

**TOWN OF NEW DURHAM
BOARD OF SELECTMEN
February 27, 2023, 6:00PM
New Durham Town Hall, New Durham, NH 03855**

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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.

PRESENT

Marc DeCoff, Select Board Chair
Dorothy Veisel, Select Board Member – via Zoom
Ron Uyeno, Select Board Member

ALSO PRESENT

Nicole Zoltko, Town Administrator
Peter Varney, Fire Chief
Ellen Phillips, resident
Greg Anthes, resident
Janis Anthes, resident
Mark Taylor
Steve Hamilton, Whitney Consulting Group
Stefanie King, New Durham School Board representative
Jack Widmer, GWSD School Board Chair

CALL TO ORDER

Chair DeCoff called the meeting to order at 6:00PM.

Roll Call & Pledge Allegiance

Roll call was taken for Board members present. The Pledge of Allegiance was said by those present.

Public Input

None.

APPOINTMENTS/ANNOUNCEMENTS

Chair DeCoff motioned to appoint Mark Taylor as Deputy Emergency Management Director. Selectman Uyeno seconded the motion. Roll Call Vote: Selectman Veisel -aye; Selectman Uyeno -aye; Chair DeCoff-aye. Motion passed, 3-0-0.

Chair DeCoff administered the oath of office to Mr. Taylor.

Town Administrator Report

A. Election Information

Town Administrator Zoltko the second session of the Annual Town Meeting for ballot voting will be March 14, 2023, 8:00AM to 7:00PM at the New Durham School gymnasium Any questions about voting or absentee ballots can be directed to the Town Clerk. Town Administrator Zoltko stated sample ballots are available at Town Hall and the website.

B. HOP Grant Opportunity

Town Administrator Zoltko stated the Town has the opportunity to apply for the Housing Opportunity Planning Grant which will give the Town the opportunity to do some revamping of the Master Plan and look at zoning ordinances. She stated they could receive up to \$25,000 and the sooner they apply, the more likely they will receive funds; she explained if they receive the funds, they have to work with a list of designated contractors. Chair DeCoff stated he discussed this with the Planning Board and they are interested.

Selectman Uyeno motioned to authorize the Chair of the Board of Selectmen to sign the letter of support for the application for the Housing Opportunity Planning grant, with a maximum amount of \$25,000. Chair DeCoff seconded the motion. Roll Call Vote: Selectman Veisel -aye; Selectman Uyeno -aye; Chair DeCoff-aye. Motion passed, 3-0-0.

C. LCHIP Grant Update

Town Administrator Zoltko stated she will be meeting with the individual who submitted the Moose Plate grant as it was denied; she explained the reasoning was for similar situations which were encountered with the L-CHIP grant. She explained she also talked with L-CHIP about the grant denial and outlined the various aspects which were suggested to be considered in future grant applications.

D. Community Project Funding Grant

Town Administrator Zoltko stated another grant opportunity has come up for the Town through the office of Congressman Chris Pappas; she explained there is a deadline of March 3; projects can be a wide variety of upgrades and Ms. Phillips has offered to help her work on this week. She stated it's a great opportunity and hopes more time and effort will be put into this next year; she recommended pursuing it for the meetinghouse, noting they could use some of the L-CHIP information already available; the Boodey Farmstead is not interested.

Chair DeCoff motioned to draft a letter of support for the grant through the office of Chris Pappas. Selectman Uyeno seconded the motion. Roll Call Vote: Selectman Veisel -aye; Selectman Uyeno -aye; Chair DeCoff-aye. Motion passed, 3-0-0.

E. Appointments/Nominations

Nominations for Boodey Farmstead Committee

Town Administrator Zoltko presented a letter from Cathy Orlowicz as she is unable to attend the meeting. The Board reviewed the recommendations for reappointments to the Boodey Farmstead Committee.

Chair DeCoff motioned to reappoint as members, Cheryl ????, Kristine Evans and Cathy Orlowicz to the Zachariah Boodey Farmstead Committee. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel -aye; Selectman Uyeno -aye; Chair DeCoff-aye. Motion passed, 3-0-0.

