

NEW DURHAM BOARD OF SELECTMEN
New Durham Town Hall
May 18, 2020, 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.

In accordance with Governor's Executive Order #12, pursuant to RSA 91-A: 2 Attendees log into: Join Zoom Meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/82591465577?pwd=R3N4TGRRpUjJDUnFmcGRtSGpUeFUxUT09>

Meeting ID: 825 9146 5577 Password: 629037

Or via telephone number: 1-646-558-8656;

Meeting ID: 825 9146 5577 Password: 629037

Technical difficulties contact Town Administrator Scott Kinmond at skinmond@newdurhamnh.us or by phone at 603-556-1516.

Note: Town of New Durham offers no security assurances to those connecting via PC to a third party software and hardware not configured or controlled by our IT Service provider.

PRESENT

Chair David Swenson – via Zoom, at Town Hall
Selectman Cecile Chase – via Zoom
Selectman Dorothy Veisel – via Zoom

PRESENT

Scott Kinmond, Town Administrator– via Zoom
David Bickford, resident– via Zoom

CALL TO ORDER

Chair Swenson called the public session of the meeting to order at 6:03pm.

Chair Swenson stated that due to the State of Emergency declared by Governor Sununu and pursuant to Executive Order #12, the Town is authorized to meet electronically. He stated there is no physical location to observe this meeting however in accordance with the Order, it was confirmed that they are providing public access to the meeting by telephone, with additional access possibilities by video (Zoom); all members of the Board of Selectmen and Town Administrator have the ability to communicate contemporaneously during this meeting; the public has access to contemporaneously listen and participate via links posted on the agenda. Chair Swenson confirmed the meeting was posted appropriately with access numbers. He stated that in the event the public is unable to access the meeting, it would be adjourned and rescheduled. Chair

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Swenson stated all motions would be taken by roll call; roll call attendance was taken for those participating in the Zoom meeting. Chair Swenson confirmed all participants, including the Board of Selectmen members, are alone; he confirmed he is alone as well. Chair Swenson stated that in the event they need to go into non-public session, a separate phone number will be used for the Board of Selectmen members to use and they will then reenter nonpublic session.

Chair Swenson stated the Board began this meeting in nonpublic session pursuant to RSA 91-A: 3 II (a),(b), (c) and (e).

Chair Swenson made a motion to seal the minutes of the nonpublic session of the May 18, 2020 Board of Selectmen meeting. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel –aye; Selectman Chase – ave; Chair Swenson – ave. Motion passed, 3-0-0.

PUBLIC INPUT

David Bickford, resident, stated there was an error in the April 6, 2020 minutes in regards to comments made by Selectman Veisel. Selectman Veisel stated she would check on the video. Mr. Bickford stated the hazardous waste disposal day on Saturday, went well and suggested trying to get that to happen more often.

AGENDA REVIEW

Chair Swenson added under New Business: Appointment needs for town boards, committees and commissions; discussion on status of the beach opening.

Chair Swenson stated all Town offices would be closed on Monday, May 25, 2020, for the Memorial Day holiday. He thanked all Town employees for their efforts in maintaining smooth operations through this time.

Town Administrator's Report

Town Administrator Kinmond outlined the Consent Signature Manifest and these will be attached to the minutes.

Web Admin Contract Services–Monthly Cost

Town Administrator Kinmond presented a proposed web administrator contract; he explained a part time employee currently handles it remotely, and she has indicated interest in continuing the services. He stated she will not be continuing as a part time employee after August due to personal issues, but she would be willing to continue on a contract basis to support these services. The Board reviewed the proposal. Chair Swenson suggested looking closer at the hours involved with the various pages and groups to be managed. Selectman Veisel asked whether the Parks and Recreation director could cover the portion for that commission indicated at the bottom of the contract. Town Administrator Kinmond stated that is something to look at, noting the Library has indicated they want to handle their own website; he stated they have seen improvements and updates with her and its been a tremendous help to him. Chair Swenson stated he would like to see Parks and Recreation cover their own activities for a period of time and

have an estimate of the number of hours for handling the Town Hall parts but doesn't think it would be \$700 and is opposed to this at this time. Town Administrator Kinmond suggested considering doing something different overall; he stated the current compensation has been 12 hours a week and the entire time is spent on website development and maintenance. Selectman Chase clarified whether she would be doing most of the same functions at a reduced rate under the contract. Chair Swenson stated she was doing more functions at Town Hall; Town Administrator Kinmond explained she is doing 12 hours per week of website maintenance; she was helping out in finance and filing prior to working remotely. Since COVID-19, Town Administrator Kinmond stated he has transferred more website posting over to her. Selectman Chase stated with the Town Hall and offices closed, it's more important than ever for the website to be up-to-date and functioning; she wants to ensure if they are not going to continue in the present manner that they have a solid plan to move forward with website and social media management. Chair Swenson stated they are set for that until at least August 10.

