

**NEW DURHAM BOARD OF SELECTMEN**  
**New Durham Town Hall**  
**September 9, 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  
Selectman Dorothy Veisel

**Also Present**

Scott Kinmond, Town Administrator  
Jennifer Czysz, Executive Director of Strafford Regional Planning Commission

**Call to Order**

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

**Agenda Review**

No changes were made to the Agenda.

**Appointments/Announcements**

**Strafford Regional Planning Commission**

Jennifer Czysz, Executive Director of the Strafford Regional Planning Commission, presented an outline of what the Strafford Regional Planning Commission does in providing support to municipalities within the region, including towns in Strafford and Carroll counties. She stated she tries to touch base with each community once per year to make sure to keep open the lines of communication between the Planning Commission and the municipalities. She stated they want to be sure they are providing the support needed and gave a background on the design and intention of the commission. Chair Swenson asked if they are doing anything to attract and retain businesses within the region. Ms. Czysz replied that they function on the planning side, looking at needs assessment and understanding the current trends and then putting into a plan for the region, which also helps with obtaining funding. They also work directly with development corporations. Selectman Veisel stated the Planning Board is working to see if there are funds available to conduct a charrette for the Town and asked if this would be part of something SRPC does. Ms. Czysz replied it would be a complimentary process and they would bring resources to the table for the charrette and it would require a contribution from the community so its not fully funded by SRPC. She stated Plan New Hampshire will also help with organizing and putting together the information for a specific charrette. It was also explained that the SRPC is governed by a board of commissioners which is made up of representatives from the communities and New

## *New Durham Board of Selectmen Meeting*

*September 9, 2019*

### **DRAFT**

Durham does not currently have any commissioners on the board. The meetings are held the 3<sup>rd</sup> Friday of the month at 9:00am and then quarterly. She noted it was previously indicated by the Town that they may be interested in a aquifer overlay district and advised the Board there is an upcoming meeting in November where they can get more information regarding available grants for this project. Ms. Czysz stated that if the Town wants to develop trails within the Birch Ridge Community Forest, they can offer support with that as well. Technical assistance is also available for environmental services. Selectman Chase asked what the transportation services are that they offer. Ms. Czysz replied it is not limited to roads and highways but multiple modes of transportation and future planning with long-range plans. She also outlined the other various programs they offer and collaborate with other regional planning commissions.

### **Public Input**

No public present.

Selectman Veisel stated as a member of the Parks and Recreation Commission, she wants to comment on the official dedication of the playground, noting it was very successful. She complimented the Parks and Recreation Director, Celeste Chasse, on her first successful event with the commission, and thanked the members of the commission and Town Departments who contributed to the playground project. The Board thanked all involved for their support and contributions to the playground project.

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

Town Administrator Kinmond distributed for review by the Board, the Consent Signature Manifest for the dates 08/14/19 to 09/9/19.

### **Banking Services RFP-Discussion**

Town Administrator Kinmond stated they are still waiting on additional data from the current banking institution as well as one of the finalists so they can compare the numbers and costs accurately. Town Administrator Kinmond stated he would also have the Financial Officer take a look at the spreadsheets. The Board will discuss it further at the September 23, 2019 meeting.

### **Town Engineer RFQ**

Town Administrator Kinmond stated this is for general engineering services, noting it is compatible with the NH DES formatting relative to utilizing the proper selection process for these types of services and allows them to use these engineers under the grant. He stated Fred Quimby is currently working on a NH DES grant and they will be required to use this type of selection process for contracting with the engineer and noted negotiating is allowable with this type of process. Chair Swenson stated he is concerned about the dates and suggested changing the date of October 10th to the 21st so applicants have time to prepare their submissions.

### **Electronic Devices Communications Policy-Edits**

Town Administrator Kinmond explained they have been working to transition from providing town-owned cell phones to a reimbursement program for certain positions within the Town. He explained they are also transitioning from pagers and beepers to cell phones and stated he is working on where to put this within the budget. Town Administrator Kinmond suggested adding a stipend on the health insurance and added an appendix to the Human Resources Policy as well as to the Communications Policy. The Board reviewed the edits as presented. Chair Swenson stated he is concerned about some inconsistencies and suggested edits. He also asked Town Administrator Kinmond to verify the amounts for reimbursement rates are consistent with current rates.

