

**NEW DURHAM BOARD OF SELECTMEN**  
**New Durham Community Room**  
**October 16, 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

**Call to Order**

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

**Public Input**

None.

**Agenda Review**

Town Administrator Kinmond added discussion of updates to all the budget accounts with health insurance recalculations.

Chair Swenson explained the upcoming joint meeting with the Town of Alton and the Cyanobacteria Mitigation Committee. He stated it would cover how towns address road issues, salt usage, mitigation measures for homeowners and the various mitigation processes proposed. Town Administrator Kinmond stated it would be dealing with things other than the hatchery. Selectman Veisel stated it was good to hear Mr. Quimby's review of the storm water ordinance and zoning ordinances were doing good so far with addressing these issues.

**Town Administrator's Report**

Town Administrator Kinmond stated the signature consent manifest would be printed and attached to the minutes.

Town Administrator Kinmond distributed a Purchase Order for Liquid Deicer/Ice Be Gone Magic from Real Green Services. He noted the price is the same as last year and it is a sole-source item with this being the only distributor in the region.

**Selectman Chase made a motion to authorize Purchase Order #2678 in the amount of \$9,675 to Real Green Services, LLC of Meredith, NH for purchase of 4500 gallons**

**of liquid deicer/Ice Be Gone Magic for use in treating road salt. Said expense to come from account 01-4312-10-662. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

Town Administrator Kinmond distributed a Purchase Order for road salt to Morton Salt. He stated a purchase order was signed at the last meeting for some road salt, which is to be mixed with sand; this is for purchase of light road salt, which will be sprayed with the liquid deicer. Town Administrator Kinmond noted last year the price matched the state bid price but due to the location of the mine, they were not able to match it this year but it's a better produce and they use less. Chair Swenson stated he understands the explanation for the increase and asked how the determination is made that the product is better quality. Town Administrator Kinmond explained they test samples from the salt piles at Portsmouth, based on the water count.

**Selectman Chase made a motion to approve Purchase Order #2677 in the amount of \$19,944.78 to Morton Salt Inc., of Chicago, IL for the purchase of 35 tons of road salt. Said expense to come from account 01-4312-10-662. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

#### **Utilities Assessment–Public Hearing Utility Pole Licenses**

Chair Swenson stated about six months ago the Board of Selectmen gave approval for the contract assessor to go thru the utilities assessment, and although it was at an additional expense, it was anticipated that the revenues would come back in the next year with more accurate assessments. He stated a Public Hearing is needed as well as notification to all abutters. Chair Swenson stated the Public Hearing is scheduled for November 18, 2019. Town Administrator Kinmond stated notices are ready to go and will be mailed tomorrow to give 30 days notice.

**Selectman Chase made a motion to conduct a Public Hearing on November 18, 2019, at 7:00pm at the New Durham Town Hall for utility pole licensing in the Town of New Durham and to mail certified mail receipt notices to the pole owner and the occupants notices of such hearing. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

#### **Request for Trustee of Trust Funds–3<sup>rd</sup> Quarter Transfers**

Town Administrator Kinmond distributed the summary of the third quarter transfers for review by the Board.

**Selectman Chase made a motion to authorize the expenditure of \$1,900 to Solitude Lake Management of Shrewsbury, MA for Task #4 for the contract for chemical treatment of milfoil on Jones and Marsh Ponds. Said expense to come from the New Durham Water Quality and Milfoil CRF and to further request the Trustee of the Trust Funds to withdraw and transfer the said amount from the New Durham Water Quality and Milfoil CRF to the General Fund. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

**Selectman Chase made a motion to authorize the expenditure of \$4,600 to Greymont Earth Materials of Alton, NH for purchase of IPEMA Playground Safety Wood Chips for the Playground Improvement Project. Said expense to come from the Smith Garden Trust Account and to further request the Trustee of the Trust Funds to withdraw and transfer the said amount from the to the General Fund. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

**Selectman Chase made a motion to authorize the expenditure of \$950 to Joshua Clement for seal-coating the basketball court for the playground Improvement Project. Said expense to come from the Smith Ballfield CRF Account and to further request the Trustee of the Trust Funds to withdraw and transfer the said amount from the Smith Ballfield CRF Account to the General Fund. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

