

**NEW DURHAM BOARD OF SELECTMEN**  
**New Durham Town Hall**  
**August 3, 2017, 5:30p.m.**

*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 – excused absence  
Selectman Rod Doherty

**Also Present:**

Scott Kinmond, Town Administrator  
Dot Veisel, resident  
Joan Swenson, resident  
Neal Burn, resident  
Peter Varney, Fire Chief  
Bill Kendrick, resident  
Laura Zuzgo, Land Use Assistant  
Jeff Earls, Town Contract Assessor

**Call to Order**

Chair Swenson called the meeting to order at 5:31pm.

**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; (d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community. & (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. Selectman Doherty seconded the motion. Motion passed, 2-0-0.**

**Roll Call: Selectman Doherty – Aye; Chair Swenson – Aye.**

*New Durham Board of Selectmen Meeting*

*August 3, 2017*

*DRAFT*

The Board entered nonpublic session at 5:34pm.

The Board reentered public session at 6:55pm.

Chair Swenson stated while in nonpublic session the board discussed personnel issues as well as other topics covered by RSA 91:a.

**Chair Swenson made a motion to seal the minutes of the nonpublic session of August 3, 2017. Selectman Doherty seconded the motion. Motion passed, 2-0-0.**

Chair Swenson thanked the Parks and Recreation Commission for their efforts and organization of New Durham Day as well as the Town departments for their participation.

**Agenda Review**

Chair Swenson explained some items on the agenda would be postponed until Selectman Chase could be present for a full quorum of the Board of Selectmen.

**Appointments/Announcements**

**Town Contract Assessor**

Jeff Earls, Cross Country Appraisal, explained there have been changes with the Vision software and presented information for review of other software packages. Chair Swenson noted no official letter has been received regarding the increase in costs for the Vision software. The software options were reviewed by the Board of Selectmen. Mr. Earl's recommendation was Avitar noting the annual fees are lower and outlined the capabilities. Chair Swenson and Town Administrator Kinmond discussed whether now is a beneficial time in the reevaluation cycle to change software vendors. It was also noted the CRF to cover these costs was dissolved by the last Board of Selectmen.

The Board of Selectmen asked Mr. Earls questions regarding the Town-owned properties. Mr. Earls replied he provided property values for the five properties requested and these were reviewed and discussed. Mr. Earls explained the state's evaluation method for utility properties, i.e. poles, land, etc. noting this is used by many towns.

**Discover Solar – Presentation on Alternative Energy**

Jay Gauthier, gave a presentation on his company's solar energy options and program. Town Administrator Kinmond explained this is a direction a lot of towns are looking into and explained the cost savings benefits. Mr. Gauthier stated further presentations are scheduled for the public. Mr. Bickford asked what the project is for. Mr. Gauthier explained it is a program for homeowners, not something for the Town and explained the process which allows homeowners to replace their electric bill with a solar panel program.

**Fire Department Command Car and Ambulance Billing Services**

Fire Chief Varney stated they have looked into the ambulance medical billing services and have found just one other company.

Mr. Burn stated with Comstar they pay a 10% fee and Enhanced Medical Services has offered to do it for 8% and claim to collect more than Comstar and many towns have already switched over to this company. He explained their process goes further with trying to collect more bills. Copies of contracts for both companies were provided for review. It was noted the contract with Comstar has not been updated since 1995. Mr. Burn explained the benefits of being able to accurately track billings and collections online with EMS.

A summary of the condition of the command car and estimates of repair costs was presented for review. Mr. Burns explained the 2008 Ford Explorer was originally a police vehicle then repurposed as the command car and stated the costs of mechanical and body shop repairs to pass inspection is \$5,000. He recommended not putting any more money into this vehicle. There was discussion of replacement vehicle options and costs. Mr. Burns noted there is an established CRF for a command vehicle with a balance of \$60,000. Mr. Burns noted that at the end of September they will no longer have a command car due to expired inspection.

#### **Public Input**

Dot Veisel, resident commended the Town departments for a successful New Durham Day.

David Bickford, resident, stated he is concerned with the finances for assessing. Chair Swenson the operating budget is at about 51% expended to date. Mr. Bickford stated the police employment contract is public information and needs to be shared publically and also presented some concerns regarding the highway department.

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

Town Administrator Kinmond distributed the consent manifest for review, which outlines the documents signed by the board since the last meeting.

Town Administrator Kinmond distributed for review a purchase order for the Public Works Department for Innovated Solutions for purchase of magnesium chloride for dirt road dust control.

**Chair Swenson made a motion to approve purchase order #2405 to Innovated Solutions of Pittsburg, PA in the amount of \$13,474.56 for the purchase of magnesium chloride dust control agent, said purchase to come from account #312-10-665. Selectman Doherty seconded the motion. Motion passed, 2-0-0.**

Town Administrator Kinmond distributed for review a purchase order for Public Works Department for the purchase of 1200 tons of 1 ½" crushed gravel to be applied to roadway shoulders. He noted this was put out to bid.