**DPW Job Descriptions-LEO I & II, HEO I & II, Highway Supervisor**

Town Administrator Kinmond distributed copies of job descriptions and explained there have been changes in staffing, with employees improving their educations, obtaining further licenses and qualifications, etc and suggested there may need to be further differentiations between the job descriptions. He stated these were reviewed with the Director of Public Works. The suggested edits were reviewed and further edits were made by the Board.

**Selectman Chase made a motion to approve the Highway Supervisor job description as revised and amended on September 9, 2019. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

**Selectman Chase made a motion to approve the Highway Light Equipment Operator I job description as revised and amended on September 9, 2019. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

**Selectman Chase made a motion to approve the Highway Light Equipment Operator II job description as revised and amended on September 9, 2019. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

**Selectman Chase made a motion to approve the Highway Heavy Equipment Operator I job description as revised and amended on September 9, 2019. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

**Selectman Chase made a motion to approve the Highway Heavy Equipment Operator II job description as revised and amended on September 9, 2019. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

**New Business**

**Appointment Corrections-Building Inspector/Code Enforcement & Deputy Building Inspector/Code Enforcement Officer and Health Officer**

Town Administrator Kinmond stated that while he was reviewing the ordinances, Building Inspector John Abbott found that these appointments are for one year only and he confirmed this with New Hampshire Municipal Association and their response was that as it was voted by the legislative body to be an appointment for one year, that is the regulation to follow, whereas the Board of Selectmen appointment is for three years.

Chair Swenson suggested Selectman Veisel bring this before the Planning Board to possibly change within the ordinance to three years. Town Administrator Kinmond stated the State is technically the appointing authority for the Health Inspector but the Board of Selectmen handles the nomination.

**Selectman Chase made a motion to appoint John Abbott of Barnstead, NH as the Building Inspector/Code Enforcement Officer for the Town of New Durham with a term to expire March 31, 2020 or until a successor is appointed and qualified according to RSA 658:4 and to also rescind the Board of Selectmen action previously appointing Mr. Abbott for a three-year term. Chair Swenson seconded the motion. Motion passed, 3-0-0.**

**Selectman Chase made a motion to appoint Jennifer Thompson of New Durham, NH as the Deputy Building Inspector/Deputy Code Enforcement Officer for the Town of New Durham with a term to expire March 31, 2020 or until a successor is appointed and qualified according to RSA 658:4 and to also rescind the Board of Selectmen action previously appointing Ms. Thompson for a three-year term. Chair Swenson seconded the motion. Motion passed, 3-0-0.**

**Selectman Chase made a motion to appoint John Abbott of Barnstead, NH as the Health Officer for the Town of New Durham with a term to expire March 31, 2022 or until a successor is appointed and qualified according to RSA 658:4 and to also rescind the Board of Selectmen action previously appointing Mr. Abbott as Health Officer for a one-year term. Chair Swenson seconded the motion. Motion passed, 3-0-0.**

#### **Old Business**

**Town Treasurer & Deputy Town Treasurer appointments**

**Selectman Chase made a motion to appoint Heidi Duford as the Treasurer for the Town of New Durham with a term to expire March 31, 2022 or until a successor is appointed and qualified. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

**Selectman Chase made a motion to appoint Ann Brady as the Deputy Treasurer for the Town of New Durham with a term to expire March 31, 2022 or until a successor is appointed and qualified and also rescind the previous Board of Selectmen action appointing Ms. Brady as Deputy Treasurer for a one-year period. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

#### **Inspector of Elections Appointment**

Chair Swenson noted these are actions being taken on the nominations made previously and noted he will be abstaining from the vote.

