

**NEW DURHAM BOARD OF SELECTMEN  
New Durham Town Hall  
August 9, 2017, 9:30a.m.**

*Final Approved 09-07-17*

**Present**

Chair David Swenson  
Selectman Cecile Chase  
Selectman Rod Doherty

**Also Present:**

Scott Kinmond, Town Administrator  
Peter Varney, Fire Chief

**Call to Order**

Chair called the meeting to order at 9:30 a.m.

**Public Input**

Fire Chief Varney stated he has looked into replacing the command car and stated the 2017 models are almost sold out and noted some differences in the vehicles with waiting for a 2018 model. He stated he doesn't want to have to put a lot of money into the current vehicle. Selectman Doherty asked the price difference between 2017 and 2018. Town Administrator Kinmond concurred it is not always beneficial to buy the first year a new model is available due to recalls and problems noting they are also unable to know the exact specifications of the new model.

**Agenda Review**

No changes were made.

Selectman Doherty asked when the policy review is due from the Policy Review Committee. Chair Swenson asked that it be available for the first Board of Selectmen in September.

**Town Administrator's Report**

Town Administrator Kinmond stated he received a sample of the sign for the New Durham Community Room and explained the details. He stated they are also planning to put in some basic appliances, etc. TA distributed a copy of the proposed signage and the Select Board by consensus agreed it was appropriate.

**New Business**

**Road Block Grant Public Hearing**

Chair Swenson stated the hearing for acceptance of the funds has been set for August 24, 2017, 7:00 p.m. He stated he would also like to add to that meeting a discussion of the acceptance of unanticipated revenue from the revaluation CRF.

**Chair Swenson made a motion to have the public hearing on August 24, 2017 at 7:00 p.m at the New Durham Town Hall for acceptance of funds for both the SB 38 Highway Block Grant Additional Funding and the unanticipated revenue from the discontinuance of the Revaluation Capital Reserve Fund and that this public hearing notice be posted immediately. Selectman Doherty seconded the motion. Motion passed, 3-0-0.**

#### **Department of Public Works Job Descriptions**

Chair Swenson stated at the last meeting they did a blanket motion acceptance of the job descriptions but left open discussion of the DPW Manager / Road Agent position. Town Administrator Kinmond stated edits were made to the job description. Chair Swenson stated he would like to add to all of the previously approved job descriptions a statement noting where these positions report.

**Chair Swenson made a motion that the statement be added to the job descriptions that the Highway Supervisor / Heavy Equipment Operation position reports to the DPW Manager / Road Agent, the Light Equipment Operator reports to the Highway Supervisor position, the Facility & Grounds Maintainer position report to the DPW Manager / Road Agent, and the Administrative Assistant I position report to the DPW Manager / Road Agent. These changes made to the job descriptions approved August 3, 2017. Selectman Chase seconded the motion. Motion passed, 3-0-0.**

Edits were made to the DPW Manager / Road Agent job description.

**Chair Swenson made a motion to approve the amended job description for the DPW Manager / Road Agent position as amended August 9, 2017. Selectman Doherty seconded the motion. Motion passed 3-0-0.**

#### **Budget Review**

Town Administrator Kinmond stated both the Select Board and the Budget Committee have requested to have a joint meeting at the meeting of Select Board September 7, 2017. He suggested also setting a date for the week of September 25 for the initial budget account reviews and stated they need to have dates set to be able to distribute a timeline to boards and committees. It was agreed most meetings would be set for Thursday mornings with at 9 a.m. start time. There was discussion about the budget recommendations and future planning. Town Administrator Kinmond stated the road surface management study will be helpful in planning that aspect.

#### **Personnel Insurance Policies**

Town Administrator Kinmond stated he has been working on comparisons and noted there are significant changes relative to part time staff and benefits.

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

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

The Board left public session at 10:33 a.m.

The Board reentered public session at 11:47 a.m.

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

**Selectman Chase made a motion to seal the minutes of the nonpublic session of August 9, 2017. Selectman Doherty seconded the motion. Motion passed, 3-0-0.**

**Adjourn**

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

The meeting was adjourned at 11:48 a.m.

Respectfully Submitted,

Jennifer Riel, Recording Secretary