**Selectman Doherty made a motion to approve purchase order #2404 to J. Jeddrey LLC of Alton, NH in the amount of \$14,143 for 1200 tons of crushed gravel for the**

**2017 paving project areas. Said expenditure to come from account 01-195-1085. Chair Swenson seconded the motion. Motion passed, 2-0-0.**

Town Administrator Kinmond distributed for review an estimate from the Public Works Department for repairs to the 2009 Freightliner in the amount \$3,846. He explained the amount of repair costs is now up to the amount of the purchase price. There was discussion of past and current repairs.

**Chair Swenson made a motion to authorize Town Administrator Kinmond to issue purchase order #2497 to Kenmore Truck Parts of Bow, NH in the amount of \$3,846 for repairs of the 2009 Freightliner truck. Said expenditure to come from account 4312 -10-360. Selectman Doherty seconded the motion. Motion passed, 2-0-0.**

**Selectman Doherty made a motion to request from the Trustee of the Trust Funds the withdrawal of \$6,528.52 from the vehicle CRF account 001-4195-0070 and to furthermore transfer of said funds to be applied to the General Fund, DPW Highway Department account 013-4312-0660. Chair Swenson seconded the motion. Motion passed, 2-0-0.**

#### **Job Descriptions Review**

**Chair Swenson made a motion to accept the job descriptions for the highway supervisor, light equipment operator, facility and ground maintenance, and DPW administrative assistant, effective August 4, 2017. Selectman Doherty seconded the motion. Motion passed, 2-0-0.**

#### **New Business**

##### **Senate Bill 38**

Town Administrator Kinmond distributed a letter from the New Hampshire Municipal Association outlining the appropriations of highway block grants and the acceptable uses of the grants. There was further discussion of the highway grant funds and usage. He stated there has to be a public hearing for the acceptance and use of the funds and proposed meeting dates which must be posted 10 days in advance. The meeting will be posted for August 24, 2017 at 7:00pm.

##### **2<sup>nd</sup> Quarter Financial Report**

Chair Swenson stated the overall town budget is at about 51% remaining as of June 30, 2017. He explained there were some line item issues but the Budget Committee addressed those at the meeting of August 2.

##### **Primex CAP Program**

Town Administrator Kinmond stated a letter was received from Primex indicating the Town is now back in the CAP program which covers the workers compensation and liability insurance. The pricing was reviewed and Town Administrator Kinmond explained it would be for a three year period. He stated there may be another pool opportunity but that is not yet available and he is unsure what those costs would be.

**Chair Swenson made a motion to enter into a three year agreement beginning July 1, 2018 to June 30, 2021 Contribution Assurance Program with Primex for property liability coverage, CAP increase not to exceed 9% annually; workers compensation increase not to exceed 10% annually, and authorize the Board Chair to sign the appropriate documents. Selectman Doherty seconded the motion. Motion passed, 2-0-0.**

**Request to Rescind Planning Board and Zoning Board of Adjustment**

Chair Swenson explained the boards' organization structure was changed at Town Meeting from appointments to elections and the boards have submitted a request to rescind a policy of attendance from 1997.

**Chair Swenson made a motion to rescind the action of October 5, 1997 for the Planning Board and Zoning Board of Adjustment policy on attendance. Selectman Doherty seconded the motion. Motion passed, 2-0-0.**

**Town Clerk – 2017 Warrant for Unlicensed Dogs**

A list of 70 unlicensed dogs was submitted to the Board of Selectmen for review. Town Administrator Kinmond explained the notification process the Town Clerk had already carried out. Chair Swenson noted they are required by law to address this.

**Selectman Doherty made a motion to authorize the issuance of the 2017 Warrant for unlicensed dogs to the New Durham Police Department under the authority of NH RSA 466:14 and 466:16. Chair Swenson seconded the motion. Motion passed, 2-0-0.**

**Tax Collector – Tax Deeding**

Postponed to the next meeting.

**Property Tax Credit – Veteran Credit Map 267, Lot 013**

**Chair Swenson made a motion to approve the veteran exemption for Map 267, Lot 013. Selectman Doherty seconded the motion. Motion passed, 2-0-0.**

**Budget Committee Joint Meeting**

Town Administrator Kinmond stated the Budget Committee has requested to have a joint meeting with the Board of Selectmen to discuss budget philosophy for the 2018 year. It was agreed the meeting was to be held prior to the Board of Selectmen meeting of September 7. There was discussion of setting the schedule for budget meetings.

**Police Department Personnel**

Chair Swenson noted this is for a budgeted position, full time police officer and would bring the full time staff to five.

**Chair Swenson made a motion to authorize the Town Administrator to issue a conditional offer of employment to Police Officer Candidate #1 for the full time police officer position at a pay rate of \$23.00 per hour, contingent upon completion of all physical background checks and NH Police Standards and Training**

*New Durham Board of Selectmen Meeting*

*August 3, 2017*

*DRAFT*

**requirements with an estimated start date of September 1, 2017. Selectman Doherty seconded the motion. Motion passed, 2-0-0.**

**Approval of Minutes**

Meeting of July 6, 2017 – Edits were made. **Chair Swenson made a motion to approve the minutes as amended. Selectman Doherty seconded the motion. Motion passed, 2-0-0.**

**Adjourn**

**Selectman Doherty made a motion to adjourn. Chair Swenson seconded the motion. Motion passed, 2-0-0.**

The meeting was adjourned at 9:26pm.

Respectfully Submitted,

Jennifer Riel, Recording Secretary