**TOWN OF NEW DURHAM**

**BOARD OF SELECTMEN**

**August 30, 2021, 6:30P.M.**

**Town Hall, 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.*

*Virtual Access: Join Zoom Meeting*

*https://us02web.zoom.us/j/84618107827?pwd=b2U1Sk1oQk1qNHVZTWIzMUZBdUF4UT09*

*Meeting ID: 846 1810 7827 Passcode: 354173 One tap mobile +16465588656,,84618107827#,,,,\*354173# US (New York)*

*Disclaimer: If technology fails, the meeting physically occurring will continue at the location above. 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, Select Board Chair – via Zoom

Dorothy Veisel, Select Board Member

Ron Uyeno, Select Board Member

**ALSO PRESENT**

Nicole Zoltko, Town Administrator

David Bickford, Resident – via Zoom

Terry Jarvis, Resident – via Zoom

Rudy Rosiello, Resident – via Zoom

**CALL TO ORDER**

Chair Swenson called the meeting to order at 6:30 p.m.

**APPOINTMENTS/ANNOUNCMENTS**

Chair Swenson stated gave an update from the New Hampshire Municipal Association regarding legislative activity. He explained NHMA doesn’t usually deal with federal law but in this case regarding the “For The People Act” they are due to the dramatic results for various towns in New Hampshire; he explained the “For the People Act” pertains to voting for federal elections. Election officials will be required to be present no less than 10 hours per day for 15 consecutive days which will translate to 45 days for state and local elections; polling places will also be located at places of higher education. Chair Swenson stated absentee ballots will also be required to allowed for all voters regardless of request along with postage paid return envelopes. He suggested tax payers can contact state and federal representatives if they are concerned with the significant financial burden this will cause for towns.

**PUBLIC INPUT**

David Bickford, resident, via Zoom, stated he requested the v-plow in front of the Highway Department be painted; he asked for an update on what was done with that. Chair Swenson stated he would follow up on the project.

**AGENDA REVIEW**

No changes were made to the agenda.

**Land Use Administrative Assistant Position**

**Chair Swenson made a motion to increase the Land Use Administrative Assistant position rate of pay by $0.40 per hour, effective August 9, 2021, to a total hourly rate of $16.90. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel – aye; Selectman Uyeno- aye; Chair Swenson – aye. Motion passed 3-0-0.**

**Space Needs Committee**

Chair Swenson stated this committee was recently resurrected; the committee met a couple times in 2019 / 2020. However, due to the COVID-19 pandemic meetings were suspended through much of 2020. The committee was comprised of a Board of Selectmen representative, Budget Committee representative, CIPC representative, Planning Board representative, Fire Chief, and some department head. Chair Swenson stated a few members will be unable to serve on the resurrected committee and outlined the individuals present at the meeting on September 9, 2021. Mr. Uyeno questioned whether the presence of department heads is necessary. Chair Swenson explained the rationale of the Board at the time the committee was established. Town Administrator Zoltko stated there were concerns about the September 9 meeting with three members of the Budget Committee being present. Chair Swenson stated only one member was there in an official capacity while the others were there as members of the public. Town Administrator Zoltko asked if the Board wanted to put out an invitation to see if there are any members of the public who want to be on the committee since the two community members were unable to continue. The Board agreed to do so.

The Board discussed the plans which were reviewed and whether those would be kept going forward. Ms. Jarvis stated there were plans for a safety building but at this time that was only for the fire department.

The Board discussed the issue of having multiple members of the Budget Committee being present and whether replacements should be made. Ms. Veisel suggested the Police Chief and Road Agent should be included. Chair Swenson suggested it might be beneficial to reconfigure the group. Ms. Jarvis stated she anticipates this group would wrap up discussions by mid-November to make a recommendation to the Board of Selectmen. Ms. Veisel stated she thinks the group should continue with them reviewing the study along with other information before making a recommendation. Ms. Jarvis stated that even if department heads are not specifically assigned to the committee the committee can still call on them as valuable resources for information.

