

**NEW DURHAM BOARD OF SELECTMEN  
New Durham Town Hall  
September 25, 2017, 7:00 p.m.**

**Approved 10-04-17**

**Present**

Chair David Swenson  
Selectman Cecile Chase  
Selectman Rod Doherty

**Also Present:**

Scott Kinmond, Town Administrator  
Ellen Phillips, resident  
Cathy Orlowicz, Town Historian

**Call to Order**

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

**Appointments/Announcements**

None.

**Public Input**

Ellen Phillips, resident, asked if New Durham has considered avoiding using chemical fertilizers and suggested having that discussion at some point with the Highway Department.

**Agenda Review**

Town Administrator Kinmond added Review of the Consent Signature Manifest.

Selectman Doherty suggested adding discussion of the Green Oak Realty case.

**Town Administrator's Report**

The consent signature manifest was reviewed for the period from September 7.

Town Administrator Kinmond distributed task orders descriptions from CMA Engineers, the contracted engineer firm for the Town, and Town Administrator Kinmond stated these task orders were requested after the 2016 State dam inspections. He explained the engineering procedures to be conducted on the dam. Chair Swenson stated he wants to be sure things are done in accordance with issues of the DES letter of deficiency and there was discussion of options for following up. Town Administrator Kinmond recommended to operate within the current contract for these projects and start the process for doing RFQs for other contractors / firms to assure we are in accordance with the Town's Purchasing Policy.

**Chair Swenson made a motion to approve Purchase Order #2500 in the amount of \$17,200 to CMA Engineering for the task order CIE-27888 for the engineering**

**required by the DES letter of deficiencies for the Downing Pond Dam, said expenditure to come from account 01-4212-10-330. Selectman Chase seconded the motion. Motion passed 3-0-0.**

Chair Swenson stated as Town Administrator Kinmond noted this was not a 2017 budgeted item and the work may carry into 2018.

Town Administrator Kinmond distributed for review a summary of work to be done with culverts on Town roads. He explained the highway department can work on culverts under particular circumstances although the ones described along South Shore Rd. need to be engineered along with hydrologic and hydraulic studies; work will need to be contracted out and a temporary bridge may need to be constructed. There was discussion of the two culvert locations to be addressed as well as potential costs for outsourced contracted services.

**Chair Swenson made a motion to approve Purchase Order #2551 to CMA Engineering for services of cross road culvert replacements at 130 and 284 South Shore Road with the understanding that \$24,800 of that purchase order will be expended from NH DOT HBG additional funds held in account 021-5001-20-001. Selectman Doherty seconded the motion. Motion passed 3-0-0.**

### **Police Department**

Town Administrator Kinmond stated Police Chief Bernier has been gathering information regarding his request presented before the CIP for returning the cruiser fleet to 5 cruisers for the 5 full time officers and recommends having a 9 year replacement plan instead of 7. The current request is for a four door RAM pickup truck. Town Administrator Kinmond explained the details of the vehicle and it can be obtained through State bid at a local vendor. Chair Swenson stated he does not see justification for this vehicle and that there is no real business case for making this purchase. He further noted that an additional vehicle was specifically discussed at the budget process for 2017 when an additional officer was budgeted for 2017 and the Police Department indicated that another vehicle would not be needed based on how scheduling was done. By unanimous Board consensus it was suggested further details are needed for any decision on this issue.

### **Ambulance Billing Services**

Town Administrator Kinmond asked to table the item for discussion and review with Fire Chief Varney.

### **Policy Review Committee**

Chair Swenson distributed a summary of the Policy Review Committee's report for review and thanked the committee for their work. Chair Swenson thanked the members Ron Cook, Sue Randall, Corrie Waldron, and Neil Burns for their work and stated the Select Board and respective departments will work on the recommendations made by the committee.

**Chair Swenson made a motion that given that the assigned tasks of the Policy Review Committee have been fully completed that the committee now be disbanded. Selectman Doherty seconded the motion. Motion passed 3-0-0.**

#### **2020 U.S. Census LUCA Program**

Town Administrator Kinmond explained the LUCA program (Local Update Census Address program) is used to help validate census information with the Town Hall and assessing office. He noted a SRPC GIS representative has offered to help the process and review the data for municipalities in the Strafford Regional Planning Commission (SRPC). Town Administrator Kinmond explained there are benefits to participating in the census program by offering comparative data that can be utilized by the Town. The information was reviewed and discussed by the Board.

**Selectman Chase made a motion that the Town of New Durham works with LUCA Program to verify addresses in preparation for the 2020 census with the assistance of Strafford County Regional Planning and authorize Chair Swenson to sign the agreement. Selectman Doherty seconded the motion. Motion passed 3-0-0.**

#### **New Business**

##### **Inspector of Election Appointments**

The list of appointees was distributed and reviewed. Town Administrator Kinmond noted all are the same from last year, less one who asked to not be nominated again.