Atlantic Broadband–VOIP Phone System Equipment/Maintenance

Town Administrator Kinmond presented a proposal for voice-over-IP phone services with Atlantic Broadband; this would provide all new equipment and infrastructure for the Town Hall, police station, fire station, library, and public works facility at no cost for equipment and no cost for maintenance. He stated it is a three-year contract with a monthly charge which works out to about \$15 more per month than the current phone service; there will also be three months free. The Board reviewed and discussed the proposal. Chair Swenson asked if Town Administrator Kinmond has had any negotiations with the current vendor. Town Administrator Kinmond stated he has, however, the VOIP through TDS is more than the current system and they don't provide or maintain the equipment. Chair Swenson noted it ends up being roughly \$300-400 cheaper when factoring in the maintenance costs.

Selectman Chase made a motion to enter into a commercial services agreement with Atlantic Broadband for the equipment, maintenance and services of a VOIP system for all town departments for a period of three years. Selectman Veisel seconded the motion. Discussion: Chair Swenson noted the contract needs a termination clause.

Chair Swenson made an amendment to the motion that the agreement will include a mutually agreeable termination clause. Selectman Veisel seconded the amendment. Roll Call Vote: Selectman Veisel –aye; Selectman Chase – aye; Chair Swenson – aye. Amendment passed, 3-0-0.

Roll Call Vote: Selectman Veisel –aye; Selectman Chase – aye; Chair Swenson – aye. Motion passed, 3-0-0.

NE Solar Corporation Community Solar Garden–Solid Waste Facility

Town Administrator Kinmond presented information regarding a proposal relative to a solar garden, utilizing the Solid Waste facility property. He explained there is no investment by the Town other than the leasing of the property; there is then a 20 to 30 year lease with the option for extensions. There is a return to the town with the 1

megawatt array; he stated it could be about \$14,000 income annually. He stated there are other communities pursuing this currently. Selectman Veisel asked who maintains it such as clearing snow, etc. Town Administrator Kinmond stated it is the responsibility of NE Solar. Chair Swenson asked if the Town generates its own usage. Town Administrator Kinmond explained they would still be doing their purchases; this is feeding it back into the grid with a kickback to the Town. He stated he would have to look into whether there is storage. Chair Swenson stated he would like to see more information regarding inflation and usages; he suggested a task force to work with Town Administrator Kinmond to move forward with this. Selectman Chase and Selectman Veisel concurred. The Board discussed gathering volunteers for this topic. Mr. Bickford asked how many acres are needed to get the proposed megawatts. It was noted 1 acre for 1 megawatt. The Board agreed by consensus that they make suggestions to Town Administrator Kinmond on individuals to be a part of the project.

NEW BUSINESS

State CARES ACT Municipal Funding (Up To \$62,194) –Decision Whether To Accept Under RSA 31:95-b

Chair Swenson stated the Town may have an opportunity to receive up to \$62,194 in grant funds. Town Administrator Kinmond explained any gifts or grants over \$10,000 must typically be done with Public Hearing, but the RSA allows the Town to accept the grant without a publically noticed hearing although acceptance must be done during a public Board of Selectmen meeting. He explained these funds are part of the \$32,000,000 allocated to municipalities to cover costs of COVID-19 related expenses between March 1 and August 31, 2020; eligible costs include welfare, interest on TAN, tele-work expenses, wages and benefits for staff, facilities modifications, etc.

Chair Swenson made a motion under RSA 31:95-b and RSA 21-P:43 that the New Durham Board of Selectmen accepts the CARES ACT grant funds of up to \$62,194, for reimbursement for expenses incurred due to the Town's response to the COVID-19 health pandemic, between March 1 and August 31, 2020. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel –aye; Selectman Chase – aye; Chair Swenson – aye. Motion passed, 3-0-0.

