

**NEW DURHAM BOARD OF SELECTMEN
New Durham Town Hall
April 30, 2018, 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 Selectman Chase
Selectman Dorothy Viesel

Also Present:

Scott Kinmond, Town Administrator
Ellen Phillips, resident
Clayton Randall, resident
Police Chief Bernier
Mike Gelinas, resident

Call to Order

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

Appointments/Announcement

Conservation Commission Easement

Postponed at the request of the chairman of the Conservation Committee.

Public Input

Ellen Phillips, resident, thanked the Parks and Recreation Commission for the Lego event they put on, noting it was well attended and enjoyed.

Merrymeeting River Board Launch Erosion Control and Maintenance

Mike Gelinas, resident, explained the issue that has come up with doing water quality testing. He stated he has researched what can be done without getting into upper level permits and explained there are a type of paving bricks that would be beneficial if put down around the Town-owned boat launch area. It would help mitigate erosion where vehicles and boats are driving near the riverbank. Mr. Gelinas stated he is looking for authorization of the Board of Selectmen to research costs and options and come back to the Board with a proposal.

Town Administrator Kinmond stated he has discussed the volunteer status with Primex and explained they can use a form to sign up volunteers/employees in volunteer status for particular projects.

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Chair Swenson made a motion to authorize Mike Gelinas to voluntarily explore options to stabilize and then present to the Board of Selectmen, those options for improving the surface, providing barrier erosion resistance at the Marsh Pond River Boat access, in effect for the remainder of 2018. Selectman Viesel seconded the motion. Motion passed, 3-0-0.

Mr. Gelinas stated he is also exploring improving the access at the old Duncan property. He stated there is a usable path and it will be a year or so before its owned by the Town but he wants to get permission to make that a boat access, and at some point the Town will be doing work with the dam and so he wants to upgrade and improve accessibility. Chair Swenson stated he doesn't have a problem improving the access for testing, etc but is concerned about opening it to public access at this point before the Town takes full ownership. Town Administrator Kinmond explained the process and options with keeping the riverbank stabilized. Mr. Gelinas suggested it may be good to combine the work on the area with the work to be done on the dam to avoid redoing what's already been done. Chair Swenson stated he would like to see a plan put together. It was agreed a site walk would be done 5/14/18 at 6:00pm.

Agenda Review

Town Administrator Kinmond added under New Business: Joint Loss Management Town Staff training session.

Town Administrator's Report

Town Administrator Kinmond distributed the consent manifest for March 26 to April 30, 2018 for review by the Board.

Town Administrator Kinmond presented a request from the Meetinghouse Restoration Committee for tree removal of 8 trees at the site. He also included a copy of an email overview of the site walk and noted the tree removal is in preparation of the foundation work. This was reviewed by the Board.

Selectman Chase made a motion to approve purchase order #2573 in the amount of \$1,250.00 to Northeast Arbor of Farmington, NH for the removal and disposal of identified hazard trees at the 1772 Meetinghouse site on Old Bay Road. Said expense to come from account 01-5000-10-078, Meetinghouse Restoration CRF and to further request the Trustee of Trust Funds to authorize the withdrawal and transfer of said amount from account 01-4915-10-078, Meetinghouse Restoration CRF to the General Fund. Selectman Viesel seconded the motion. Motion passed, 3-0-0.

Town Administrator Kinmond presented a memo from the Trustee of Trust funds relative to current expenses incurred during the first quarter of the year. The Board of Selectmen reviewed the list and he suggested authorizing the items to be taken from the appropriate accounts. It was noted these were previously approved expenditures.

Selectman Chase made a motion to authorize the transfer/withdrawal from the Town Buildings ETF, account 01-4916-10-066 in the total amount of \$3,568.15, said

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amount comprising the following actions and/or expenses for the purpose of Town buildings improvements: Devanza Clock Repair, LLC for repair to the Town clock, \$362.00; Santoro Plumbing and Heating for plumbing repairs in the amount of \$1,205.76; Rines Electric for electrical work at the Community Room in the amount of \$2,000.39 and further request that the Trustee of Trust Funds withdrawal and transfer of said amount from account 01-4916-10-066 to the General Fund. Selectman Viesel seconded the motion. Motion passed, 3-0-0.

