

**TOWN OF NEW DURHAM
BOARD OF SELECTMEN
November 16, 2020, 6:00 P.M.
Virtual Meeting, New Durham, NH 03855**

Final Approved 11-23-20

Under the emergency provisions of RSA 91A, this meeting took place electronically via Zoom.

IN LIGHT OF THE COVID 19 (CORONA VIRUS) SOCIAL DISTANCING ADVICE MADE BY THE GOVERNOR AND CDC, THE TOWN OF NEW DURHAM NH FOLLOWING A DECLARATION OF EMERGENCY BY THE PLANNING BOARD CHAIRPERSON, IS PROVIDING A MEETING PARTICIPATION VIA TELEPHONE CONFERENCE FOR YOUR SAFETY.

*This meeting is for members and the public to utilize the Zoom platform to prepare for future meetings and public hearings. All members of the Board of Selectmen and Town Administrator have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following. In accordance with Governor's Executive Order #12, pursuant to RSA 91-A: 2
In accordance with Governor's Executive Order #12, pursuant to RSA 91-A: 2*

Attendees log into: Join Zoom Meeting; <https://us02web.zoom.us/j/82291092215?pwd=aFBia0owNStYNTdvN2lybmlXTmtlQT09>

Meeting ID: 822 9109 2215 Passcode: 464119; Or via telephone number: 1-646-558-8656 Meeting ID: 822 9109 2215 Passcode: 464119; Technical difficulties contact Town Administrator Scott Kinmond at skinmond@newdurhamnh.us or by phone at 603-556-1516. Note: The Town of New Durham offers no security assurances to those connecting via PC to a third party software and hardware not configured or controlled by our IT Service provider.

PRESENT

David Swenson, Chair, Board of Selectman via Zoom
Cecile Chase – Board of Selectman via Zoom
Dorothy Veisel – Board of Selectman via Zoom

ALSO PRESENT

Scott Kinmond, Town Administrator – via Zoom
David Bickford, resident – via Zoom
Joshua Lanzetta, Esq. – Bruton & Berube, PLLC

CALL TO ORDER

Chair Swenson stated the meeting was opened at 6:00 p.m. and immediately went into nonpublic session pursuant to RSA 91:A.

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

Chair Swenson stated that due to the State of Emergency declared by Governor Sununu and pursuant to Executive Order #12, the Town is authorized to meet electronically. He stated there is no physical location to observe this meeting. However, in accordance with the Order, it was confirmed that they are providing public access to the meeting by telephone, with additional access possibilities by video (Zoom); all members of the Board of Selectmen and Town Administrator have the ability to communicate contemporaneously during this meeting; the public has access to contemporaneously listen and participate via links posted on the agenda. Chair Swenson confirmed the meeting was posted appropriately with access numbers. He stated in the event the public is unable to access the meeting, it would be adjourned and rescheduled.

Chair Swenson stated in the event they need to go into non-public session, a separate phone number will be used for the Board of Selectmen members to use and they will then reenter nonpublic session. Chair Swenson stated all motions would be taken by roll call; roll call attendance was taken for those participating in the Zoom meeting.

Chair Swenson made a motion to seal the minutes of the non-public session of the meeting of November 16, 2020 for reasons that it may affect adversely the reputation of one other than the Board. Selectman Veisel seconded the motion. Roll Call: Selectman Chase – aye; Selectman Veisel – aye; Chair Swenson – aye. Motion passed 3-0-0.

APPOINTMENTS / ANNOUNCEMENTS

Chair Swenson stated this will be Stephanie MacKenzie's last week in New Durham as Town Clerk / Deputy Tax Collector due to her retirement and thanked her for her many years of service to the Town. Selectman Chase stated Stephanie will be missed and commended Ms. MacKenzie for her excellent customer service to the citizens of the Town; Selectman Veisel concurred.

PUBLIC INPUT

None.

AGENDA REVIEW

Chair Swenson added under New Business: Solid Waste Facility Position.

TOWN ADMINISTRATOR'S REPORT

Petition to Layout a Town Road over Existing Class VI Highway

Town Administrator stated the Town has received a request to lay out a Class V town road over an existing Class VI roadway; he stated a Public Hearing will be required within 30 days and Town Counsel has been contacted for review and meeting. He stated Town Counsel is available to attend the December 14 Board of Selectmen meeting. By mutual agreement of both parties the 30 days time requirement for a hearing will be waived as the application was received November 2 and both parties have agreed to have the Public Hearing on 12/14/20. A copy of the application was distributed for review by the Board.

Attorney Lanzetta communicated via a message on Zoom that the date for December 14, 2020 works for him.

Revaluation Status Update

Chair Swenson stated the Board had a discussion at the last meeting with the issue whether to send the tax billing before or after the revaluation hearings were completed; it was the majority decision of the Board at that time to send out the notices before all hearings were complete. He stated that after further review including review of the assessing contract new information was obtained: as an example, the contract assessor does not get paid until after the hearings are complete; the difference between having the assessor have the hearings before it goes to the state is that the assessor has the opportunity to make changes in valuation whereas hearings after tax bill mailing requires the Select Board to make the decision. Selectman Veisel noted it is a balance between costs in staff time for handling the abatements or paying interest on TAN. She

stated she likes the idea of people being able to anticipate major costs, particularly this time of year, and wants to support a plan which is the least cost to taxpayers. Town Administrator noted tax payments are already being received; he stated the projected revenues other than property tax at this point seem to be doing pretty well. The Board discussed the options available with the new information presented. Selectman Chase suggested having bills going out mid-December after all hearings with any adjustments to be worked out between the taxpayer and the assessor through the hearing process. She stated it will affect the TAN but they will be borrowing that anyways.