Town Administrator Kinmond stated they have already begun working on putting together the information and the forms for the grants; he stated they have already applied under the FEMA grant and there will be about \$6,000 being received there.

State Fire & Police First Responder Stipend–Decision Whether To Accept Under RSA 31:95-b& Cost To Town

Town Administrator Kinmond stated this is a grant under the Governor's funding in addition to the CARE ACT grant funds, and reimburses compensation for stipends to fire and police. He explained the various ways for disbursement; Chair Swenson suggested a lump sum would be simpler. The Board reviewed the summary of eligible employees.

Chair Swenson made a motion to accept the State's First Responder weekly stipends grant funds under RSA 31:95-B and RSA 21-P:43 for all part time and full time,

police and fire personnel, with one half of the total due to be paid as of May 31, 2020 or closest pay period thereof; and the second half to be paid as of June 30, 2020 or closest pay period thereof. Said stipend only for the period of May 4, 2020 to June 30, 2020, a period of eight weeks and two days for a total of \$24,442.86. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel –aye; Selectman Chase – aye; Chair Swenson – aye. Motion passed, 3-0-0.

Veterans Tax Credit–All Veteran’s Tax Credit

The Board reviewed a tax credit application. Town Administrator Kinmond confirmed this has been reviewed by the contract assessor and all qualifications have been verified.

Selectman Chase made a motion to approve the application for the All Veteran’s Tax Credit in the amount of \$500 for Map 206, Lot 17. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel –aye; Selectman Chase – aye; Chair Swenson – aye. Motion passed, 3-0-0.

2020 1st Tax Billing Warrant

The Board reviewed the preliminary tax warrant, in the amount of \$4,624,946.88. Town Administrator Kinmond noted they are still in the process of transferring the data from the Vision software into BMSI, so there may be a bit of variance one way or another but this will get the billing in the mail next week.

Chair Swenson made a motion to authorize the Tax Collector to collect the necessary taxes for the 2020 first tax billing, said amount of approximately \$4,624,946.88, subject to minor adjustments to final amount once the assessing data has been entered and to be determined by the assessor and Tax Collector, and ratified at the next Board of Selectmen meeting. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel –aye; Selectman Chase – aye; Chair Swenson – aye. Motion passed, 3-0-0.

Appointment Needs

Chair Swenson stated the Water Quality and Boodey Farmstead committees, as well as treasurer, need appointments to be done. He noted they need to confirm the volunteers want to continue with their appointments; he noted the Planning Board would also need to make their appointment to the CIP. Chair Swenson outlined the positions for appointment: deputy treasurer, emergency management director, CIP, highway safety committee, deputy emergency management director and treasurer are all eligible for nominations at this point. Selectman Chase confirmed all these individuals are in agreement with reappointment.

Selectman Chase made a motion to nominate Peter Varney as Emergency Management Director with a term to expire March 31, 2021. Chair Swenson seconded the motion. Roll Call Vote: Selectman Veisel –aye; Selectman Chase – aye; Chair Swenson – aye. Motion passed, 3-0-0.

Chair Swenson made a motion to nominate Bill Meyers as an advisor to the Capital Improvement Committee with a term to expire March 31, 2021. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel –aye; Selectman Chase – aye; Chair Swenson – aye. Motion passed, 3-0-0.

Chair Swenson made a motion to nominate Don Vachon to the Highway Safety Committee with a term to expire March 31, 2021. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel –aye; Selectman Chase – aye; Chair Swenson – aye. Motion passed, 3-0-0.

Chair Swenson made a motion to nominate Scott Kinmond to the Highway Safety Committee with a term to expire March 31, 2021. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel –aye; Selectman Chase – aye; Chair Swenson – aye. Motion passed, 3-0-0.

Chair Swenson made a motion to nominate Shawn Bernier to the Highway Safety Committee with a term to expire March 31, 2021. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel –aye; Selectman Chase – aye; Chair Swenson – aye. Motion passed, 3-0-0.

Chair Swenson made a motion to nominate Heidi Duford as the Town Treasurer with a term to expire March 31, 2021. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel –aye; Selectman Chase – aye; Chair Swenson – aye. Motion passed, 3-0-0.

Chair Swenson made a motion to nominate Vicky Blackden as the Deputy Town Treasurer with a term to expire March 31, 2021. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel –aye; Selectman Chase – aye; Chair Swenson – aye. Motion passed, 3-0-0.