**Selectman Chase made a motion to authorize the expenditure of \$216.88 to Econo Signs for purchase of signage for the playground Improvement Project. Said expense to come from the Smith Ballfield CRF Account and to further request the Trustee of the Trust Funds to withdraw and transfer the said amount from the Smith Ballfield CRF Account to the General Fund. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

**Selectman Chase made a motion to authorize the expenditure of \$1,234.80, to Amazon for purchase of 2-Picnic tables for the Playground improvements project. Said expense to come from the Smith Ballfield CRF, and to further request the Trustees of the Trust Funds to withdraw and transfer the above approved amount from the Smith Ballfield CRF to the General Fund. Selectman Veisel seconded the motion. Motion pass, 3-0-0**

Chair Swenson asked for explanation about the two separate amounts being requested. Administrator Kinmond stated the \$17,000 was the contract amount with the \$1,000 which was for additional gravel that was needed; these were not included in the total contract amount with invoices being authorized individually as they came in.

**Selectman Chase made a motion to authorize the expenditure of \$17,760 to R&D Paving of Franklin, NH for the purchase of crushed gravel and shoulder placement for use in road improvement projects. Said expense to come from the Gravel CRF and to further request the Trustee of the Trust Funds to withdraw and transfer the said amount from the Gravel CRF Account to the General Fund. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

**Selectman Chase made a motion to authorize the expenditure of \$1,000 to R&D Paving of Franklin, NH for the purchase of crushed gravel and shoulder placement for use in road improvement projects. Said expense to come from the Gravel CRF and to further request the Trustee of the Trust Funds to withdraw and transfer the said amount from the Gravel CRF Account to the General Fund. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

**Selectman Chase made a motion to authorize the expenditure of \$6,387.47 to ANS Networking of New Durham, NH for the purchase of two PC desktops with chipping, and the labor for setup of new HP server and SQL server software. Said expense to come from the Office and Computer Equipment ETF and to further request the Trustee of the Trust Funds to withdraw and transfer the said amount from the Office and Computer Equipment ETF to the General Fund. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

**Selectman Chase made a motion to authorize the expenditure of \$18,211.67 to Edmunds GovTech for the purchase of one year payment for MCSJ Municipal Software. Said expense to come from the Office and Computer Equipment ETF and to further request the Trustee of the Trust Funds to withdraw and transfer the said amount from the Office and Computer Equipment ETF to the General Fund. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

**Selectman Chase made a motion to authorize the expenditure of \$11,200 to Vision for purchase of Version 8 upgrade to the Vision Assessing Software with training for the technology upgrade project. Said expense to come from the Records Management ETF and to further request the Trustee of the Trust Funds to withdraw and transfer the said amount from the Records Management ETF to the General Fund. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

**Selectman Chase made a motion to authorize the expenditure of \$385 to ANS Networking of New Durham, NH for technology services for the Version 8 upgrade to the Vision Assessing Software for the technology upgrade project. Said expense to come from the Records Management ETF and to further request the Trustee of the Trust Funds to withdraw and transfer the said amount from the Records Management ETF to the General Fund. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

**Selectman Chase made a motion to authorize the expenditure of \$38,359.34 to Target New England of Alton, NH for the Town Hall painting project. Said expense to come from the Town Building Improvements ETF and to further request the Trustee of the Trust Funds to withdraw and transfer the said amount from the Town Building Improvements ETF to the General Fund. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

Town Administrator Kinmond presented a request for closure of Town Hall for the Joint Loss Management Committee staff training. He stated a training session was also done in spring; this request is for the upcoming fall session and outlined the topics to be covered.

**Selectman Chase made a motion to approve the closure of all non-essential Town officers on Tuesday, October 22, 2019 from 12noon to 3:30pm for staff to attend the Fall JLMC Safety Training. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

**New Business**

**Health Insurance Renewal–NH Interlocal Trust (2020 @ 7% increase)**

Town Administrator Kinmond stated the bids are fairly straightforward and he expected the increases reflected; he noted it is staying with the current plan for employees, with co-pays remaining the same. He stated they would be going over the plans and rates with employees at the next training session. The Board reviewed and discussed the bids presented.

