

**NEW DURHAM BOARD OF SELECTMEN  
New Durham Town Hall  
July 9, 2018, 6:00 p.m.**

**Approved 08-27-18**

**Present:**

Chair David Swenson  
Selectman Cecile Chase  
Selectman Dorothy Veisel

**Also Present:**

Scott Kinmond, Town Administrator  
Peter Rhoades, resident  
Cathy Allyn, resident  
Terry Jarvis, resident  
Penny Meyer, resident  
Bill Meyer, resident  
Ellen Phillips, resident  
Alicia Hernandez, resident  
Rich Leonard, resident  
Laura McCarthy, resident  
Marion Martens, resident

**Call to Order**

Chair Swenson called the meeting to order at 6:00 p.m.

**Appointments/Announcements**

Selectman Veisel stated resident Michelle Kendrick passed away over the weekend, shared her significant contributions to the Town, and expressed condolences for the family on behalf of the Town. She went on to posthumously name Ms. Kendrick the 2018 New Durham Citizen of the Year.

Chair Swenson concurred the condolences and offered a moment of silence in memory of Ms. Kendrick and thanked Ms. Kendrick for her services to the Town along with expressing the Board's thoughts during this difficult time to her husband Bill Kendrick.

**Peter Rhoades Regarding Construction on Class VI Road (Map 264, Lot017 & 018)**

Peter Rhoades, New Durham property owner / Madbury resident, stated he has some lots he is looking to sell in New Durham. He presented a summary of his plans along with maps for review by the Board and would like approvals for the properties to make more saleable. The Board discussed the issues of bringing roads up to Class V standards. Mr. Rhoades explained the work he has done to the road and the maintenance over the years. Chair Swenson suggested review by the Planning Board for their input.

**Water Quality Committee Nomination**

Chair Swenson stated an application was submitted by Penny Meyer indicating interest in serving on the committee, noting she has attended committee meetings.

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

**Agenda Review**

Selectman Veisel added under New Business: a Thank You note to Margaret Burns, NHMA presenter.

**Cole Symans, Eagle Scout Service Project, Devils Den Cave Trail & Cave**

Town Administrator Kinmond stated he met with Cole Symans who is working on his Eagle Scout project, and explained his proposed plans. Plans and documents were presented to the Board for review. The Board expressed their appreciation for Symans to choose New Durham as part of his project and requested updates as the project is completed.

**Public Input**

None.

**Town Administrator's Report**

Town Administrator Kinmond distributed the Consent Signature Manifest for June 25 to July 9, 2018 for review by the Board.

**FD-Self-Contained Breathing Apparatus**

Town Administrator Kinmond explained the equipment purposes and noted pricing was obtained. He explained the options for purchasing as well as the preferred package and clarified this has not gone out to bid at this point. The Board reviewed and discussed the Invitation to Bid documents and noted that this is aligned with the recent voter approved Warrant.

**Selectman Chase made a motion to approve the invitation to Bid for the Self-Contained Breather Apparatus as presented. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

**2018 Road Construction Project update**

Town Administrator Kinmond stated he hasn't been able to meet with the engineers for an update noting they are awaiting approval of the pre-cast culvert by NH DES. He explained if this type is approved there could be some cost savings and explained the work to be done.

**Event Permit – Parks & Recreation Commission – Celebrate New Durham Day Donation Drive**

The Board reviewed and discussed the event permit application.

**Selectman Chase made a motion to approve and authorize the Parks and Recreation Commission Event Permit known as the a Donation Bucket Boot Drive on the weekends of July 14 and 15 and July 21 and 22 in front of the Highway Garage and at the exit of the Solid Waste Facility. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

**Event Permit – Parks & Recreation – 2018 Celebrate New Durham Day Activities & Events 7/28/18**

The Board reviewed and discussed the event permit application.

**Selectman Chase made a motion to approve and authorize the Parks and Recreation Commission Event Permit for the New Durham Day activities and events for July 28, 2018. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

**DRA MS-535 Review & Signature**

Town Administrator Kinmond explained this form was put together with numbers by the auditor. The Board reviewed the form and the reported numbers were accepted.

**Chair Swenson made a motion to accept and approve the MS-535 as presented on July 9, 2018 from the auditors. Selectman Chase seconded the motion. Motion passed 3-0-0.**

**New Business**

**Request for Waiver of Building Occupancy Temporary Permit – Map 209, Lot 040**

Town Administrator Kinmond presented a memo from the Building Inspector regarding an issue with fees assessed noting the Code Enforcement Officer is not authorized to waive fees charged by the Board of Selectmen. It was noted the Building Inspector believes the property owners have done their due diligence in this case.

**Selectman Chase made a motion to waive the Temporary Certificate of Occupancy fee for the period of January 1, 2018 through July 31, 2018 in the amount of \$424 with an outstanding amount due of \$300 from the period of August 2017 to December 2017. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

**Abatement Application: Map 270, Lot 18**

The Board reviewed and discussed the abatement application. Town Administrator Kinmond explained the property is in poor condition noting there is also an elderly exception. It was noted this property would be reviewed annually by the assessor. The Board discussed whether the building is a safety issue. Chair Swenson suggested having the Health Officer inspect the property to ensure safety.

