Mr. Haas explained the RSA which references the tax rate being set by the NH DRA and suggested what is being done by towns is unconstitutional and explained the process of school funding as well as some alternatives to look into for offsetting the costs of education.

Agenda Review

Selectman Veisel added under Old Business: feedback for Parks and Recreation Committee appointments.

Town Administrator's Report

Town Administrator Kinmond distributed the Consent Signature Manifest for the dates of April 22, 2019 to May 13, 2019 for review by the Board.

Parks and Recreation Commission Appointment

Chair Swenson noted this appointment was nominated two weeks ago and confirmed no input was received from the public.

Selectman Veisel made a motion to appoint Darlene Demeritt to the Parks and Recreation Commission with a term to expire March 31, 2022. Chair Swenson seconded the motion. Motion passed, 2-0-0.

Request for Trust Fund Withdrawals and Transfers

The Board reviewed the list presented by Town Administrator Kinmond of various projects and transfers.

Chair Swenson made a motion to supersede all prior motions on this particular subject to authorize the withdrawal of \$2,834.05 from the Forest Fire Control Fund ETF, account 01-4916-10-064 and transfer to the General Fund for the payment of Purchase Order #2634 to Ossipee Mountain Electronics of Moultonborough, NH in the amount of \$2,834.05 for the purchase and installation of a mobile radio in the Forestry ATV. Selectman Veisel seconded the motion. Motion passed, 2-0-0.

Chair Swenson made a motion to supersede all prior motions on this particular subject to authorize the withdrawal of \$4,562.13 from the Town Buildings Improvement ETF, account 01-4916-10-066 and transfer to the General Fund for the payment of Purchase Order #2565 to A-Plus Alarm of Moultonborough, NH in the amount of \$4,562.13 for the purchase and installation of card access control system at the New Durham Town Hall. Selectman Veisel seconded the motion. Motion passed, 2-0-0.

Chair Swenson made a motion to supersede all prior motions on this particular subject to authorize the withdrawal of \$2,100.00 from the Records Management ETF, account 01-4196-10-065 and transfer to the General Fund for the payment of Purchase Order #2639 to ClearGov of Maynard, MA in the amount of \$2,100.00 for the purchase of a ClearGov financial transparency system for the Town of New Durham. Selectman Veisel seconded the motion. Motion passed, 2-0-0.

Chair Swenson made a motion to supersede all prior motions on this particular subject, specifically related to the H.P. Fairfield portion, to authorize the withdrawal of \$73,244.00 from the Highway Truck CRF, account 01-4915-10-063 and transfer to the General Fund for the payment of Purchase Order #2589 to H.P. Fairfield of Pembroke, NH in the amount of \$73,244.00 for the purchase and installation of dump body, plow gear and hydraulic controls as specified in approved purchase order of 5/31/2018. Selectman Veisel seconded the motion. Motion passed, 2-0-0.

Chair Swenson made a motion to supersede all prior motions on this particular subject, specifically related to the McDevitt portion, to authorize the withdrawal of

\$102,653.00 from the Highway Truck CRF, account 01-4915-10-063 and transfer to the General Fund for the payment of Purchase Order #2588 to McDevitt Trucks of Manchester, NH in the amount of \$102,653.00 for the purchase of 2019 Western Star, 4700, SF cab and chassis, as specified in approved purchase order of 5/31/2018. Selectman Veisel seconded the motion. Motion passed, 2-0-0.

2019 Pavement Preservation

The Board reviewed the purchase order for chip sealing as previously approved as part of the RSMS.

Chair Swenson made a motion to approve Purchase Order #2640 in the \$130,083.40 to All States Asphalts of Sutherland, MA for installation of a paving preservation treatment, 20% asphalt rubber chip seal on Valley and Old Bay Roads as defined in prior documents. Said expense to come from account 01-4901-10-081. Selectman Veisel seconded the motion. Motion passed, 2-0-0.

Town Administrator Kinmond explained a tentative time frame for the work to be done is in July and the Road Agent indicated there is some ditching and preparation work that will need to be done prior.

