**TOWN OF NEW DURHAM**

**BOARD OF SELECTMEN**

**October 25, 2021, 6:00 P.M.**

**New Durham Town Hall, New Durham, NH 03855**

*Public can join Virtual Access via Zoom Meeting*

*https://us02web.zoom.us/j/83295234013?pwd=bHZRa251eDRBOC9TcnB3MDhFU2cvQT09*

*Meeting ID: 832 9523 4013 Passcode: 183666; One tap mobile +16465588656,,83295234013#,,,,\*183666# US (New York)*

*Disclaimer: If technology fails, the meeting physically occurring will continue at the location above. 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 - Excused Absence

Dorothy Veisel, Select Board Member

Ron Uyeno, Select Board Member

**ALSO PRESENT**

Nicole Zoltko, Town Administrator- via Zoom

Cathy Orlowicz, Resident

Rudy Rosiello, Resident – via Zoom

**CALL TO ORDER**

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

**APPOINTMENTS/ANNOUNCMENTS**

Cathy Orlowicz, Zachariah Boodey Farmstead, stated the cookbooks have arrived and will be available for purchase at the craft fair scheduled for November 20, 2021.

Vice Chair Veisel commended the members of the 1772 Meetinghouse and their successful open house. She stated Parks and Recreation will be hosting haunted trails on Friday and Saturday, 6:00-8:00 p.m. at the Meetinghouse; there will be a trunk-or-treat at the Fish and Game parking lot.

**PUBLIC INPUT**

None.

**AGENDA REVIEW**

Town Administrator Zoltko added under Budget Review: ETFs, Office Equipment, Tax Collector Request, DPW Paving Status, and Transfer Station Update.

**NEW BUSINESS**

**Zachariah Boodey Farmstead**

The Board reviewed the talent bank application and nomination for a member to the committee. Vice Chair Veisel noted the individual currently lives in Rochester but owns land in New Durham and is planning to build a home in Town. Ms. Orlowizc stated Kat has attended numerous meetings of the committee and brought a fresh set of eyes to the project. She noted residency is not a requirement for the committee and at the October 18, 2021 meeting, the committee voted to recommend Kat for nomination as a full member.

**Selectman Uyeno made a motion to nominate Katherine Ber? as a member of the Zachariah Boodey Farmstead Committee. Vice Chair Veisel seconded the motion. Motion passed 2-0-0.**

**Cemetery Deed**

The Board reviewed a request to purchase a lot in a cemetery.

**Vice Chair Veisel made a motion to approve the cemetery deed in Section C, Row 6, Lot 3 to Salma and Janet ? in the amount of $300. Selectman Uyeno seconded the motion. Motion passed 2-0-0.**

**ETF: Computer and Office Maintenance**

The Board reviewed the invoice to ANS Networking. Town Administrator Zoltko stated this was for the 365 Office software update. She confirmed the update was approved by the Board but this is the bill for the work.

**Vice Chair Veisel made a motion to approve the Trustee of the Trust Funds to expend $3,973.75 to come from the ETF Computer and Office Maintenance to cover expenses of maintaining the Town office computer program as noted in the invoice #6102. The total amount should be transferred to the Town’s General Fund and then be applied to the appropriate account as supplied by the Finance Manager. Selectman Uyeno seconded the motion. Motion passed 2-0-0.**

Town Administrator Zoltko stated they had an unexpected expense to replace a desk and chair.

**Vice Chair Veisel made a motion to approve the Trustee of the Trust Funds to expend $426.86 to come from the ETF Computer and Office Maintenance to cover expenses as noted in the following invoices #5729853, #2814665 and #8617049 to cover expenses of purchasing Town equipment. The total amount should be transferred to the Town’s General Fund and then be applied to the appropriate account as supplied by the Finance Manager. Selectman Uyeno seconded the motion. Motion passed 2-0-0.**

**Appointment Oath of Office**

Town Administrator Zoltko explained there were some errors made with the signatures of the oaths of office so this is just making the official paperwork correction.

**Vice Chair Veisel made a motion to appoint Kathleen Blaney as the New Durham Tax Collector and Assistant Town Clerk as made effective September 6, 2021. Selectman Uyeno seconded the motion. Motion passed 2-0-0.**

**Land Use Tax Change**

The Board reviewed the land use requests. Town Administrator Zoltko confirmed these requests were reviewed by the Contract Assessor.

