

**NEW DURHAM BOARD OF SELECTMEN
New Durham Town Hall
August 6, 2018, 7:00 p.m.**

Approved 08-27-18

Present:

Chair David Swenson
Selectman Cecile Chase
Selectman Dorothy Veisel

Also Present:

Scott Kinmond, Town Administrator
David Bickford, resident
Pat Grant, resident
Cathy Orlowicz, resident
Steve Miaz, resident
Peter Varney, Fire Chief
Michael Varney, Fire Captain
Kevin Ruel, Deputy Fire Chief
Mark Behr, Fire Lt.

Call to Order

Chair Swenson called the meeting to order at 7:00 p.m.

Public Input

Cathy Orlowicz, President of New Durham Historical Society, stated there are two upcoming events Thursday August 9, 2018, 7:00 pm at the Library, Barbara Ward will be making a presentation on the 1779 Petition of Freedom; on August 11, 2018, 9-3:00 pm the 3rd Annual Historical Summer Sale in front of Johnsons Seafood Restaurant with all invited to participate.

Ellen Phillips, resident stated there have been problems with people arriving at the Transfer Station prior to the closing time and the gates being locked. Town Administrator Kinmond stated he has also received complaints of this and will follow up with the facility to confirm operating hours and post them accordingly for the public.

David Bickford, resident, suggested having a sign indicating closing times. He stated he questioned the continued training of police officers at the last meeting and would like follow up.

Pat Grant, resident, thanked Town Administrator Kinmond for attending the Copple Crown Village District meeting and helping explain legal process to district residents.

Selectman Chase stated at the last meeting a member of the public attended the Select Board meeting and carried a handgun. She stated she understands the law allows

individuals to do so but is not comfortable with it being exposed and feels open carrying is used for intimidation.

Steve Miaz, resident of Copple Crown Village District, stated he doesn't want to see the district automatically turned over to the Town and wants to see work done to get the officers replaced. Town Administrator Kinmond noted he has done some research on this in the event there was discussion at this meeting and explained the process for replacing the officers of the District which involves petitioning the Strafford County District Court to appoint officers to fill the vacancies made by the resignations.

Agenda Review

Chair Swenson added discussion of the Police Department Training.

Town Administrator Kinmond added the Warrant for Unlicensed Dogs.

Town Administrator's Report

Town Administrator Kinmond presented the Consent Signature Manifest for the dates of July 9, 2018 to August 6, 2018 for review by the Board.

Self-Contained Breathing Apparatus Bid Review / Award

Town Administrator Kinmond stated the bids received were opened and reviewed by himself and the Fire Chief and explained the variances between the costs. Chair Swenson noted that 2018 Warrant Article 7 was approved for this project and the costs are within the amount approved.

Selectman Chase made a motion to award and issue purchase order for the purchase of 18 MSA G1 SCBA 4500 Self Contained Breathing Apparatus' (SCBA's) for the Fire Department as specified per the Bid Specifications to FireMatic Supply Co., Inc. of Milford, MA in the amount of \$155,330 with an expected delivery of 60 days; said bid award to be funded by a withdrawal of \$51,000 from the FD Ancillary Equipment CRF Account 01-5000-10-100 and the balance of \$104,330 to be paid under a 3-year lease purchase agreement which said authority was given at the 2018 Town Meeting / Elections Warrant Article #7. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to request the Trestee of Trust Funds to withdraw and transfer the amount of \$51,000 from the FD Ancillary Equipoment CRF Account 01-4915-10-100 to the Genewral Fund with said authorization being from the Select Board and 2018 Town Meeting / Election Warrant Article #7. Selectmen Veisel seconded the motion. Motion passed 3-0-0.

Selectman Chase made a motion to authorize the Board of Selectmen Chair and Town Administrator to sign the necessary documents for the lease purchase agreement for the amount of \$104,330 with Tax Exempt Leasing of Libertyville, Illinois at a rate of 4.05% for three years and an annual payment of \$37,630.85. Said

authorization by the 2018 Town Meeting / Elections Warrant Article #7. Veisel seconded the motion. Motion passed 3-0-0.

Chair Swenson Thanked the Fire Department personnel for their work on the SCBA purchasing process.