E911 NH Emergency Notifications System

Town Administrator Kinmond explained this is a new system by the State of New Hampshire and the current vendor is Code Red, which he explained he has worked with previously. He stated the software program does require a sign up for people to receive notifications via phone, text or email and can be utilized for emergency as well as non-emergency communications; he also explained how the notification system can be utilized by authorized Town officials.

Selectman Veisel made a motion to authorize Town Administrator Kinmond as the Town of New Durham's NH Emergency Notification System primary point of contact through the NH Department of Safety, Emergency Services and Communications E-911. Chair Swenson seconded the motion. Motion passed, 2-0-0.

New Business

2019 First Tax Warrant

Town Administrator Kinmond distributed for review by the Board, the first tax warrant for the tax bills totaling \$4,755,152, to be due July 2, 2019.

Chair Swenson made a motion to approve the property tax warrant presented to the Board of Selectmen on May 13, 2019 for the Town of New Durham in the amount of \$4,755,152, and directed to collect taxes in the name of the said state on the list herewith with interest at 8% for all sums not paid on or before July 2, 2019. Selectman Veisel seconded the motion. Motion passed, 2-0-0.

Veteran's Tax Credit Applications

Selectman Veisel made a motion to approve the Veteran's Tax Credit for Map 240, Lot 041 in the amount of \$500. Chair Swenson seconded the motion. Motion passed, 2-0-0.

Selectman Veisel made a motion to approve the Veteran's Tax Credit for Map 258, Lot 030 in the amount of \$500. Chair Swenson seconded the motion. Motion passed, 2-0-0.

Capital Improvement Program Committee Nomination

Selectman Veisel made a motion to nominate Terry Jarvis to the Capital Improvement Program Committee with a term to expire March 31, 2022. Chair Swenson seconded the motion. Motion passed, 2-0-0.

Conservation Commission Nomination

Selectman Veisel made a motion to nominate Heather Freeman to the Conservation Commission with a term to expire March 31, 2022. Chair Swenson seconded the motion. Motion passed, 2-0-0.

Board of Selectmen Meeting Schedule

The Board reviewed and discussed the dates of future meetings through the summer until September with meetings scheduled to the following dates:

May 28, 2019, New Durham Community Room, 6:00pm

June 17, 2019, New Durham Town Hall, 6:00pm

July 8, 2019, New Durham Town Hall, 6:00pm

Chair Swenson noted a special meeting may be needed during this time as well with non-public session.

Commission and Committee Appointment Terms

Chair Swenson stated they need to review the commissions and committees which currently do not have defined appointment terms. The Board reviewed and discussed the Zachariah Boodey Farmstead Committee recommendations for appointment terms.

Chair Swenson made a motion to nominate Cathy Orlowicz to the Zechariah Boodey Farmstead Committee with a term to expire March 31, 2022. Selectman Veisel seconded the motion. Motion passed, 2-0-0.

Chair Swenson made a motion to nominate Shirley Cormier to the Zechariah Boodey Farmstead Committee with a term to expire March 31, 2022. Selectman Veisel seconded the motion. Motion passed, 2-0-0.

Chair Swenson made a motion to nominate Scott Drummey to the Zechariah Boodey Farmstead Committee with a term to expire March 31, 2021. Selectman Veisel seconded the motion. Motion passed, 2-0-0.

Chair Swenson made a motion to nominate Fran Frye to the Zechariah Boodey Farmstead Committee with a term to expire March 31, 2021. Selectman Veisel seconded the motion. Motion passed, 2-0-0.

Chair Swenson made a motion to nominate Tatiana Cicuto to the Zechariah Boodey Farmstead Committee with a term to expire March 31, 2020. Selectman Veisel seconded the motion. Motion passed, 2-0-0.

Chair Swenson made a motion to nominate Rick Fogg as an associate member to the Zechariah Boodey Farmstead Committee with a term to expire March 31, 2021. Selectman Veisel seconded the motion. Motion passed, 2-0-0.

