

New Durham Board of Selectmen Meeting

June 1, 2017

Final Approved 07-06-17

NEW DURHAM BOARD OF SELECTMEN

New Durham Town Hall

June 1, 2017, 5:30p.m.

Present

Chair David Swenson

Selectman Cecile Chase

Selectman Rod Doherty

Also Present (for Public Session @ 7:00 p.m.):

Scott Kinmond, Town Administrator

Joan Swenson, resident

Neal Burns, resident

Catherine Orlowicz, Boodey House Chair

Kenneth Fanjoy, resident

Virginia Fanjoy, resident

Kevin Ruel, resident

Marc Behr, resident

Terry Jarvis, resident

Ellen Phillips, resident

Call to Order

Chair Swenson called the meeting to order at 5:30 pm.

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. Selectman Chase seconded the motion. Motion passed, 3-0-0.

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

The Board left public session at 5:32 p.m.

The Board reentered public session at 7:00 p.m.

Chair Swenson made a motion to seal the minutes of the nonpublic session as it is determined that the divulgence of this information likely would affect adversely the reputation of any person other than a member of the Select Board.. Selectman Chase seconded the motion. Motion passed, 3-0-0.

Appointments/Announcements

Chair Swenson gave condolences on behalf of the Board of Selectmen to Peter Varney and Shawn Bernier for the losses of their mothers recently.

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Chair Swenson asked for an update from the Fire Department in regards to the status of research for new equipment requests.

Neal Burns, Fire Department, stated after the Board of Selectmen approved the purchase, the contract agreement was signed with the vendor, the chassis has been purchased and the completed ambulance is scheduled to be delivered October 3, 2017. He explained they are using a loaner ambulance at this time which was part of the agreement. Mr. Burns stated a new stretcher was also purchased for the new ambulance and explained the improvements of the new one. Chair Swenson asked about planned training for the new ambulance and its equipment. Mr. Burns stated that both Fernauld and P&L Custom (ambulance and equipment vendors) will provide training required. It was noted that the current EKG monitor does not transmit to the hospital but Burns is working on trying to upgrade the software to enable this. Chair Swenson stated that this is a critical feature and asked for updates as available on resolving this issue. Additional details of the new ambulance were discussed.

Public Input

Ellen Phillips, resident, stated she as a resident, although she is also a member of the Budget Committee, is concerned with the Police Department budget and asked about the inclusion of funds for hiring additional officers and wants to be sure funds are available when needed. Chair Swenson replied the Board of Selectmen approved a posting at the last meeting to hire an additional officer and explained how the funding is budgeted. Town Administrator Kinmond explained the finance process and how it affects the budget.

Ken Fanjoy, resident, asked whether there would be discussion of the Solid Waste Facility operating hours. Town Administrator Kinmond replied the Solid Waste Foreman has not been available due to vacation, etc. but it would be on the agenda for the next Select Board meeting.

Agenda Review

Town Administrator Kinmond added under New Business: Reclassification of Current Employee / DPW seasonal employee.

Town Administrator's Report

Town Administrator Kinmond presented a summary of the manifest for signing documents between meetings and these were reviewed. He noted these documents are available for public review.

Town Administrator Kinmond presented a purchase order which was reviewed along with a contract proposal from Allstate Asphalt for chip-sealing work to be done in June.

Chair Swenson made a motion to authorize purchase order #2494 to Allstate Asphalt Corporation in the amount of \$35,546.40 for the pavement preservation and chip sealing of Berry Road. \$20,000 of the funds to come from account 01-4915-10-

83 and \$15,546.40 to come from the Public Works Department account 01-4312-10-679 and to authorize the Chair to sign the contract. Selectman Chase seconded the motion. Motion passed, 3-0-0.

Town Administrator Kinmond stated a change is needed to the purchase order for repairs to the 2015 Dodge 5500. He stated the insurance check was received and when the truck was delivered to the auto body shop it was determined the shop made a mistake in their appraisal; same occurred with the second bidder. The insurance appraiser was called back in and a new repair list was developed.

Selectman Chase made a motion to withdraw previously approved purchase order #2395 and issue purchase order #2495 to Rogers Auto body of Somersworth, NH in the amount of \$5,865.57 for the auto body repair to the 2015 Dodge 5500 dump truck. Said expenditure from the insurance holding account in the amount of \$4,865.57 and \$1,000 from the insurance deductible account 01-4196-10-526. Selectman Doherty seconded the motion. Motion passed, 3-0-0.

Proposal to Utilize Online Auction

Town Administrator Kinmond presented a request to utilize a public surplus online auction and suggested putting the ambulance on there. He also explained the process and fees for the company. The Board of Selectmen discussed the options and the process for posting items for sale. Town Administrator Kinmond will work on putting together a detailed process and guidelines but the Board of Selectmen concurred to move forward with this proposal.

