

**TOWN OF NEW DURHAM
BOARD OF SELECTMEN
January 11, 2021, 6:00pm
Virtual Meeting, New Durham, NH 03855**

DRAFT: These minutes are strictly a draft copy and are awaiting amendment or approval at a subsequent, duly noticed public meeting. Amendments to these minutes will be noted in the minutes of said meeting. The draft will be posted on the website as a draft copy for public informational use only.

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

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Attendees log into: Join Zoom Meeting

<https://us02web.zoom.us/j/87608180633?pwd=OWlhdlFBvU0p3dHp6dUxkbnhlbXRPZz09>

Meeting ID: 876 0818 0633 Passcode: 787510

Or via telephone number: 1-646-558-8656 Meeting ID: 876 0818 0633 Passcode: 787510

*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, Chairman, 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

CALL TO ORDER

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

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 vote; roll call attendance was taken for those participating in the Zoom meeting.

Chair Swenson made a motion to enter into nonpublic session pursuant to RSARSA 91:A-3 II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted; (b) The hiring of any person as a public 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 and (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against the public body or any subdivision thereof, or by 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. Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Chase – aye; Selectman Veisel – aye; Chair Swenson – aye. Motion passed, 3-0-0.

The Board entered nonpublic session at 6:04pm.

The Board reentered public session at 7:02pm.

PUBLIC HEARING

Proposed Noise Ordinance

Chair Swenson opened the Public Hearing at 7:04pm.

David Bickford, resident, questioned #5 under “Definitions” which lists animals and birds; he noted that is not included within the ordinance itself. Town Administrator Kinmond stated this inclusion was recommended by Town Counsel and this was also added to Section 10.7, #7. There was discussion about adding “motorcycles” to the paragraph 10.2. It was noted the OHRV section was removed at the suggestion of Town Counsel. Mr. Bickford suggested adding

“fireworks” in section 10.8 or 9. Chair Swenson confirmed Town Administrator Kinmond will forward the suggested changes to Town Counsel for review.

Chair Swenson closed the Public Hearing at 7:43pm.

Chair Swenson made a motion to seal the minutes of the nonpublic session of January 11, 2021, as it may affect adversely the reputation of one other than the Board. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Chase – aye; Selectman Veisel – aye; Chair Swenson – aye. Motion passed, 3-0-0

PUBLIC INPUT

None.

AGENDA REVIEW

Chair Swenson added under New Business: Annual Board of Selectmen Letter; Deputy Building Inspector; Finance Manager wage adjustment; Safe use.

TOWN ADMINISTRATOR’S REVIEW

The Board reviewed the Consent Signature Manifest for the period of 12/28/20 to 01/11/21.

Department of Public Works 2020 – Purchase Order #2524 & 2525

Town Administrator Kinmond presented two purchase orders, each for 100 tons of salt for a total of 200 tons of salt from Morton Salt, purchase through the NH State bid.

Chair Swenson made a motion to authorize Purchase Order #2524 in the amount of \$5,625 to Morton Salt of Chicago, IL for the purchase of 100 tons of bulk safe-t-salt under State of NH bid contract; said amount to come from account 01-4312-10-662. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Chase – aye; Selectman Veisel – aye; Chair Swenson – aye. Motion passed, 3-0-0.

Chair Swenson made a motion to authorize Purchase Order #2525 in the amount of \$5,625 to Morton Salt of Chicago, IL for the purchase of 100 tons of bulk safe-t-salt under State of NH bid contract; said amount to come from account 01-4312-10-662. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Chase – aye; Selectman Veisel – aye; Chair Swenson – aye. Motion passed, 3-0-0.

Department of Public Works 2021 – Purchase Order #2726

Town Administrator Kinmond presented a purchase order for 1000 tons of salt from Morton Salt, purchase through NH State bid. He stated this is for the 2021 season.

Selectman Chase made a motion to authorize Purchase Order #2726 in the amount of \$56,250 to Morton Salt of Chicago, IL for the purchase of 1000 tons of bulk safe-t-salt under State of NH bid contract; said amount to come from account 01-4312-10-662. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Chase – aye; Selectman Veisel – aye; Chair Swenson – aye. Motion passed, 3-0-0.

Department of Public Works 2021– Engineering Services

Town Administrator Kinmond stated this proposal is in regards to a Storm Water Management Drainage Proposal across the street at 309 South Shore Road. He explained they have worked with the property owner regarding the drainage issues on this property to mitigate the storm water which comes off the road, down through this lot.