Chair Swenson made a motion rescind the prior action of the Board in terms of timing for sending of the tax bills for the second billing of 2020 and have the tax billing come as soon after the hearings are completed as possible with an anticipated date of the tax billings sent not later than December 15, 2020. Selectman Chase seconded the motion. Roll Call: Selectman Chase – aye; Selectman Veisel – aye; Chair Swenson – aye. Motion passed 3-0-0.

NEW BUSINESS

Solid Waste Facility Supervisor

Chair Swenson stated interviews have been conducted and the interview panel has submitted recommendations.

Selectman Veisel made a motion to authorize the Town Administrator to issue a Conditional Offer of Employment to Candidate #1 for the position of Solid Waste Facility Supervisor, at an hourly wage of \$19.25 with said hire upon completion of a background check, pre-employment check, DOT physical and drug testing with a tentative start date of November 30, 2020. Selectman Chase seconded the motion. Roll Call: Selectman Chase – aye; Selectman Veisel – aye; Chair Swenson – aye. Motion passed 3-0-0.

OLD BUSINESS

Appointments – Water Quality Committee

Selectman Veisel made a motion to appoint Keith Barnard as a Member of the New Durham Water Quality and Milfoil Committee with a term to expire March 31, 2023. Selectman Chase seconded the motion. Roll Call: Selectman Chase – aye; Selectman Veisel – aye; Chair Swenson – aye. Motion passed 3-0-0.

Selectman Veisel made a motion to appoint Maureen Knepp as a Member of the New Durham Water Quality and Milfoil Committee with a term to expire March 31, 2023. Selectman Chase seconded the motion. Roll Call: Selectman Chase – aye; Selectman Veisel – aye; Chair Swenson – aye. Motion passed 3-0-0.

Selectman Veisel made a motion to appoint Cynthia Quimby as an Alternate Member of the New Durham Water Quality and Milfoil Committee with a term to expire March 31,

2023. Selectman Chase seconded the motion. Roll Call: Selectman Chase – aye; Selectman Veisel – aye; Chair Swenson – aye. Motion passed 3-0-0.

Budget Review

Account(s) 4915/4916 CRF / ETF

Chair Swenson stated the majority of the CRF's have been reviewed and approved totaling \$224,500 which will appear on the Warrant for the coming year; ETF totals come to \$30,000 which will also be on the Warrant. He explained that due to the projected revenue shortfall in 2020 some spending for roads was frozen by the Board of Selectmen. It was noted the anticipated Highway Block grant for FY21 will be less than in previous years, \$111,000. Chair Swenson noted the Budget Committee has not yet reviewed the revenues side of the budget but projections on revenue are currently indicating \$190,000 more to be raised by taxes than in 2020. He stated on the operating side the projection on operational costs are almost flat from 2020. The Board reviewed the memo regarding roads projects prepared by DPW and TA Kinmond. The Board concurred with taking care of roads but some projects may need to be delayed in FY21. There was discussion of having Birch Hill Road road reconstruction project as a separate Warrant Article; Selectman Chase stated she wants to give tax payers say on this item as it is a significant project. Selectmen Veisel concurred.

The following table outlines the discussions for FY21 Road CRF:

Fiscal Year	Road Location	Projected Cost	Comments
Deferred From FY20	Valley Rd	\$96,278	Do this in FY21
	Quaker Rd.	\$2,018	Do this in FY21
	Tash Rd.	\$7,161	Do this in FY21
	Berry Rd.	\$57,172	Do this in FY21
Subtotal FY20 Deferred		\$162,629	
FY21	Brackett Rd.	\$40,580	Road is currently in good shape – postpone for another year
	Colburn Woods Rd.	\$32,755	
	Brienne Rd.	\$47,524	Road is currently in good shape – postpone for another year
	Maggie Lane	\$15,243	
SubTotal FY21		\$136,102	If all roads done FY21
		\$47,997	Subtotal when Brackett / Brienne removed from list

	South Shore Rd (from 286 to End)	\$150,000	Do this in FY21
FY Planned Work – Excl Birch Hill Rd.	(\$162,629 + \$136,102 - \$40,580 - \$47,524 + \$150,000)	\$360,627	Net Road RSMS for FY21 Warrant Article
	Birch Hill Rd.	\$385,000	Put as separate FY21 Warrant Article
Total		\$833,731	RSMS if all Roads initially planned would be done in FY21
Total – FY21	(\$360,627 + \$385,000)	\$745,627	RSMS for FY21 if both Warrant Articles are passed

Chair Swenson made a motion to approve the 2021 FY Roads Budget per the listing memo of November 13, 2020 as amended at the November 16, 2020 Board of Selectmen meeting in the amount of \$360,627 with the understanding that approximately \$111,000 will come from the Highway Block Grant and the balance to be raised by taxation. Selectman Veisel seconded the motion. Roll Call: Selectman Chase – aye; Selectman Veisel – aye; Chair Swenson – aye. Motion passed 3-0-0.

The Board reviewed the Capital Reserve Funds, along with account balances, which were previously discussed and voted on and by consensus agreed to not further adjust any CRF / ETF amounts.

NEXT MEETING

November 28, 2020 – 6:00 p.m.

ADJOURN

Selectman Chase made a motion to adjourn. Selectman Veisel seconded the motion. Roll Call: Selectman Chase – aye; Selectman Veisel – aye; Chair Swenson – aye. Motion passed 3-0-0.

The meeting was adjourned at 8:00 p.m.

Respectfully Submitted,

Town of New Durham Board of Selectmen Meeting
November 16, 2020

Jennifer L. Riel
Jennifer Riel, Recording Secretary