Fire Department Hire

Chair Swenson stated there was a recent hire for a Probationary Firefighter / EMT David Silbernagel. FF / EMT Silbernagel has extensive training and qualifications and the Board welcomes him to the community and the department.

Chair Swenson made a motion to approve the PAF for Fire Fighter / EMT David Silbernagel at a rate of \$10.25 per hour effective July 23, 2018. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Crushed Gravel-Purchase Order – Green Oaks Realty Redevelopment

Town Administrator Kinmond presented a purchase order for crushed gravel noting three bids were received.

Selectman Chase made a motion to approve and authorize purchase order #2463 in the amount of \$5,750 to Green Oaks Realty Development for the purchase of 500 cubic yards of crushed gravel to be picked up at their facility in Alton. Said expenditure to come from the Gravel Fund CRF with current balance of \$25,231 Account 01-5000-10-097 and request the Trustee of Trust Funds to withdraw and transfer said funds from the Gravel Fund CRF 01-4915-10-097 to the General Fund. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Network Copier Lease – Purchase Order Seacoast Business Machines

Town Administrator Kinmond presented a purchase order for a color copier lease and explained the purpose and uses within Town Hall. The Board discussed the additional costs of color printing as well as the details of the lease agreement regarding usage.

Selectman Chase made a motion to approve and authorize purchase order #2584 with Seacoast Business Machines of Barrington, NH for a 48-month lease of a Town Hall network copier / printer / scanner / fax unit for a monthly lease of \$152 with the understanding that the lease has a non-appropriation termination clause. Said funding to come from 01-4130-20-440 and with the understanding of continuation of full supply and services agreement. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Town Hall Painting

Town Administrator Kinmond presented a Request for Proposal for Town Hall painting for review by the Board. The Board discussed the proposal and edits were suggested.

Selectman Chase made a motion to authorize the Town Administrator to post an RFP for repainting of the exterior of the Town Hall with proposals being due

September 14, 2018. Contractors will have to comply with all requirements listed on the bid submission form including proof of liability insurance. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Police Department Training / Continued Job Posting

Chair Swenson stated they have a notice of resignation from an officer and it is reasonable to keep the job posting open to fill the soon to be open position. He explained there is a contract with officer hired who the Town pays to go through training and the Officer will be required to reimburse the Town for the amount stated in the agreement.

New Business

FEMA – Flood Risk Review Meeting

Town Administrator Kinmond stated a letter was received from FEMA regarding a meeting scheduled for August 21, 2018 from 11:00 a.m.- 12:00 p.m. at UNH Durham. Town Administrator Kinmond stated he plans to attend and it was suggested Fire Chief and DPW Manager / Road Agent also may want to attend.

Appointment

Chair Swenson noted the nomination was made three weeks ago and no feedback had been received that would cause any further delay in the appointment.

Selectman Chase made a motion to appoint Penny Meyer to the New Durham Water Quality Committee. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Town Clerk – Nominations for Appointment Inspectors of Election & Alternate Inspectors of Elections

Chair Swenson stated recommendations were received from the Town Clerk for the appointments of Inspectors of Elections and Alternates for upcoming elections. The list was reviewed by the Board.

Richard Leonard – Inspector of Election, Fred Quimby – Inspector of Election, Richard McCormick – Alternate, Shirley McCormick – Alternate, Donna Young – Alternate , Elaine Laughlin – Alternate , Jennifer Thompson – Alternate , Joan Swenson – Alternate , Shirley Currier – Alternate , Wendy Fenderson – Alternate , Grace Gelinas – Alternate , Theresa Jarvis – Alternate , Angela Pruitt – Alternate , Cynthia Quimby – Alternate , David Shagoury – Alternate , Linda Callaway – Alternate .

Selectman Chase made a motion to appoint the people previously listed as Inspectors of Elections or Alternate Inspectors of Election as noted, term of office to expire August 1, 2019. Selectman Veisel seconded the motion. Motion passed 2-0-1.
Chair Swenson abstained.

Selectman Chase made a motion to change the word in the prior motion from “appoint” to “nominate”. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Request for Building Permit Fee Waiver – \$700.00 (Permit Renewal)

Town Administrator Kinmond explained the situation where the applicant misunderstood the permit term and the renewals were made after the expiration dates resulting in higher expenses to the applicant. The Board discussed the recommendation by the Building Inspector and Town Administrator Kinmond.