Selectman Chase made a motion to request the Trustee of Trust Funds withdraw and transfer the amount of \$16,500 from account 01-4915-10-081, Public Safety Facility CRF for the authorized expense of the Fire Station apparatus bay heating system, said expense action authorized on October 4, 2017 by the Board of Selectmen. Selectman Viesel seconded the motion. Motion passed, 3-0-0.

Town Administrator Kinmond presented an application from the Department of Public Works for a Used Oil Collection Assistance Grant. He explained the repairs needed for collecting and burning used oil, noting it's a reimbursement grant.

Chair Swenson made a motion to issue purchase order #2574 for the used oil furnace heat exchanger and shipping from Arrow Equipment, Inc. in the amount \$2,923 and purchase order #2575 for the installation of said heat exchanger to Chris Scruton in the amount of \$700 and to apply for and accept when received the NH DES Used Oil Collection Grant in the amount up to \$2500 and to authorize the Chair and Town Administrator to sign the necessary contracts, grant documents and purchase orders documents and to further request the Trustee of Trust Funds to transfer the said funds from the Solid Waste Facility Improvements CRF, account 01-4915-10-073. Selectman Viesel seconded the motion. Motion passed, 3-0-0.

Town Administrator Kinmond presented an application and advertisement for "Adopt a Spot" for beautification of facilities and grounds. He stated she discussed this with Ms. Phillips and she suggested some areas in Town that would like to participate. The Board discussed the opportunities for volunteers to serve in this capacity. Chair Swenson asked how the recognition would be handled. Town Administrator Kinmond explained plaques are displayed in the appropriate areas indicating the volunteer groups involved.

Selectman Chase made a motion to authorize the Town Administrator to institute a program called "Adopt a Spot" for the purposes of individuals, groups or businesses providing and maintaining identified beautification planting areas at Town facilities and in support of the program to provide signage for these individuals or groups who adopt such spots and other recognitions or awards as proposed. Selectman Viesel seconded the motion. Motion passed, 3-0-0.

Chair Swenson stated in the 2018 budget discussion the Police Department presented a budget and action was taken by the Board of Selectmen to approve the K9 program provided there would be a review of the program in March 2018. He stated the current

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wage projections show the program to cost the Town approximately \$13-\$14,000, which includes training and certification. Selectman Chase clarified the Police Chief is the canine handler and he is salary along as on-call, noting if it was an hourly officer the expense would be more to the Town. The Board discussed the opportunities and costs. Chair Swenson stated he personally doesn't see the justification for the program as there are many surrounding towns with K9s to call in the event the service is needed. Selectman Viesel asked the costs for an entry-level officer and believes a K9 should be going out on domestic calls. It was clarified the Police Chief/handler is the only one to take the dog out. If he is not on-call, he doesn't respond to a call. Selectman Viesel stated she believes it's important for the K9 to be available to support their officers. Police Chief Bernier clarified that even if the K9 program is discontinued, it would not save the \$14,000 to the Town, it just means his time would be spent elsewhere. He explained the drug-forfeiture funds have fully funded the costs and care of the dog. Chair Swenson stated he believes his time would be better spent elsewhere. Police Chief Bernier clarified no over-time has been paid to him since having the K9. He explained the training schedule and if there is a call, he leaves training to respond. Police Chief Bernier gave a summary of the training and certifications the dog has currently obtained.

Selectman Chase made a motion to approve the continuance of the K9 program with an annual review. Selectman Viesel seconded the motion. Motion passed, 3-0-0.

Town Administrator Kinmond stated he has not advertised the need for volunteers for the Strafford Regional Planning Commission. Selectman Viesel stated it seems to be hard to get people to volunteer for this particularly with the meetings being on Saturdays. Selectman Chase suggested posting the opportunity on the website to see if there is anyone from Town willing to fill the two positions on the commission.

