

**NEW DURHAM BOARD OF SELECTMEN**

**New Durham Community Room**

**May 28, 2019, 6:00 p.m.**

*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 Selectman Chase- joined meeting at 6:18 p.m.

Selectman Dorothy Veisel

**Also Present**

Scott Kinmond, Town Administrator

**Call to Order**

Chair Swenson called the meeting to order at 6:02pm.

**Appointments/Announcements**

Chair Swenson stated on June 20, 2019 at 6:30pm, New Hampshire Municipal Association will be conducting a training session geared towards all boards, commissions, employees and committees of the town, the public is welcome as well, and the topics will be relative to “conflict of interest.”

Chair Swenson stated the Town is participating for the second year in “Adopt-a-spot” program with individuals or groups that are interested in taking care of various areas throughout the Town, including by the Town Beach, Town Hall. He noted there are a few spots still available. Anyone interested, may contact Town Administrator Kinmond.

Cathy Allyn, 1772 Meetinghouse Committee, gave an overview of what the committee voted on at their last meeting regarding setting appointment terms for the committee. These were reviewed and discussed by the Board: Robert Bickford and George Gehl for 3 years; Robin Bickford and Clayton Randall for 2 years; Cathy Allyn and Bob Craycraft for 1 year.

Ms. Allyn stated they also need to clarify an amount in a warrant article which would be supported by both the Board of Selectmen and the Budget Committee. Chair Swenson replied he isn't sure they need to define a dollar amount but it was explained in the Voter Guide, indicating the process is reviewed by the CIP and Planning Board with final review and vote Budget Committee and suggested they need to abide by it. Ms. Allyn stated they only need \$100,000 to finish the project for a community center and noted the CIP has in the past recommended a sum to complete the project. She explained they were given direction to develop an RFP but that's pointless without funds set aside and suggested some options for putting money into the CRF to then go to contractors to make

plans. Ms. Allyn also noted there are roof leaks, which need to be addressed. Chair Swenson questioned why the funds they already have aren't going towards those repairs. There was further discussion of various sources for funding so the committee can move forward with contractors.

Selectman Chase joined the meeting at 6:18pm.

Chair Swenson suggested they have further discussion about this along with the CIPC.

Peter Varney, Fire Chief, stated he submitted a report to the Board of Selectmen about a month ago on deficiencies in the Fire Department. He outlined the safety issues including carcinogen exposure covered and explained this is not just something they want but something they need, particularly with new laws coming in order to work to reduce the exposure of the firefighters and their families. The Board reviewed and discussed the report. Two quotes from contractors were also presented and reviewed. Selectman Chase stated the CIP discusses every item presented to the Board of Selectmen and explained the review and recommendation process between the Board of Selectmen and CIP. She stated the Board of Selectmen is aware that the building has needs and requires upgrades but they have also been reviewing other buildings in Town, which also have needs and safety concerns, and this has been discussed for many years about having a professional space needs study done. Selectman Chase stated the Board of Selectmen have decided they will be going forward with that study and it's unclear when it will be completed. Fire Chief Varney stated he is responsible for providing safety services to the public but is also responsible for providing safe facilities for the firefighters to decontaminate themselves and their equipment. He stated he is having a hard to attract employees with a situation like this and he needs to do something in the meantime. Town Administrator Kinmond explained this is an issue that is affecting fire departments statewide, and explained some of the temporary solutions such as purchasing additional sets of gear as well as setting up separate rooms for decontamination.

Selectman Chase referenced the Town Administrator's report of two weeks ago, indicating the Fire Department had an officers meeting and discussed equipment resources, tactics, facilities and a safer working environment. She stated they have been discussing these issues would have liked better communication with the officers, if they did not think these were being handled appropriately. Chair Swenson stated the Board of Selectmen has always been very supportive of the Fire Department and past actions indicate such. Selectman Chase stated it's not something that will be able to be fixed overnight and asked for better communications between the Board of Selectmen and the Fire Department.

Mike Gelinas, stated he has been trying to do some work on existing trails on the Birch Ridge 2000 acres, noting there will be a year restriction before they can do anything. He stated they would not be able to use the trail the way it is. He has put in for a grant and may only be able to fill some holes and other minor repairs to logging damages. The Board reviewed and discussed pictures presented. Mr. Gelinas stated they would need fill materials to build up the lake trail. Selectman Chase asked if there would be any

complaints from abutters. Mr. Gelinas said he has already heard from abutters but noted the Police do get up to patrol the areas. He also explained the seasonal timeline with being able to complete the work and explained some of the plans for modifying the trails and areas to be more usable and minimize the effects.

### **Public Input**

David Bickford, resident, stated he again wants to bring up the issue of litter along the roads. Chair Swenson stated the lake association did a cleanup project last week. Mr. Bickford suggested the Town do something to take care of it. Town Administrator Kinmond stated the Town has boxes of blue bags available for people to pick up to use for the trash, leave on the side of the road and the Town will pick those up for disposal.

