

**NEW DURHAM BOARD OF SELECTMEN**  
**New Durham Town Hall**  
**December 12, 2019, 4:30pm**

*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 – present via telephone.  
Selectman Dorothy Veisel

**Also Present**

Scott Kinmond, Town Administrator  
Heidi Duford, resident/Treasurer  
Laurel Christaldi, resident/nominee for Deputy Treasurer

**Call to Order**

Chair Swenson called the meeting to order at 4:34pm. He stated they have a quorum present and Selectman Chase is present via telephone. Selectman Chase confirmed she is unable to be physically present at the meeting due to her schedule and confirmed there is no one else in the room with her. Chair Swenson stated all actions at this meeting would be by roll call vote.

Selectman Chase stated she had to excuse herself briefly.

**Agenda Review**

Chair Swenson added under New Business: Suggestions for presentation of items at the Deliberative Session; Review of the narrative for Annual Report.

Town Administrator Kinmond added final approval by the Board for printing of the 2018 Audit; Review of the Warrant; Review of the office schedule for Christmas Day.

**New Business**

**Nomination for Deputy Treasurer**

Chair Swenson stated the Board of Selectmen appoints the Town Treasurer and then the treasurer has the responsibility of bringing forward a candidate for the deputy treasurer position, which is then nominated by the Board of Selectmen. Chair Swenson stated the nomination process involves a two-week vetting period to allow for any comments from the public to come forward. He stated the appointment would be made official at the next regularly scheduled Board of Selectmen meeting of December 31, 2019.

Selectman Chase rejoined the meeting via telephone.

Laurel Christaldi, resident/nominee for Deputy Treasurer, confirmed she is a resident of New Durham and stated she has worked as an administrative assistant at Prospect Mountain High School for thirteen years. Chair Swenson asked her experience in regards to finance. Ms. Christaldi stated she worked in the business office and handled payables before Ms. Duford came there. She also filled in when other employees were out for extended periods of time. Chair Swenson explained the position of Deputy Treasurer doesn't typically have a lot of activity and asked what the specific tasks, which may be required. Ms. Duford stated it would mainly be verifications and signing checks. Selectman Veisel confirmed they have worked together at Prospect Mountain High School. Ms. Duford explained how they work together closely in finance activities such as purchase orders, requisitions and paying bills for multiple school departments. Chair Swenson noted this appointment would be for the period until March 31, 2020 and the appointments are done annually. He stated Town Administrator Kinmond would need to follow up on whether the stipend has already been paid out for 2019.

**Chair Swenson made a motion to nominate Laurel Christaldi to the position of Deputy Treasurer for the Town of New Durham with said nomination to move forward under the New Durham nomination policy. Selectman Veisel seconded the motion. Roll Call: Selectman Veisel –aye; Selectman Chase – ave; Chair – ave. Motion passed, 3-0-0.**

Chair Swenson updated Selectman Chase on the items added to the agenda during her brief absence.

### **Annual Report**

The Board reviewed the draft narrative for the Annual Report.

Chair Swenson distributed a proposed presentation schedule of the Warrant Articles at the Deliberative Session by the Board of Selectmen members. He stated the first articles are presented by the Chair of the Planning Board or designee with the remaining articles being distributed among the Board of Selectmen members. The Board concurred with the suggested assignments.

### **Review of Draft Warrant**

Town Administrator Kinmond distributed the draft Warrant and explained the Town Clerk has reviewed the positions open for election, and updated as needed. He stated he has also made the corrections for the edits made at the Board of Selectmen meeting on Monday. Selectman Veisel asked if the use of the school gym for the voting has been confirmed. Town Administrator Kinmond stated it is confirmed and the change in use is for next year.

Town Administrator Kinmond stated the Town only recognizes closure of the Town offices on December 25 and asked the Board of Selectmen to consider early closure on the 24<sup>th</sup>. He stated some employees are traveling for the holiday and others have family

engagements. Chair Swenson stated he doesn't have any problem with that. The Board concurred with a noon closure.

**Chair Swenson made a motion to authorize the Town Office early closures on December 24, 2019 for 12:00noon. Selectman Veisel seconded the motion. Roll Call: Selectman Veisel –aye; Selectman Chase – aye; Chair – aye. Motion passed, 3-0-0.**

### **2018 Audit**

Chair Swenson stated he has not thoroughly reviewed the audit presented by Town Administrator Kinmond. The Board reviewed the letter from the auditors. Chair Swenson stated that in regards to post employment benefits, the Board of Selectmen has made the point that it makes no sense financially to pay actuarially as they have sufficient funds to cover what they consider to be major issues and doesn't consider this comment by the auditors to be an issue. He stated the other comment regarding the tax bills not aligning with the tax warrant due to a clerical error, is minor, however they made a corrective warrant to address it. Chair Swenson stated his other concern is the comment regarding the transfer of CRF and ETFs through the Trustees of Trust Funds. He stated he's made a big push to get the trustee funds more timely, and to get their reports into the Annual Report even though state law doesn't require it; he stated he doesn't have a problem with the recommendation by the auditors. Town Administrator Kinmond noted that over the last few years they have improved in their abilities to do transfers on a quarterly basis. He explained this to the auditors and noted its important to have good communication between the Trustees and the Board of Selectmen in the event there are unallowable transfers.

**Chair Swenson made a motion to acknowledge receipt of the auditor's report for 2018 and that the Board have approved it to move forward to the next step in the process. Selectman Veisel seconded the motion. Roll Call: Selectman Veisel –aye; Selectman Chase – aye; Chair – aye. Motion passed, 3-0-0.**

Chair Swenson noted they received an assessment equalization data certificate, which needs to be signed by the Board of Selectmen. Town Administrator Kinmond explained this is to verify that the assessing done in 2019 was cyclical, and provide them with an equalization ratio is in accordance with the valuations.

### **Future Meeting**

December 31, 2019, 8:00am, New Durham Community Room

### **Adjourn**

**Chair Swenson made a motion to adjourn. Selectman Veisel seconded the motion. Roll Call: Selectman Veisel –aye; Selectman Chase – aye; Chair – aye. Motion passed, 3-0-0.**

The meeting was adjourned at 5:14pm.

Respectfully Submitted,

*New Durham Board of Selectmen Meeting*  
*December 12, 2019*  
*DRAFT*

Jennifer Riel, Recording Secretary