**Selectman Chase made a motion to appoint the following New Durham residents as Inspectors and Alternate Inspectors of Elections with a term to expire August 1,**

**2020: Heather Freeman, Inspector of Elections; Andrea K. Guba Inspector of Elections; Fred Quimby, Inspector of Elections; Richard Leonard, Inspector of Elections; Donna Young, Inspector of Elections; Annalee Loughman, Inspector of Elections; Jennifer Thompson, Inspector of Elections; Joan Swenson, Alternate Inspector of Elections; Wendy Fenderson, Alternate Inspector of Elections; Grace Gelinas, Alternate Inspector of Elections; Theresa Jarvis, Alternate Inspector of Elections; Angela Pruit, Alternate Inspector of Elections ; Cynthia Quimby, Inspector of Elections; David Shagoury, Inspector of Elections; Linda Callaway, Inspector of Elections. Selectman Veisel seconded the motion. Motion passed, 2-0-1.**  
Chair Swenson – abstained.

Selectman Chase stated Annalee Loughman has been in the capacity of Inspector of Elections for many years and she recently lost her husband. By consensus of the Board, acknowledgement of her services and condolences to her were made.

### **Meeting Schedules**

The Board reviewed the Budget Meeting schedule.

September 23, 2019, 6:00pm – budget meeting  
September 30, 2019, 6:00pm– joint Budget meeting  
October 8, 2019, 8:00am– joint Budget meeting  
October 16, 2019, 6:00pm – Regular business meeting  
October 23, 2019, 6:00pm – joint Budget meeting  
October 28, 2019, 6:00pm- budget meeting  
November 4, 2019, 6:00pm, joint Budget meeting  
November 18, 2019, 6:00pm, Regular business meeting  
December 9, 2019, 6:00pm, Regular business meeting

Town Administrator Kinmond stated the MS-1 form should be completed tomorrow and he will continue working on the remaining budget forms.

Chair Swenson stated relative to the tax rate information, they authorized the utility reevaluation and assessment and the work has now been completed, per information provided by Town Administrator Kinmond. He state there was a dramatic increase in valuation and asked Town Administrator Kinmond to run a look at how that would affect the revenues and the valuation was nearly double, although there can be appeals. Town Administrator Kinmond stated the current total evaluation for the Town is about \$4.8 million; he met with Ms. Zuzgo and based on some of the information she has on the MS-1, with the new utilities plus some other pickup information which came in, subject to assessor and DRA review, the total evaluation for the Town would be \$4.18 million. Town Administrator Kinmond explained that was calculated with the current tax rate. He also explained the cyclical evalation and suggested the next contract include 20% of the properties being reevaluated annually in order to keep up on all the valuations and avoiding spikes every fifth year.

### **Software Implementation Update**

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Chair Swenson stated the first phase of the IT update is completed with many of the servers in place. He stated the first major software change is also completed and asked Ms. Zuzgo and the contract assessor for feedback whether the transition was worth it. Chair Swenson stated Ms. Zuzgo responded with positive comments regarding ease of use, accessibility of reports, transporting information within programs and overall more efficient. Town Administrator Kinmond also summarized that the sample of properties put into the system were increased in valuations.

Town Administrator Kinmond stated the contract was signed with GovTech, noting it was reviewed by Town Counsel and explained a product manager will be assigned and they will be working with them through the conversion process. He stated they also did a matchup with BMSI data and Ms. Zuzgo has been working on verifying the information in it. Town Administrator Kinmond stated the data for Vision is also on the new server. He also outlined the dates for invoicing with the various portions of the updates.

**Approval of Minutes**

Meeting of August 29, 2019 – Joint meeting with Budget Committee – Edits were made.

**Selectman Chase made a motion to approve the minutes as amended. Selectman Veisel 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 Chase 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 7:57pm.

The Board reentered public session at 9:04pm.

**Chair Swenson made a motion to seal the minutes of the nonpublic session of September 9, 2019 for reasons that it may adversely affect reputation for one other that the Board. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

**Adjourn**

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

The meeting was adjourned at 9:04 p.m.

Respectfully Submitted,

Jennifer Riel, Recording Secretary