Mr. Bickford stated the Parks and Recreation Commission has not put up minutes for almost half a year now, with November 15, 2018 the last minutes posted. He suggested having the Board of Selectmen take over the Revolving Account for the Parks and Recreation and stated he is not sure there is even a quorum. Selectman Veisel stated the Commission has been meeting since November but is not sure about the minutes being posted. She stated there are five members, one appointed at the last meeting; she also explained she calls meeting when there are bills that need to be paid.

### **Agenda Review**

Town Administrator Kinmond added a request from Solid Waste for adding seasonal part time positions.

### **Town Administrator's Report**

Town Administrator Kinmond stated he forgot to copy the Signature Consent Manifest but it will be attached to a copy of the meeting minutes. He outlined the expenses authorized by the Board of Selectmen for the last two weeks.

Town Administrator Kinmond distributed a Downing Dam project repairs update and stated the pond is now being filled back up. The end of the season drawdown is scheduled for September 13 and more boards will be replaced before the winter.

Town Administrator Kinmond distributed a summary of the paving bids and he has given those to the Public Works Director to look over. The Board reviewed and discussed the bids. Town Administrator Kinmond explained the work is over the amount previously estimated and they may need to use some of gravel CRF. Town Administrator Kinmond will go over this with the DPW Director and come back with recommendations.

Town Administrator Kinmond distributed a summary of the bids and replacement costs for replacement of the backhoe. The Board reviewed and discussed the summary along with projected inflationary costs presented by the manufacturer. The Board also discussed the option of lease-purchase for the equipment.

**Selectman Chase made a motion to authorize purchase order #2641, in the amount of \$97,500 to Milton CAT for the purchase of the 2019 CAT 420 4x4 backhoe loader**

**with attachments as specified, 7 year/3500 hour drive train hydraulics warranty, said purchase includes the trade of the 2006 CAT 420 4x4 backhoe loader. Said expense coming from the Highway Equipment CRF, 01-500-10-0622. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

Town Administrator Kinmond distributed a copy of an RFP for a space needs study. The Board reviewed the draft which was used by other communities and edits were discussed.

**Chair Swenson made a motion to issue the RFP with the changes as discussed at the Board of Selectmen meeting of May 28, 2019 and have the Town Administrator send the RFP to identified contractors. Selectman Chase seconded the motion. Motion passed, 3-0-0.**

#### **New Business**

The Board reviewed and discussed the term limits as presented by the Water Quality Committee. Chair Swenson suggested some changes.

**Chair Swenson made a motion to nominate Bill Meyer to the New Durham Water Quality Committee for a term to expire March 31, 2022. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

**Chair Swenson made a motion to nominate Penny Meyer to the New Durham Water Quality Committee for a term to expire March 31, 2021. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

**Chair Swenson made a motion to nominate Fred Quimby to the New Durham Water Quality Committee for a term to expire March 31, 2022. Selectman Chase seconded the motion. Motion passed, 3-0-0.**

**Chair Swenson made a motion to nominate Cynthia Quimby to the New Durham Water Quality Committee for a term to expire March 31, 2021. Selectman Chase seconded the motion. Motion passed, 3-0-0.**

**Chair Swenson made a motion to nominate Art Hoover to the New Durham Water Quality Committee for a term to expire March 31, 2020. Selectman Chase seconded the motion. Motion passed, 3-0-0.**

**Chair Swenson made a motion to nominate Susan Hoover to the New Durham Water Quality Committee for a term to expire March 31, 2020. Selectman Chase seconded the motion. Motion passed, 3-0-0.**

**Chair Swenson made a motion to nominate Tom Rogenski to the New Durham Water Quality Committee for a term to expire March 31, 2020. Selectman Chase seconded the motion. Motion passed, 3-0-0.**

**Chair Swenson made a motion to hire and appoint James Salzman as a full time police officer effective June 1, 2019. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

**Selectman Veisel made a motion to approve the abatement of the excavation tax for Map 219, Lot 12 in the amount of \$158 due to the property being tax exempt. Selectman Chase seconded the motion. Motion passed, 3-0-0.**

**Chair Swenson made a motion to approve the abatement for Map 210, Lot 147 in the \$25 due to the property owner being tax-exempt. Selectman Chase seconded the motion. Motion passed, 3-0-0.**

**Selectman Chase made a motion to approve the abatement for Map 210, Lot 59 in the amount of \$25 due to the property owner being tax-exempt. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

**Selectman Chase made a motion to rescind the prior motion in the amount of \$25 and make a motion to approve the abatement for Map 210, Lot 59 in the amount of \$23 due to the property owner being tax-exempt. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

Town Administrator Kinmond stated he met with Don Vachon and Josh Johansen could use some hours on Saturdays and Sundays and as a fill-in as things are pretty busy. Mr. Vachon has requested to advertise for a part time position, likely no more than 20 hours per week but this could vary depending on schedules. By consensus of the Board, it was agreed to approve to post the job for 20 hours a week at a rate of \$12 per hour.