Chair Swenson made a motion to deny the waiver for Map 253, Lot 30. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Application for Veteran Tax Credit

The Board reviewed the application at the last meeting but approval was postponed until the address could be confirmed. Town Administrator Kinmond stated it has been verified the applicants are now residents of New Durham.

Selectman Chase made a motion to approve the Veterans Tax Credit for Map 250, Lot 101 in the amount of \$500 effective for the 2019 tax bill. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Abatement- Excavation Yield Tax

Town Administrator Kinmond explained this is for a reciprocal agreement with the Town of Middleton. However, no documents have been found supporting this even though this has been an action by multiple New Durham Select Boards over the past several years. He recommended to continue reviewing the abatement annually as a precedent has been set. Chair Swenson suggested following up with a formal agreement.

Chair Swenson made a motion to approve the abatement for the excavation yield tax in the amount of \$110.27 for Map 219, Lot 012 at the Tax Collector’s recommendation. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Abatement – 2015, 2016, 2017 Deed Error

Town Administrator Kinmond explained the error occurred through the process of sale of multiple properties.

Selectman Chase made a motion to approve the abatement in the amount of \$1,988.66 for Map 209, Lot 70 and 72, per the Tax Collector’s recommendation. Said abatement covers the tax year of 2015, 2016, and 2017. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Tax Repayment Agreement Renewal

Town Administrator Kinmond explained this is for the continuation of the agreement. The Tax Collector confirmed things have been working well and recommends the continuation.

Selectman Chase made a motion to approve the renewal of the Tax Repayment agreement for one year which was previously approved on July 6, 2017 for Map 209, Lot 005. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Dog License Warrant

Town Administrator Kinmond noted there are about 80 unlicensed dogs and the Board reviewed the warrant presented.

Chair Swenson made a motion to approve the 2018 Warrant for Unlicensed Dogs dated April 6, 2018. Selectman Chase seconded the motion. Motion passed 3-0-0.

Old Business

Tax Deeded Property Sales

Chair Swenson stated one bid was received but it did not meet the criteria. Two additional bids were received after the deadline and abutters were asked to resubmit. The Board reviewed and discussed the bids presented.

Chair Swenson made a motion to award an abutter bid to David and Katherine Roy of Deer Lane, New Durham for tax deeded property Map 210 Lot 033 for the sum of \$5,100. Said bid award with the understanding said purchased lot to be merged with the abutter's lot of record, Map 210, Lot 032 and authorize the Town Administrator to issue a bid award letter with terms of acceptance and payment of 20% at acceptance and balance due at closing. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Master Plan Identification Responsibility Matrix

Chair Swenson suggested postponing this discussion to a later date in September of October.

Human Resources Policy Rewrite

The next workshop session was scheduled for August 28, 2018 at 8 a.m.

Approval of Minutes.

Meeting minutes were tabled until 8-27-18 Select Board meeting

Non-public Session- Request for Non-Public [RSA 91-A:3, II (a),(b), & (c)]

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) Hiring of any employee (c) Matters 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. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Roll Call: Selectman Chase- Aye; Selectman Veisel – Aye; Chair Swenson – Aye.

*New Durham Board of Selectmen Meeting
August 6, 2018*

The Board entered nonpublic session at 8:48 p.m.

The Board returned to public session at 9:54 p.m.

Chair Swenson stated while in non-public the Board of Selectmen discussed personnel matters and issues relative to RSA 91-A: 3 II (a) the dismissal, promotion or compensation of any public employee or the disciplining of such employee; (b) Hiring and (c) matter which, if discussed in public would likely affect adversely the reputation of any person.

Chair Swenson made a motion to seal the minutes of the nonpublic session of the Board of Selectmen meeting of August 6, 2018 as content may adversely affect the reputation of one other than the Select Board. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Adjourn

Chair Swenson made a motion to adjourn. Selectman Chase seconded the motion.

Motion passed 3-0-0.

The meeting was adjourned at 9:55 p.m.

Respectfully Submitted,

Scott D. Kinmond, Town Administrator
Certified Approved Minutes
08-27-18