**Chair Swenson made a motion to have the Space Needs Committee be constituted of the following: DPW Mananger Don Vachon, Fire Chief Peter Varney, Terry Jarvis, Selectman Ron Uyeno, Rudy Rosiello (Resident), Police Chief Shawn Bernier, Scott Drummey (Planning Board) and Marc DeCoff. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel – aye; Selectman Uyeno- aye; Chair Swenson – aye. Motion passed 3-0-0.**

The Board agreed the goal for the committee would have comments and recommendations to the Board of Selectmen by the end of October 2021.

**CIPC Update**

Ms. Jarvis stated the committee is at a standstill as they are unable to complete their work because they are missing a significant number of spreadsheets which contain financial data. She stated going back to past years it was done by department heads and the Finance Officer has requested this information but it has not been received from the department heads at this point. She stated they cannot justify recommendations without the historical data. Town Administrator Zoltko stated the spreadsheets are not something the department heads are familiar with and they haven’t had time to get these for CIPC. She stated she is also waiting for the draft from the CIPC.

**TOWN ADMINISTRATOR’S REPORT**

Town Administrator Zoltko stated ARPA funds have been received by some towns today and she expects to see New Durham’s funds by the end of the week.

**Owls Head Road Agreement**

The Board agreed by consensus to have Town Counsel review the agreement prior to approval.

**Chair Swenson made a motion to enter 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, 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. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant; (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 Veisel – aye; Selectman Uyeno- aye; Chair Swenson – aye. Motion passed 3-0-0.**

The Board entered nonpublic session at 7:37 p.m.

The Board reentered public session at 8:24 p.m.

**Chair Swenson made a motion to seal the minutes of the nonpublic session of the August 30, 2021 meeting for reasons that it may adversely affect the reputation of one other than the Board. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel – aye; Selectman Uyeno – aye; Chair Swenson – aye. Motion passed 3-0-0.**

**Chair Swenson made a motion to hire Shannon Fagar for the position of Town Clerk; such position to be in effect until the next election per NH RSA, at a rate of $20.50 per hour with a start date of September 6, 2021 and the end of the interim Town Clerk position effective September 13, 2021, subject to the Town’s hiring policy and background checks. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel – aye; Selectman Uyeno- aye; Chair Swenson – aye. Motion passed 3-0-0.**

**Chair Swenson made a motion to hire Kathleen Blaney for the position of Tax Collector and Deputy Town Clerk and move that position from a part time to a full time position; at a rate of $20.00 per hour, with a start date of September 6, 2021, subject to the Town’s hiring policy and background checks. Selectman Veisel seconded the motion.**

**Chair Swenson made an amendment to include Welfare for the position of the Tax Collector, Deputy Town Clerk. Selectman Veisel seconded the amendment.**

**Roll Call Vote: Selectman Veisel – aye; Selectman Uyeno – aye; Chair Swenson – aye. Amendment to the motion passed 3-0-0.**

**Roll Call Vote: Selectman Veisel – aye; Selectman Uyeno – aye; Chair Swenson – aye. Amended motion passed 3-0-0.**

**Chair Swenson made a motion to hire Candidate #1 for the position of Administrative Assistant and Assistant Finance Manager position, at a rate of pay up to $18.00 per hour, up to 30 hours per week, with an effective start date of September 13, 2021, subject to the Town’s hiring policy and background checks. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel – aye; Selectman Uyeno- aye; Chair Swenson – aye. Motion passed 3-0-0.**

**APPROVAL OF MINUTES**

Meeting of July 22, 2021- Postponed.

**NEXT MEETING**

September 13, 2021, 6:00 p.m.

**ADJOURN**

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

The meeting was adjourned 8:31 p.m.

Respectfully Submitted,

Jennifer L. Riel

Jennifer Riel, Recording Secretary