NEW BUSINESS

A. Assessing Department Update- Presented by Josephine Belville and Steve Hamilton of Whitney Consulting Group, LLC

Steve Hamilton, Whitney Consulting Group, stated the last three evaluations were completed by another contractor up to 2020 and their contract calls for a review of all properties in the first four years of their contract. He stated the evaluation will be complete in 2025; the goal is to make sure information is accurate and consistently listed.

Chair DeCoff stated a question he has been asked a lot is why property values doubled. Mr. Hamilton stated that occurred in 2020 with another assessing group; he explained they seek to measure the market value of properties and then replicate that through the tax value. He explained NH DRA also creates an annual equalization study and New Durham is currently at about 75% of market value overall, which is down from previous years. Chair DeCoff asked how close to market value will the 2025 assessment be. Mr. Hamilton stated the goal is to have it between 90 and 110% and they try to match what is happening in the market. He explained a public hearing needs to be done prior to April 1 for the utility easements; it will equate to about \$275,000 additional revenue.

B. Governor Wentworth School District Update (Budget/Warrant Articles/Etc.)- Presented by Stefanie King, New Durham School Board representative, and Jack Widmer, GWSD School Board Chair and Chair of the Finance Subcommittee

Mr. Widmer presented the school district warrant articles for review by the Board, along with a copy of the teachers' contract for the next three years. He outlined the rationale used for an across the board 3% pay increase; he also explained the increased costs for other items in the budget.

Mr. Widmer explained the purposes of the warrant articles which include funding for Capital Reserve Funds.

Janis Anthes, resident, asked why there is a \$12,000 increase for athletics. Ms. King explained wages and costs have increased for those programs; she stated uniforms are also due to be replaced. Ms. Janis asked what the advertising line is used for. Mr. Widmer stated that is typically for hiring employees.

There was discussion of how taxation is used to fund the district budget and how GWSD calculates the rates for each town in the district. Mr. Widmer stated they are considering accepting tuition students from outside the district.

C. Snowmobile Trail Discussion- Presented by Mike Gelinas of the Powder Mill Snowmobile Club

D. Acceptance of Charitable Donations for the Meetinghouse- Presented by Ellen Phillips, Chair of the 1772 Meetinghouse Restoration Committee

The Board reviewed a letter from the Meetinghouse Committee, outlining donations totaling \$604.59 from December 11, 2022 to February 17, 2023.

Chair DeCoff motioned to approve the funds received in the amount of \$604.59 to be placed in the 1772 Meetinghouse Charitable Checking account. Selectman Uyeno seconded the motion. Roll Call Vote: Selectman Veisel -aye; Selectman Uyeno -aye; Chair DeCoff-aye. Motion passed, 3-0-0.

Ms. Phillips stated the committee discussed having a sign and a flag to indicate when the Meetinghouse is open; she stated per the sign ordinance, a flag has to be attached to a building and explained that cannot be done to the Meetinghouse; she stated the only option is to attach it to the existing sign. Town Administrator Zoltko suggested Ms. Phillips discuss this with the Building Inspector/Code Enforcement Officer.

Chair DeCoff motioned to allow the 1772 Meetinghouse to attach a sign that is removal when not open, to the 4x4 on the sign. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel -aye; Selectman Uyeno -aye; Chair DeCoff-aye. Motion passed, 3-0-0.

E. Impact Fees Discussion/Decision- Presented by Kathleen Blaney, Finance Manager & Nicole Zoltko, Town Administrator

Ms. Blaney presented a summary of impact fees for 2021 and 2022; she stated nothing was done in 2021 to transfer the fees to the school or any projects. Town Administrator Zoltko explained the information gathered from New Hampshire Municipal Association as well as RSAs which outline the permitted uses of impact fees collected; she stated the Zoning Ordinance as well as State RSA gives authority to the Board of Selectmen to make the decision where fees will be applied. Chair DeCoff noted the impact fees have been in effect since 2008 and asked to see documentation where the funds have gone for those years. Ms. Blaney stated she does not have that information. Town Administrator Zoltko stated they only have documentation for the last couple years. It was confirmed it cannot be used to offset the tax base. Chair DeCoff stated this was discussed by the Planning Board recently; it was suggested at that time, that the impact fee was intended to go to the school but the warrant article that was voted on, did not specify being used for the school. Town Administrator Zoltko stated that the State RSA permits impact fees to be used for capital improvement projects, but it can't be used for road infrastructure.