**Selectman Chase made a motion to approve the renewal of health insurance with New Hampshire Interlocal Trust for 2020 with a 7% increase and authorize the chair to sign the contract. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

**Financial Audit Services–Contract Extension for Roberts & Greene, PLLC**

Town Administrator Kinmond stated the contract presented was for three years but they also have the option of one year although the three-year contract begins for the same price as this year and recommended the three-year term. The Board reviewed the contract.

**Selectman Chase made a motion to approve a three-year contract extension of the Town Financial Audit Service by Roberts and Green PLLC for the 2019 audit year to be \$12,900; the 2020 audit year for \$13,500 and the 2021 audit year for \$13,900. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

**Technology Services Contract Extension–ANS Networking, Inc.**

Town Administrator Kinmond stated ANS is willing to hold the contract price from last year, for this year. The Board reviewed the contract.

**Selectman Chase made a motion to extend the technology services contract with ANS Networking, Inc. of New Durham, NH for 2020 with the fees to remain the same as 2019. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

**Solid Waste Disposal Bid Award–Multi-Year**

Town Administrator Kinmond explained the spreadsheet presented for the bids. He stated explained the costs are capped at a 3% increase per year. The Board reviewed and discussed the contract.

**Selectman Chase made a motion to award the bid to Zero Waste of Bow, NH for a five year contract, for the disposal of MSW at \$75 per ton; CND at \$95 per ton; and hauling at \$250 per haul, with an annual 3% CPI on waste and hauling. The contract period to be from January 1, 2020 to December 31, 2023.**

Selectman Chase withdrew her motion. Selectman Veisel withdrew her second.

**Selectman Chase made a motion to award the bid to Zero Waste of Bow, NH for a five year contract, for the disposal of MSW at \$75 per ton; CND at \$95 per ton; and hauling at \$250 per haul, with an annual 3% CPI on waste and hauling, and authorize the Chair to sign the contract. The contract period to be from January 1, 2020 to December 31, 2024. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

Chair Swenson stated a request was received from a resident to unmerge lots that were involuntarily merged in 2009. The Board reviewed and discussed the request and maps.

**Chair Swenson made a motion to authorize the request for restoration of involuntarily merged lots on Tax Map 216, Lot 035 and return the parcel to five separate lots as indicated on the old Tax Map as Map 18, Lot 716 through 720 and to request the Assessor to assign individual lot numbers for the five the parcels, pursuant to RSA 674:39-A.a with the understanding as to the intent of the application as submitted to the Board of Selectmen on October 16, 2019. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

#### **Software Implementation Update**

Town Administrator Kinmond stated two more PCs were updated at Town Hall; only two remaining to be upgraded in assessing and financing. He stated they would also be looking at replacement of the Parks and Recreation Director's PC. Town Administrator Kinmond stated they would be having a conference call on Friday for the implementation of the Edmonds GovTech and to get started on that process. Chair Swenson confirmed ANS Networking is involved in the setup as well. Town Administrator Kinmond outlined the order of departments they will be setting up.

#### **Banking Services RFP–Bid Award**

Town Administrator Kinmond stated three bids were received, including the current vendor. He stated interviews were conducted as well. Town Administrator Kinmond stated they worked to compare fees and how those were applied and found that virtually all have a blend of fees and costs. The Board reviewed and discussed the proposals and variances between the banks and services. There was also discussion of the implementation timeline; Chair Swenson noted they had wanted to have the change over completed by the first of 2020 but that may be difficult with the changes in the accounting and assessing software coming around the same time. Chair Swenson summarized that the current bank is not in the running except on the point of interest levels being the lowest and the minimums are the highest. He stated it would be nice to keep with the current bank for continuity but it's not in the running. Chair Swenson stated he would like the table summary he put together to be included with the minutes to provide the rational for the decision.

**Chair Swenson made a motion for the Town to change the banking services based on the response to the RFP and award the bid to Meredith Village Savings Bank for the reasons outlined during the discussion, including favorable town returns on the investments, interest and other non financial factors including convenience and**

**support for community activities. Selectman Veisel seconded the motion. Motion passed, 2-0-1.** Selectman Chase abstained.