### **Old Business**

**Selectman Chase made a motion to appoint Cathy Orlowicz to the Zachariah Boodey Farmstead Committee for a term to expire March 31, 2022. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

**Selectman Chase made a motion to appoint Sherry Cullimore to the Zachariah Boodey Farmstead Committee for a term to expire March 31, 2022. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

**Selectman Chase made a motion to appoint Scott Drummey to the Zachariah Boodey Farmstead Committee for a term to expire March 31, 2021. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

**Selectman Chase made a motion to appoint Fran Frye to the Zachariah Boodey Farmstead Committee for a term to expire March 31, 2021. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

Selectman Chase made a motion to appoint Tatiana Cicuto to the Zachariah Boodey Farmstead Committee for a term to expire March 31, 2020. Selectman Veisel seconded the motion. Motion passed, 3-0-0.

Selectman Chase made a motion to appoint Rick Fogg to the Zachariah Boodey Farmstead Committee as an associate member for a term to expire March 31, 2021. Selectman Veisel seconded the motion. Motion passed, 3-0-0.

Selectman Chase made a motion to appoint Christa Evans to the Zachariah Boodey Farmstead Committee for a term to expire March 31, 2022. Selectman Veisel seconded the motion. Motion passed, 3-0-0.

Selectman Chase made a motion to nominate George Gale to the 1772 Meetinghouse Committee for a term to expire March 31, 2022. Selectman Veisel seconded the motion. Motion passed, 3-0-0.

Selectman Chase made a motion to nominate Cathy Allyn to the 1772 Meetinghouse Committee for a term to expire March 31, 2020. Selectman Veisel seconded the motion. Motion passed, 3-0-0.

Selectman Chase made a motion to nominate Clayton Randall to the 1772 Meetinghouse Committee for a term to expire March 31, 2021. Selectman Veisel seconded the motion. Motion passed, 3-0-0.

Selectman Chase made a motion to nominate Robert Craycraft to the 1772 Meetinghouse Committee for a term to expire March 31, 2020. Selectman Veisel seconded the motion. Motion passed, 3-0-0.

Selectman Chase made a motion to nominate Robin Bickford to the 1772 Meetinghouse Committee for a term to expire March 31, 2021. Selectman Veisel seconded the motion. Motion passed, 3-0-0.

Selectman Chase made a motion to nominate Robert Bickford to the 1772 Meetinghouse Committee for a term to expire March 31, 2022. Selectman Veisel seconded the motion. Motion passed, 3-0-0.

Selectman Chase made a motion to appoint Terry Jarvis to the Capital Improvement Program Committee for a term to expire March 31, 2022. Selectman Veisel seconded the motion. Motion passed, 3-0-0.

Selectman Veisel made a motion to appoint heather Freeman to the Conservation Commission for a term to expire March 31, 2022. Selectman Chase seconded the motion. Motion passed, 3-0-0.

May 28, 2019

DRAFT

**Selectman Chase made a motion to appoint Dorothy Veisel to the Parks and Recreation Commission for a term to expire March 31, 2022. Chair Swenson seconded the motion. Motion passed, 2-0-1.** Selectman Veisel abstained.

### **Perambulation**

Town Administrator Kinmond stated he got the pictures for the monuments of all the Town boundaries, which were done by Cartographics along GPS coordinates. He explained it was all done the last time the tax maps were done but is unsure when that was. Town Administrator Kinmond stated he has also solicited a preliminary cost of having a surveyor go out to the locations for verifications. He stated no one does this process by drone and it is not yet approved to do so.

### **Approval of Minutes**

Meeting of May 13, 2019 – Edits were made. **Selectman Veisel made a motion to approve the minutes as amended. Chair Swenson seconded the motion. Motion passed, 2-0-1.** Selectman Chase abstained as she was absent.

**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 – aye; Chair Swenson – aye. Motion passed, 3-0-0.**

The Board entered nonpublic session at 8:33pm.

The Board reentered public session at 9:12pm.

**Chair Swenson made a motion to seal the minutes of the nonpublic session of the May 28, 2019 Board of Selectmen meeting. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

**Chair Swenson made a motion to have the Town Administrator Kinmond issue a Conditional Offer to Candidate #1 for the Parks and Recreation Director at a rate of \$18 per hour with a time estimate of 28 hours per week. Selectman Chase seconded the motion. Motion passed, 3-0-0.**

### **Future Meeting**

May 31, 2019, 8:30am, New Durham Community Room

### **Adjourn**

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

*New Durham Board of Selectmen*

*May 28, 2019*

*DRAFT*

The meeting was adjourned at 9:15pm.

Respectfully Submitted,

Jennifer Riel, Recording Secretary