CIP Committee Meeting Schedule

Town Administrator Kinmond presented a proposed schedule for the CIP Committee meetings for review. The schedule was reviewed and discussed. Chair Swenson stated he would still like to work on maintaining continuity of the membership of the committee; he suggested amending the appointments to begin the 2-year appointments. Selectman Doherty concurred.

Chair Swenson made a motion that all future at-large CIP appointments be for a period of two years. Selectman Chase seconded the motion. Motion passed, 3-0-0.

Chair Swenson made a motion to amend the appointment of Terry Jarvis from a one-year appointment to a two-year appointment. Selectman Chase seconded the motion. Motion passed, 3-0-0.

Middleton Town Line Perambulation

Town Administrator Kinmond stated he got a quote from a surveyor last year for \$8,000 which would be split by the two towns. After discussion it was agreed Town Administrator Kinmond would coordinate with Middleton and Selectman Chase will be the Board of Selectmen representative for the perambulation walk.

New Business

Review of Select Board Goals – Updated Status

Selectman Doherty gave an update on the cyanobacteria meeting that took place May 11, 2017. He stated there are many knowledgeable and dedicated individuals from around the region and state involved in the Committee's efforts. Selectman Doherty stated there was also an on-site meeting at various locations around the lake. He stated the committee is meeting again on June 22 and they are working to get information out to the public.

Cathy Orlowicz, Town Historian was asked to give an update on the Boodey House project in non-public session.

Town Administrator Kinmond stated the RFP for the Meetinghouse foundation work has been put out but only one bid was received so the RFP was sent out for a longer period of time.

Town Administrator Kinmond's draft of a New Personnel Policy were presented for future review.

Chair Swenson stated not much has been done yet on the Strategic Public Works Plan as significant effort has been done on the Master Plan. Public Works goal will begin over the next 2 – 3 months with the major milestone to be completed by the end of October.

Town Administrator Kinmond stated he is working with NHMA to set dates for the Ethics Training session noting various dates available in July. Dates were discussed and it was agreed to arrange for July 13, 6:30 p.m. in the Fire Department Community Room for the two hour presentation. All Department Heads to be required to attend, all Town Committee/Commission/Boards encouraged to attend, and it will also be open to the public.

Old Business

Chair Swenson stated that while in nonpublic they discussed options for the employee performance review process and Town Administrator Kinmond put together a summary comparison.

Chair Swenson made a motion to approve the 2017 wage adjustments and merit raises for the Town staff as outlined in the Board of Selectmen packet dated 06/01/17 and modifications made to that. Said increases retroactive to April 1, 2017, increases totaling approximately \$19,500. These adjustments are inline with the 2016 wage schedule. Selectman Doherty seconded the motion. Motion passed, 3-0-0.

Chair Swenson stated at the last Board of Selectmen meeting they approved a job posting for a Department of Public Works seasonal employee and stated the job description has been modified since the approval and one application was received.

Chair Swenson made a motion to hire Allison Perkins to the position of seasonal

part time Department of Public Works at an hourly rate of \$10.25, effective June 2, 2017. Because time is of the essence relative to the seasonal employee position, and having vetting and background checks already completed as the individual is a current Town employee, to waive the policy on those items; and to authorize the Chair to sign appropriate documents. Selectman Chase seconded the motion. Motion passed, 3-0-0.

Town Owned Properties

Chair Swenson stated that he and Town Administrator Kinmond met with the Town Assessor. Chair Swenson stated there was discussion about questions he had including properties that were missing on the assessor's list; explanation for properties that had been merged and inconsistency in property values. Chair Swenson and TA Kinmond are awaiting the response from the Town's Assessor on these questions.

Public Input

Terry Jarvis, resident, thanked the Board of Selectmen for their efficiency in their meetings.

Chair Swenson made a motion to enter into nonpublic session pursuant to RSA 91-A: 3 II (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. Selectman Doherty seconded the motion. Motion passed, 3-0-0.

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

The Board left public session at 8:49 p.m.

The Board reentered public session at 9:23 p.m.

Chair Swenson made a motion to seal the minutes of the nonpublic session because it is determined that the divulgence of this information, if provided in public, would likely benefit a party or parties whose interests are adverse to the general community. Selectman Chase seconded the motion. Motion passed, 3-0-0.

Approval of Minutes

Meeting of May 18, 2017 – Minutes were reviewed, no edits were made. **Selectman Chase made a motion to approve the minutes as presented. Selectman Doherty seconded the motion. Motion passed, 3-0-0.**

Meeting of May 15, 2017 – Edits were made. **Selectman Chase made a motion to approve the minutes pending confirmation by the Town Administrator on veteran town tax credit for Map 101 and the lot either 027 or 207. Selectman Doherty seconded the motion. Motion passed, 3-0-0.**

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Adjourn

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

The meeting was adjourned at 9:34 p.m.

Respectfully Submitted,

Jennifer Riel, Recording Secretary