**Chair Swenson made a motion to nominate Donna Young for the position of Inspector of Elections for the Town of New Durham with a term to expire August 1, 2019. Selectman Chase seconded the motion. Motion passed 3-0-0.**

**Chair Swenson made a motion to nominate Fred Quimby for the position of Inspector of Elections for the Town of New Durham with a term to expire August 1, 2019. Selectman Chase seconded the motion. Motion passed 3-0-0.**

**Selectman Doherty made a motion to nominate April Tierney, Richard Currier, Bob Allen, Grace Gelinas, David Shagoury, Richard McCormick, Wendy Fenderson, Shirley McCormick, Shirley Currier, Tatiana Cicuto, Angela Pruitt, Marjorie Mohr, Joan Swenson, Cynthia Quimby, Theresa Jarvis, for the positions of Alternate Inspector of Elections for the Town of New Durham with terms to expire August 1, 2018. Selectman Chase seconded the motion. Motion passed 2-0-1. Chair Swenson abstained.**

#### **1772 Meetinghouse Committee Joint Meeting**

Chair Swenson stated the Board of Selectmen met with the Meetinghouse Committee at the Meetinghouse location on September 13, 2017 and stated the purpose of the meeting was to review a list of projects to be done in and around the property. It was agreed to postpone further discussion until the meeting minutes are reviewed as there is a summary of the discussions attached to the minutes.

Selectman Doherty stated there are concerns about the timber cutting costs. Chair Swenson replied they have been in touch with state agencies and there was discussion of best forestry practices. Town Administrator Kinmond explained different management practices and options, noting they would be working with the Town Forester on this.

### **Tax Deeded Properties**

There was brief discussion of the Town-owned properties. Chair Swenson noted they are looking to proceed with policy for reducing the tax-deeded properties and authorized Town Administrator Kinmond to notify abutters the properties are available for those interested. He noted the previous approach was to consider the assessed value and accumulated tax liability. There was discussion on how to handle offering properties to abutters and working out deals. Selectman Chase suggested having the minimum the assessed value but would prefer to sell to the highest bidder. The Board reviewed the list

**Chair Swenson made a motion to authorize the Town Administrator Kinmond to notify in accordance with the Town policy on the sale of tax-deeded properties, that the abutters have thirty days to place a bid with a bid date no later than October 31, 2017 for the following lots: Map 209, Lot 060; Map 209, Lot 062; Map 210, Lot 136; Map 210, Lot 114; Map 210, Lot 130; Map 209, Lot 079; Map 210, Lot 037; Map 209, Lot 102; Map 210, Lot 033; Map 210, Lot 058; Map 210, Lot 075; Map 210, Lot 084; Map 210, Lot 085; Map 240, Lot 056; to be offered to the abutters at the current assessed value based on the table updated today's date and with the condition that all lots purchased must be merged with their existing lot. Selectman Chase seconded the motion.**

Discussion: Selectman Doherty suggested adding the Alton town-line properties.

**Selectman Doherty made a motion to amend the motion to include Map 265, Lot 026 and Map 265, Lot 027. Chair Swenson seconded the amendment. Amendment passed 3-0-0.**

**Amended Motion passed 3-0-0.**

### **Street Excavation Ordinance**

Town Administrator Kinmond requested to postpone this discussion until reviewed by the Planning Board and legal counsel.

### **Public Input**

Cathy Orlowicz, Town Historian, stated the Zachariah Boodey Farmstead Committee is planning a fundraiser harvest dinner on October 14, 2017 at 5:00 p.m. She stated she will be submitting the event and raffle applications and noted the Italian dinner benefit held on September 16, 2017 was very successful and the support from sponsors was excellent. All funds raised will be put towards dismantling the barn. This leaves the need to raise \$4,026 to meet their goal.

Ms. Orlowicz explained the UNH Capstone project affiliated with the historical project and noted 11 students had signed up to participate. She explained the collaborations with students interested in learning and studying the historical project and final project assignments, etc. will be made shortly.

**Approval of Minutes**

Meeting of September 7, 2017 – Edits were made. **Selectman Chase made a motion to approve the minutes as amended. Selectman Doherty seconded the motion. Motion passed 3-0-0.**

Meeting of September 11, 2017 – Edits were made. **Selectman Chase made a motion to approve the minutes as amended. Selectman Doherty seconded the motion. Motion passed 3-0-0.**

Meeting of September 13, 2017, Joint meeting with the 1772 Meetinghouse Committee – Edits were made. **Selectman Chase made a motion to approve the minutes as amended. Selectman Doherty seconded the motion. Motion passed 3-0-0.**

Town Administrator Kinmond noted they need to enter nonpublic to review nonpublic meeting minutes.

**Chair Swenson made a motion to enter into nonpublic pursuant to RSA 91-A: 3 II (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. Selectman Chase 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 9:28 p.m.

The Board reentered public session at 10:14 p.m.

**Chair Swenson made a motion to seal the minutes, because the divulgence of this information could adversely affect the reputation of any person other than a member of this Board. Motion seconded by Selectman Chase. Motion passed 3-0-0.**

**Adjourn**

**Chair Swenson made a motion to adjourn, seconded by Selectman Doherty. Motion passed 3-0-0.**

Meeting Adjourned at 10:15 p.m.

**Future Meetings**

October 4, 2017, 7:00pm, New Durham Town Hall

*New Durham Board of Selectmen Meeting  
September 25, 2017*

Respectfully Submitted,

Jennifer Riel, Recording Secretary  
Scott D. Kinmond, Town Administrator