Chair DeCoff motioned to keep the impact fees collected from 2021 and 2022 in the Town account managed by the Finance Manager. Selectman Uyeno seconded the motion. Roll Call Vote: Selectman Veisel -aye; Selectman Uyeno -aye; Chair DeCoff-aye. Motion passed, 3-0-0.

F. Internal Abatement (s), Veterans Application - Presented to the Select Board on behalf of the Contract Assessors

The Board reviewed the letter from the contract assessor, requesting approval for 2022 Equalized Assessment Certificate.

Chair DeCoff motioned to approve the request for an abatement for Map 210, Lot 008-000, total assessment of \$308,700, with the recommended revised assessment of \$238,400. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel -aye; Selectman Uyeno -aye; Chair DeCoff-aye. Motion passed, 3-0-0.

Chair DeCoff motioned to approve the request for an abatement for tax year 2022 for Map 101, Lot 021-000, in the amount of \$43,700. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel -aye; Selectman Uyeno -aye; Chair DeCoff-aye. Motion passed, 3-0-0.

Chair DeCoff motioned to approve the request for Map 220, Lot 004-000 the 12.5 acres be put into Current Use. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel -aye; Selectman Uyeno -aye; Chair DeCoff-aye. Motion passed, 3-0-0.

Chair DeCoff motioned to approve the request for an Elderly Tax Credit for tax year 2023 for Map 257, Lot 040, and reduce the assessed value in the amount of \$45,000. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel -aye; Selectman Uyeno -aye; Chair DeCoff-aye. Motion passed, 3-0-0.

Chair DeCoff motioned to approve the collection of the Timber Yield Tax for Map 258, Lot 026, Operation #22-325-03-10, taxes due \$3,462.27. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel -aye; Selectman Uyeno -aye; Chair DeCoff-aye. Motion passed, 3-0-0.

Chair DeCoff motioned to approve the collection of the Timber Yield Tax for Map 256, Lots 11-03,11-04 and 013, Operation #22-325-04-10, taxes due \$3,202.70. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel -aye; Selectman Uyeno -aye; Chair DeCoff-aye. Motion passed, 3-0-0.

Chair DeCoff motioned to enter nonpublic session pursuant to RSA 91:A-3 II (b) *The hiring of any person as a public employee*. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel -aye; Selectman Uyeno -aye; Chair DeCoff-aye. Motion passed, 3-0-0.

The Board entered nonpublic session at 8:00PM.

The Board entered public session at 8:14PM.

Chair DeCoff stated while in nonpublic session, the Board discussed the hiring of an employee.

Chair DeCoff motioned to seal the minutes of the nonpublic session of February 27, 2023. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel -aye; Selectman Uyeno -aye; Chair DeCoff-aye. Motion passed, 3-0-0.

Chair DeCoff motioned to hire the Land Use Assistant, with a start date of March 6, 2023 at a rate of \$18.50 per hour, pending passing a background check. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel -aye; Selectman Uyeno -aye; Chair DeCoff-aye. Motion passed, 3-0-0.

The Board discussed scheduling the public hearing for the Pole Tax for March 16, 2023, 6:00PM, at the New Durham Community Room, with a snow date of March 23, 2023.

Chair DeCoff motioned to adjourn. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel -aye; Selectman Uyeno -aye; Chair DeCoff-aye. Motion passed, 3-0-0.

The meeting was adjourned at 8:22PM.

234
235 Respectfully Submitted,
236 *Jennifer Riel*
237 Jennifer Riel, Recording Secretary

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