Chair Swenson asked Town Administrator Kinmond to contact the bank tomorrow to speed things along with the changes.

### **Old Business**

#### **Approval of Minutes**

Meeting of October 8, 2019- Town Administrator Kinmond noted there was no audio available and drafted the minutes according to his notes. The Board will review and make edits.

Meeting of September 30, 2019 – Edits were made. **Selectman Chase made a motion to approve the minutes as amended. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

### **2020 Budget Review**

#### **Account 4130 –**

Chair Swenson stated the amount approved by the Board on September 23, 2019 was \$215,634. Town Administrator Kinmond explained that with the change in health insurance, it would go down to \$214,399.

**Chair Swenson made a motion to rescind the prior action of September 23, 2019 for Account 4130 and approve a new balance based on the health insurance line, of \$214,399. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

#### **Account 4130-**

Chair Swenson stated the previously approved amount \$126,834 on September 23, 2019. Town Administrator Kinmond stated the savings in the other accounts are reflected in this account for a new total of \$145,225.

**Chair Swenson made a motion to rescind the prior action of September 23, 2019 for Account 4140 and approve a new balance based on the health and dental insurance changes, for a new total of \$145,225. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

#### **Account 4150- Finance Administration**

Chair Swenson stated the approved amount on September 23, 2019 was \$135,394. Town Administrator Kinmond stated the new figure with the health insurance changes is \$134,158.

**Chair Swenson made a motion to rescind the prior action of September 23, 2019 for Account 4155 and approve a new balance based on the health insurance changes, for a new total of \$134,158. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

**Chair Swenson made a motion to ensure that the prior motion was for Account 4150. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

**Account 4155 –**

Chair Swenson stated the approved amount on September 30, 2019 was \$33,865

**Chair Swenson made a motion to rescind the prior action of September 30, 2019 for Account 4155 and approve a new balance based on the health insurance changes, for a new total of \$33,634. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

**Account 4210**

Chair Swenson stated the approved amount on October 8, 2019 was \$590,253. Town Administrator Kinmond stated that with the adjustments to the health insurance the total would be \$582,198.

**Chair Swenson made a motion to rescind the prior action of October 8, 2019 for Account 4210 and approve a new balance based on the health insurance changes, for a new total of \$582,198. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

**Account 4312**

Chair Swenson stated the approved amount on October 8, 2019 was \$914,538. Town Administrator Kinmond stated that with the adjustments to the health insurance the total would be \$908,694.

**Chair Swenson made a motion to rescind the prior action of October 8, 2019 for Account 4312 and approve a new balance based on the health insurance changes, for a new total of \$908,694. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

**Account 4324**

Chair Swenson stated the approved amount on October 8, 2019 was \$308,935. Town Administrator Kinmond stated that with the adjustments to the health insurance the total would be \$307,423.

**Chair Swenson made a motion to rescind the prior action of October 8, 2019 for Account 4324 and approve a new balance based on the health insurance changes, for a new total of \$307,423. 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. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant & (e)- Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the public body or any subdivision thereof, or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. 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 8:35pm.

The Board reentered public session at 9:27pm.

**Chair Swenson made a motion to approve the employment agreement between the Town of New Durham and the current Town Administrator, Scott Kinmond, as discussed and developed and finalized by the Board of Selectmen on October 16, 2019. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

**Chair Swenson made a motion to have the Town Administrator issue a Conditional Offer of Employment to Candidate #4 for the position of Administrative Assistant #1, at a rate of \$16.00 per hour, subject to the reference, background, and criminal checks and standard conditional offer terms for employees. Selectman Veisel seconded the motion.**

#### **Future Meetings**

October 23, 2019, 7:00pm – Joint Budget Committee & Select Board Meeting New Durham Town Hall

October 26, 2019, 7:00pm, Alton Town Hall

October 28, 2019, 4:00pm– New Durham Town Hall

#### **Adjourn**

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

The meeting was adjourned at 9:29pm.

Respectfully Submitted,

Jennifer Riel, Recording Secretary