Chair Swenson made a motion to nominate Scott Kinmond as the Deputy Emergency Management Director with a term to expire March 31, 2021. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel –aye; Selectman Chase – aye; Chair Swenson – aye. Motion passed, 3-0-0.

Town Beach Opening

Chair Swenson stated that typically Memorial Weekend is the opening time for the Town Beach; he stated with the current guidelines there are some questions whether that can happen. Selectman Veisel stated the concerns of the Parks and Recreation Department are they don't know what to do with swim lessons; they need to hire a swim instructor if the beach is going to open; put out port-o-potties, set up trash routine with highway department and have an attendant monitoring the parking lot. Selectman Chase stated the attendant is not present every day, nor all the hours the beach is open. Selectman Veisel stated the attendant usually starts when lessons start. It was noted many summer camps have already cancelled for the summer. Town Administrator Kinmond stated some other towns are doing everything by reservation; facilities without controlled access are putting

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up signage regarding social distancing and hygiene; he stated under the guidelines is beaches are being opened for the purposes of walking or swimming but not open for sunbathing. He stated most towns are not staffing the beach facilities as once they are staffed, they are then required to regulate the social distancing. Town Administrator Kinmond recommended put out signage regarding the guidelines. He stated as far as patrolling the parking lot, there is already an ordinance in place and the police department can go ahead with ticketing; he advised against putting out port-o-potties. Chair Swenson asked whether they should put out swim lines and trash barrels. Selectman Chase and Selectman Veisel agreed with putting out those, as well as a port-o-potty. The Board discussed whether they are obligated to provide the sanitation services if the port-o-potty is provided. Town Administrator Kinmond will check with New Hampshire Municipal Association. The Board concurred swim lessons would need to be cancelled. Selectman Chase suggested that if they don't have attendants on site and its posted "swim at your own" risk much of the liability is removed. There was further discussion of potential liability and the Board asked Town Administrator Kinmond to follow up with New Hampshire Municipal Association. Selectman Chase stated she doesn't want to limit the access for one of the only resources currently available for residents. The Board concurred with putting out the trashcans as well as the swim lines. Selectman Chase suggested the swim lessons be up to the Parks and Recreation as to whether they could maintain all the guidelines. Selectman Veisel recommended having the Police survey the parking lot to ensure all vehicles have stickers and no boat trailer parking.

COVID-19 Impact Update

Town Administrator Kinmond stated they are getting busier at the Town Hall and more appointments are being scheduled. He stated people are questioning why the Town Hall isn't open and explained they have trouble with social distancing within the Town Hall and has instructed employees to explain this to people. Town Administrator Kinmond stated they are now looking at the construction of a walk-up service window on the parking lot side of the building and explained the details that would include a front door buzzer and intercom. He stated tomorrow they would be instituting health checks of all employees coming into work; he stated controlling the access will be the key and 6' spacing markers will be installed this week. Chair Swenson asked if they want to spend the money for something that may be for just a few months. Selectman Chase stated the door buzzer would remain efficient for controlling access to the building. Selectman Veisel asked whether walk-up window would allow them to maximize the employees' time. Chair Swenson stated it does the opposite, as there will be more back and forth time with the window and desks; he stated he doesn't see this proposal as solving any problems. Chair Swenson stated the current Board of Selectmen action kept Town Hall closed to the public to today and suggested continuing that to June 18 to see where things are at that point.

Other

Chair Swenson stated Town Administrator Kinmond and the Road Agent have reviewed the options for how the \$167,000 would be spent on the roads; the assessments determined it would be the Olde Bay Road and Birch Hill portions.

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Chair Swenson made a motion to continue the current processes of the Town Hall in terms of providing various services under the COVID-19 pandemic as was previously approved and have those continue until close of business on Monday, June 8, 2020. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel –aye; Selectman Chase – aye; Chair Swenson – aye. Motion passed, 3-0-0.

Meeting Schedule

June 8, 2020, 6:00pm.

Approval of Minutes

Meeting of May 4, 2020– Edits were made. **Selectman Chase made a motion to approve the minutes as amended. Selectman Veisel seconded the motion. Roll Call: Selectman Veisel –aye; Selectman Chase – aye; Chair Swenson – aye. Motion passed, 3-0-0.**

Adjourn

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

The meeting was adjourned at 8:22pm.

Respectfully Submitted,

Jennifer Riel, Recording Secretary