**Selectman Chase made a motion to approve the abatement for assessed value amount of \$66,900, Map 270, Lot 18 per the assessor's recommendation. Said abatement amount with interest being \$0.00. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

**Selectman Chase made a motion to request the Health Officer visit the property at 50 Meaderboro Road, Map 270, Lot 18 to determine any issues. Chair Swenson seconded the motion. Motion passed 3-0-0.**

**Abatement Application: Map 119, Lot 008**

The Board reviewed and discussed the abatement application. Town Administrator Kinmond explained the property had a mobile home which was demolished and the taxes have not yet been adjusted.

**Chair Swenson made a motion to approve the abatement for assessed value amount of \$34,200, Map 119, Lot 008 per the assessor's recommendation. Said abatement amount for 2016 and 2017 taxes with interest being \$1,327. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

**Application Review for Disability Veterans Credit Map 250, Lot 086**

The Board reviewed and discussed the abatement application. Town Administrator Kinmond explained these credits need to be reviewed every five years, with the last review being eight years ago. The Assessor has visited the property and recommends the credit. Chair Swenson stated they may need to go into nonpublic session for this application.

**Application for Veterans Tax Credit Map 267, Lot 018**

The Board reviewed and discussed the tax credit application. Town Administrator Kinmond explained this application is for a surviving spouse of a veteran and is recommended by the assessor.

**Selectman Chase made a motion to approve the Veterans Tax Credit for surviving spouse for Map 267, Lot 018 in the amount of \$500. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

**Application for Veteran Tax Credit, Map 253, Lot 038**

The Board reviewed and discussed the tax credit application. Town Administrator Kinmond explained the assessor has reviewed the application and recommends approval. It was agreed additional information is needed.

**Current Use Application- Map 249, Lot 003**

The Board reviewed and discussed the current use application. Town Administrator Kinmond explained the request is to add in 3.13 acres of a 5.68-acre lot contiguous with three other lots. The Board reviewed the maps.

**Selectman Chase made a motion to approve the Current Use Application for 3.13 acres on Map 249, Lot 003 to be added to the current use property contiguous with Map 249, Lots 004, 001, and 002, making the total current acreage at 21.81 acres. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

**Master Plan Identification Responsibility Matrix**

*New Durham Board of Selectmen Meeting  
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Chair Swenson noted a summary of responsibilities was distributed for review at the last meeting. He explained the primary responsibilities of the Board of Selectmen and recommended discussion be done periodically throughout each year. Due to time constraints at the 0709/18 Board meeting it was suggested that there be a postponement of the discussion on this subject.

**Future Meetings**

July 11, 2018, Human Resources Policy Rewrite, Community Room, 8:00 a.m.

August 6, 2018, New Durham Town Hall, 6:00 p.m.

August 27, 2018, New Durham Town Hall, 6:00 p.m.

**Old Business**

**Abutter Bid Delayed Response Bid Map 210, Lot 033**

Chair Swenson stated an additional bid was received from an abutter and he normally would be in favor of accepting it but it was received late. It was noted the only other bid received did not qualify for acceptance. Town Administrator Kinmond explained that in his opinion the deadline isn't as critical as ensuring the offers are from abutters. Chair Swenson asked Town Administrator Kinmond to contact both abutters for continued interest and a request for both to rebid by a specific date.

**Chair Swenson made a motion to open the bid to abutters only on Map 210, Lot 033 effective July 9, 2018 to July 20, 2018. Selectman Chase seconded the motion. Motion passed 3-0-0.**

**Approval of Minutes**

Meeting of May 23, 2018 – Edits were made. **Selectman Chase made a motion to approve the minutes as amended. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

Meeting of June 4, 2018 – Edits were made. **Selectman Chase made a motion to approve the minutes as amended. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

Meeting of June 5, 2018 – Edits were made. **Selectman Chase made a motion to approve the minutes as amended. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

Meeting of June 7, 2018 – Edits were made. **Selectman Chase made a motion to approve the minutes as amended. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

Meeting of June 25, 2018 – Edits were made. **Selectman Chase made a motion to approve the minutes as amended. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

Meeting of June 27, 2018 – Edits were made. Selectman Chase made a motion to approve the minutes as amended. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Meeting of July 3, 2018 – Edits were made. Selectman Chase made a motion to approve the minutes as amended. Selectman Veisel seconded the motion. Motion passed 3-0-0.

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; (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 Veisel seconded the motion. Motion passed by roll call vote 3-0-0.

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

The Board entered nonpublic session at 8:38 p.m.

The Board reentered public session at 10:02 p.m.

Chair Swenson summarized that while in nonpublic the Board discussed matters relating to personnel and other matters relative to the 91-A:3 II items cited in the motion to enter nonpublic.

Chair Swenson made a motion to seal the minutes of the nonpublic session of the July 9, 2018 Board of Selectmen meeting. 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 10:04 p.m.

Respectfully Submitted,

Jennifer Riel, Recording Secretary