Selectman Chase made a motion to approve the Task Order Proposal from Town Engineers Weston and Sampson in the amount of \$9,924 for the tasks outlined in the proposal; said expense to come from the Road Construction CRF. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Chase – aye; Selectman Veisel – aye; Chair Swenson – aye. Motion passed, 3-0-0.

DPW 2021- Purchase Order #2727 Jordon Equipment- Plow Cutting Edges

Selectman Chase made a motion to authorize Purchase Order #2727 to Jordan Equipment of Pembroke, NH in the amount of \$5,522.20 for the purchase of carbide steel plow cutting edges and hardware; said expense to come from account 01-4312-10-740. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Chase – aye; Selectman Veisel – aye; Chair Swenson – aye. Motion passed, 3-0-0.

NEW BUSINESS

2021 Draft Warrant Articles

The Board reviewed the 2021 Draft Warrant Articles. The tax rates were verified; Town Administrator noted the final day to post the warrant is January 25, 2021 and suggested it be sooner.

Chair Swenson stated with the current COVID-19 situation, the NH State Legislature has considered how to help towns effectively hold their deliberative sessions/town meetings and made provisions for moving forward. He stated the Board can choose to follow the guidelines of HB1129 or go by the regular approach with in-person meetings. Chair Swenson noted there was preliminary discussion in a past meeting and summarized the discussions which took place; he explained a virtual meeting would require a mailing to out to all registered Town voters followed by input sessions via Zoom. Selectman Chase stated she thinks it prudent to use HB1129 this year to ensure that the most voters can participate. Selectman Veisel concurred.

Chair Swenson made a motion that the Town of New Durham follow the House Bill 1129 process for the Deliberative Session and subsequent sessions for 2021. Selectman Chase seconded the motion. Roll Call Vote: Selectman Chase – aye; Selectman Veisel – aye; Chair Swenson – aye. Motion passed, 3-0-0.

Town Administrator Kinmond noted the Deliberative Session is to be informational; the Board can open it to public comment and the final warrant is then posted with the ballot. He stated as it

stands now, unless the Attorney General makes a different ruling, voting will be drive-in instead of walk-in.

Town Administrator Kinmond stated Ron Cook submitted his resignation as Town Moderator for health reasons. He stated Supervisors of the Checklist are bound by statute to appoint a replacement moderator until election.

FUTURE MEETINGS

January 19, 2021, 1:00pm

January 25, 2021, 7:00pm

CAI Technologies WEBGIS Support Contract 2021-2022

The Board reviewed the proposed contract for years 2021-2022. Town Administrator Kinmond noted the cost is the same as the previous year.

Chair Swenson made a motion to authorize Purchase Order #2706 to CAI Technologies of Littleton, NH in the amount of \$2,400 to provide web GIS support renewal; said expense to come from account 01-4152-10-330 and to authorize the contract for these services. Selectman Chase seconded the motion. Roll Call Vote: Selectman Chase – aye; Selectman Veisel – aye; Chair Swenson – aye. Motion passed, 3-0-0.

2020 Tax Abatements- Assessing database errors

The Board reviewed the summary of errors which were contained within the second tax billing. Town Administrator Kinmond explained the abatements will be needed to balance the tax warrant.

Selectman Chase made a motion to authorize the abatement of \$1,789 for Map 265, Lot 038 as said parcel is a Tax Deeded Parcel owned by the Town of New Durham. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Chase – aye; Selectman Veisel – aye; Chair Swenson – aye. Motion passed, 3-0-0.

Selectman Chase made a motion to authorize the abatement of \$1,948 for Map 219, Lot 012 as said parcel is municipally owned by the Town of Middleton. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Chase – aye; Selectman Veisel – aye; Chair Swenson – aye. Motion passed, 3-0-0.

Selectman Chase made a motion to authorize the abatement of \$375 for Map 209, Lot 092 as said parcel is a Tax Deeded Parcel owned by the Town of New Durham. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Chase – aye; Selectman Veisel – aye; Chair Swenson – aye. Motion passed, 3-0-0.