Chair Swenson made a motion to nominate Crissa Evans as an associate member to the Zechariah Boodey Farmstead Committee with a term to expire March 31, 2022. Selectman Veisel seconded the motion. Motion passed, 2-0-0.

Town Administrator Kinmond explained he has not received appointment term recommendations from the 1772 Meetinghouse Committee and the committee requested to meet with the Board of Selectmen to discuss this. Chair Swenson suggested taking action at this point as the committee was given adequate time to bring forward recommendations with Town Administrator Kinmond following up prior to this meeting. The Board discussed suggested nominations: Clayton Randall and Cathy Allyn for three year terms; George Gale and Robin Bickford two year terms and Robert Bickford for one year; Chair Swenson noted that for interested individuals whose terms may end, are eligible for reappointment.

Town Administrator Kinmond noted the water quality committee is meeting this week and will be getting back to him with their term recommendations. The Board discussed whether to go ahead with the meetinghouse committee appointments and Chair Swenson asked Town Administrator Kinmond to have them attend the meeting of May 28 to have the discussion as they requested.

Cemetery Trustee Nomination

Chair Swenson noted this is normally an elected position but due to a vacancy, the State of NH allows for an appointment by the Board of Selectmen until the next election.

Chair Swenson made a motion to appoint Freeman Goodrich to the Cemetery Trustees with a term to expire March 10, 2020. Selectman Veisel seconded the motion. Motion passed, 2-0-0.

Chair Swenson made a motion to appoint Mark Sullivan for reappointment to the Conservation Commission with a term to expire March 31, 2022. Selectman Veisel seconded the motion. Motion passed, 2-0-0.

Chair Swenson made a motion to appoint Andrew Hernandez for reappointment to the Parks and Recreation Commission with a term to expire March 31, 2022. Selectman Veisel seconded the motion. Motion passed, 2-0-0.

Chair Swenson made a motion to appoint Shawn Bernier for reappointment to the Highway Safety Committee with a term to expire March 31, 2022. Selectman Veisel seconded the motion. Motion passed, 2-0-0.

Chair Swenson made a motion to appoint Don Vachon for reappointment to the Highway Safety Committee with a term to expire March 31, 2022. Selectman Veisel seconded the motion. Motion passed, 2-0-0.

Chair Swenson made a motion to appoint Scott Kinmond for reappointment to the Highway Safety Committee with a term to expire March 31, 2022. Selectman Veisel seconded the motion. Motion passed, 2-0-0.

Chair Swenson made a motion to appoint Peter Varney for reappointment as a Emergency Management Director with a term to expire March 31, 2022. Selectman Veisel seconded the motion. Motion passed, 2-0-0.

Perambulation of Town Lines

Chair Swenson stated it has been suggested to see if this can be done by drone. Town Administrator Kinmond explained the logistics of using that method and explained there would need to be adequate markers for the boundaries. The Board discussed how the perambulation was conducted previously with the use of a bonded surveyor. Chair Swenson asked Town Administrator Kinmond to follow up with bordering towns to see how they are doing it. Town Administrator Kinmond noted from his research, all the boundaries are beyond the seven-year requirement.

Approval of Minutes

Meeting of April 22, 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.**

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. Selectman Veisel seconded the motion.

Roll Call: Selectman Veisel – aye; Selectman Chase – absent; Chair Swenson – aye. Motion passed, 2-0-0.

The Board entered nonpublic session at 7:49pm.

The Board reentered public session at 8:23pm

Chair Swenson made a motion to seal the nonpublic meeting minutes of May 13, 2019. Selectman Veisel seconded the motion. Motion passed, 2-0-0.

Chair Swenson stated they just received a new projected bill for the New Durham school payments and noted the taxes have been increased by about \$300,000 from this year to next year. He explained he hasn't looked at the detail yet but New Durham has the second largest increase within the district and encouraged taxpayers to look at the detail and contact the school board if they think it is out of control.

Adjourn

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

The meeting was adjourned at 8:26pm.

Respectfully Submitted,

Jennifer Riel, Recording Secretary