New Business

Tax Credit Applications

Chair Swenson stated when he reviewed the elderly exception he was surprised to find the exemption is to take \$45,000 off the assessed value. Town Administrator Kinmond explained a financial income application is also reviewed by the contract assessor in determining eligibility. He also explained how the solar credit is applied, noting it is applied annually. Chair Swenson stated he would like to hold off on the solar credit to confirm the statute and Town's action.

Selectman Chase made a motion to approve the application for property tax credit exemption for elderly tax credit for Map 258, Lot 001. Selectman Viesel seconded the motion. Motion passed, 3-0-0.

Selectman Chase made a motion to hold off discussion of the application for property tax credit exemption for Map 239, Lot 027 until there is further clarification on the solar power exemption. Chair Swenson seconded the motion. Motion passed, 3-0-0.

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Selectman Chase made a motion to approve the application for property tax credit exemption for elderly tax credit in the amount of \$45,000 for Map 239, Lot 002. Selectman Viesel seconded the motion. Motion passed, 3-0-0.

Selectman Viesel made a motion to approve the application for veteran's tax credit for Map 104, Lot 015 in the amount of \$500. Selectman Chase seconded the motion. Motion passed, 3-0-0.

Selectman Chase made a motion to approve the application for veteran's tax credit for Map 209, Lot 065 in the amount of \$500. Selectman Viesel seconded the motion. Motion passed, 3-0-0.

Selectman Viesel made a motion to approve the application for veteran's tax credit for Map 241, Lot 008 in the amount of \$500. Selectman Chase seconded the motion. Motion passed, 3-0-0.

Selectman Chase made a motion to approve the application for veteran's tax credit for Map 240, Lot 018 in the amount of \$500. Selectman Viesel seconded the motion. Motion passed, 3-0-0.

Chair Swenson confirmed all these applications have been reviewed and approved by the contract assessor.

Selectman Chase made a motion to approve the application for current use credit for Map 260, Lot 013 and 014, total of 144 acres. Selectman Viesel seconded the motion. Motion passed, 3-0-0.

The Board reviewed an application to put 736 acres in current use, 3 of which are in New Durham. It was concurred it needs to be determined if Farmington is granting current use as well. Town Administrator Kinmond replied he has researched the parcels and confirmed there is no dwelling on the New Durham property and recommended the assessor research the property. Selectman Viesel suggested getting input from New Hampshire Municipal Association as well.

Selectman Chase made a motion to approve the application for current use credit for Map 206, Lot 013, total of 18.45 acres. Selectman Viesel seconded the motion. Motion passed, 3-0-0.

Chair Swenson stated the Library Trustees are requesting a joint meeting with the Board of Selectmen. It was suggested to invite them to one of the Board of Selectmen meetings as the Board is unable to meet on Tuesdays when the Trustees meet.

Old Business

Tax-Deeded Sales and Documents

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Town Administrator Kinmond presented the documents relative to the closings scheduled for May 2. These were reviewed by the Board.

Town Administrator Kinmond stated the online auction went well and didn't hear negative feedback.

Human Resources Manual

Chair Swenson stated they are about half way through the review process of the policies and noted the next workshop session is scheduled for May 15, 2018 at 8:30am.

Assessing Contract

Chair Swenson distributed a copy of the amended agreement for review by the Board. It was agreed to review further and discuss at the May 14 Board of Selectmen meeting and Town Administrator Kinmond will request the contract assessor be present for the meeting.

Approval of Minutes

Postponed.

Other

Town Administrator Kinmond stated he was notified by the Fire Chief of the upcoming Joint Loss Management Committee Town Staff Safety Training. He stated all Town employees are required to attend.

Selectman Chase made a motion to approve the request to close all non-essential Town offices for a period of four hours on Monday, May 14, 2018 between 12:00 and 4:00pm. Closure is for the Joint Loss Management Committee Town Staff Safety Training topics to include fire extinguisher use training, practical and CPR AED recertification, should the training end early, staff shall return to departments and complete their workday. Selectman Viesel seconded the motion. Motion passed, 3-0-0.

Future Meeting

Thursday, May 3, 2018 – Nonpublic Session, New Durham Community Room

Adjourn

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

The meeting was adjourned at 8:07pm.

Respectfully Submitted,

Jennifer Riel, Recording Secretary