**Vice Chair Veisel made a motion to approve the request for land use tax change in the total amount of $5,500 for tax map 265, lot 024. Selectman Uyeno seconded the motion. Motion passed 2-0-0.**

**Vice Chair Veisel made a motion to approve the request for land use tax change in the total amount of $7,500 for tax map 244, lot 005. Selectman Uyeno seconded the motion. Motion passed 2-0-0.**

**Vice Chair Veisel made a motion to approve the request for land use tax change in the total amount of $2,000 for tax map 264, lot 020. Selectman Uyeno seconded the motion. Motion passed 2-0-0.**

**Vice Chair Veisel made a motion to approve the request for land use tax change in the total amount of $2,000 for tax map 250, lot 026. Selectman Uyeno seconded the motion. Motion passed 2-0-0.**

**Bulk Road Salt**

The Board reviewed the invoice for bulk road salt from Eastern Minerals. Town Administrator Zoltko explained this is the contract they have been using and the amount was budgeted; she stated they are looking to lower the price in the future by $20 to $50 per unit. There was discussion about the amount of salt used during a season which can vary depending on the storms; Town Administrator Zoltko noted it may be beneficial to have DPW employees attend training in salt and road management although the Road Agent is already trained.

**Vice Chair Veisel made a motion to approve purchase order #2746 to Eastern Minerals, Inc. in the amount of $7,390 for 100 tons of bulk road salt. Selectman Uyeno seconded the motion. Motion passed 2-0-0.**

**Intent to Cut**

The Board reviewed the Intent to Cut for Map 252, Lot 081, Old Bay Road.

**Vice Chair Veisel made a motion to approve the Notice of Intent to Cut for Map 252, Lot 081, Old Bay Road. Selectman Uyeno seconded the motion. Motion passed 2-0-0.**

The Board reviewed the Intent to Cut for Map 261 Lot 015, Quaker Road.

**Vice Chair Veisel made a motion to approve the Notice of Intent to Cut for Map 261 Lot 015, Quaker Road. Selectman Uyeno seconded the motion. Motion passed 2-0-0.**

**DPW Paving Status Update**

Town Administrator Zoltko stated several notices have been received from the paving company regarding delays throughout the season; she stated at this point the Birch Hill project should be done by the end of the week. She stated excessive speeding on the road has been brought to the attention of the Police Department. She stated South Shore Road will not be done this year; a temperature check was done and the roadway is too cold to proceed; it has been postponed to April, 2022. It will also give the DPW crew more time to get additional projects such as culverts done. The price will be the same.

Town Administrator Zoltko stated the DPW Manager is working on a project for reconfiguring safety at the solid waste facility and should be complete by November 30; she stated it is a potential CRF request which was unexpected but much needed based on Joint Loss Committee recommendations.

**Tax Collector Request**

The Board reviewed a request to waive interest and penalties for tax map 209, lot 034-000; there was a clerical error where the deed was not put into the owner’s name until 2021 so there is a 2020 lien with interest and penalties. Town Administrator Zoltko explained this mistake likely happened with the old assessing company. The error was brought to the attention of the Town previously but never addressed; she confirmed it is the responsibility of the Town to make the correction.

**Vice Chair Veisel made a motion to approve the Tax Collector’s request to waive $427.68 of interest and penalities for tax map 209, lot 034-000 effective immediately. Selectman Uyeno seconded the motion. Motion passed 2-0-0.**

**Employee Health Insurance**

Town Administrator Zoltko presented the health insurance renewal packet for review by the Board. She stated this is what they use to determine the cost for the 2022 benefits; she noted this is the preferred packet for some time now. She will be meeting with the company to go over other options and the increase is significant. She stated they can look at other companies that municipalities use.

**Vice Chair Veisel made a motion to designate Town Administrator Zoltko and Finance Manager Soucy as the signing agents for the employee health insurance benefits for the 2022 contract period. Selectman Uyeno seconded the motion. Motion passed 2-0-0.**

**NEXT MEETING**

November 8, 2021, 6:00 p.m.

Joint Meeting with the Budget Committee, 7:00 p.m.

**ADJOURN**

**Vice Chair Veisel made a motion to adjourn. Selectman Uyeno seconded the motion. Motion passed 2-0-0.**

The meeting was adjourned 7:12 p.m.

Respectfully Submitted,

Jennifer Riel

Jennifer Riel, Recording Secretary