Selectman Chase made a motion to authorize the abatement of \$369 for Map 209, Lot 093 as said parcel is a Tax Deeded Parcel owned by the Town of New Durham. Tax Deeded Parcel Selectman Veisel seconded the motion. Roll Call Vote: Selectman Chase – aye; Selectman Veisel – aye; Chair Swenson – aye. Motion passed, 3-0-0.

Selectman Chase made a motion to authorize the abatement of \$569 for Map 264, Lot 041 as said parcel is a Tax Deeded Parcel owned by the Town of New Durham. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Chase – aye; Selectman Veisel – aye; Chair Swenson – aye. Motion passed, 3-0-0.

Selectman Chase made a motion to authorize the abatement of \$108 for Map 210, Lot 059 as said parcel is a Tax Deeded Parcel owned by the Town of New Durham. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Chase – aye; Selectman Veisel – aye; Chair Swenson – aye. Motion passed, 3-0-0.

Selectman Chase made a motion to authorize the abatement of \$76 for Map 210, Lot 047 as said parcel is a Tax Deeded Parcel owned by the Town of New Durham. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Chase – aye; Selectman Veisel – aye; Chair Swenson – aye. Motion passed, 3-0-0.

Board of Selectman Annual Report Letter

Selectman Chase stated she would develop a draft for review and comment by the Board.

Follow Up to Prior Board Action

Chair Swenson made a motion to appoint Celeste Chasse as the Deputy Building Inspector. Selectman Chase seconded the motion. Roll Call Vote: Selectman Chase – aye; Selectman Veisel – aye; Chair Swenson – aye. Motion passed, 3-0-0.

Chair Swenson made a motion to adjust the hourly rate of the Finance Manager to \$23.25 per hour, effective January 1, 2021. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Chase – aye; Selectman Veisel – aye; Chair Swenson – aye. Motion passed, 3-0-0.

Town Hall Safe

Chair Swenson stated there is an old safe within Town Hall. Town Administrator Kinmond explained it is not utilized and takes up a tremendous amount of space. He stated they will need professional movers to get it out of the building and asked what the Board would like to do with it. Chair Swenson suggested asking the Town Historian for input on what to do with it. Town Administrator Kinmond suggested having it moved to the Highway Department shed to keep it under cover until a further decision is made to keep or liquidate.

Selectman Chase made a motion that the Town Historian weigh-in on the antique safe in Town Hall; if there is no historical value to the Town, ask that the safe be disposed of with the most valuable return to the Town of New Durham. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Chase – aye; Selectman Veisel – aye; Chair Swenson – aye. Motion passed, 3-0-0.

Chair Swenson made a motion to make the effective date of the prior motion to appoint Celeste Chasse as the Deputy Building Inspector, effective January 11, 2021. Selectman Chase seconded the motion. Roll Call Vote: Selectman Chase – aye; Selectman Veisel – aye; Chair Swenson – aye. Motion passed, 3-0-0.

OLD BUSINESS

Updated Recognition Stipends Total

Town Administrator Kinmond stated he missed a police officer which was in the Police Academy at the time when First Responder stipends were issued and this stipend would be applied to him. The Board reviewed the amended stipend list total in the amount of \$5,382.50.

Chair Swenson made a motion to rescind the amount authorized on 12/28/2020 and to authorize an updated amount of \$5,382.50 for the recognition stipends per the revised list of 12/28/2020. Selectman Chase seconded the motion. Roll Call Vote: Selectman Chase – aye; Selectman Veisel – aye; Chair Swenson – aye. Motion passed, 3-0-0.

Update – Assessing Contract & On-Site Schedule

The Board reviewed the assessing contract. Town Administrator Kinmond stated the assessor along with Mary Langler on January 20, 2021 to begin orientation and outline the tasks to be completed. He stated he is also working with IT to get the reorganization completed. The new Land Use assistant will be taking over Zoom meetings as well.

Chair Swenson stated 2020 was a difficult year in terms of reevaluation, completeness of work and looks forward to the new assessing entity to be response to the Town's needs and having them come to a Board meeting sometime in February or March.

APPROVAL OF MINUTES

Meeting of December 28, 2020 – Edits were made. **Selectman Chase made a motion to approve the minutes as amended. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Chase – aye; Selectman Veisel – aye; Chair Swenson – aye. Motion passed, 3-0-0.**

ADJOURN

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

The meeting was adjourned at 8:49pm.

Respectfully Submitted,

Jennifer L. Riel

Jennifer Riel, Recording Secretary