

**TOWN OF NEW DURHAM
BOARD OF SELECTMEN
June 28, 2021, 2:30 P.M.
New Durham Community Room, New Durham, NH 03855**

PRESENT

David Swenson, Select Board Chair
Dorothy Veisel, Select Board Member

ALSO PRESENT

Nicole Zoltko, Town Administrator
Rudy Rosiello, Resident
Don Vachon, Road Agent
Dave Bennett, DPW Employee

CALL TO ORDER

Chair Swenson called the meeting to order at 9:03 a.m.

Appointments/Announcements

Selectman Veisel stated the Bicycle Safety Course went well this past weekend. She stated the Ham Operators Club was also hosted at Parks and Recreation this week. Selectman Veisel stated New Durham Day will be August 7, 2021 noting there will be a bicycle raffle along with many other events for the whole family.

AGENDA REVIEW

Chair Swenson added under Old Business: Purchase Order Department of Public Works; Update on Cable TV Consortium.

Chair Swenson added under New Business: Board of Selectmen Meeting Schedule.

PUBLIC INPUT

Rudy Rosiello, resident, gave comments regarding the software update project; he suggested there be regular updates and a timeline for better overall project management. Chair Swenson noted as of last Thursday the Board of Selectmen terminated the agreement with Edmunds for the finance software updates.

Mr. Rosiello stated in regards to the Space Needs Study there was pressure to figure out a property layout plan but there never seemed to be a purpose presented for the large projects. He stated there was nothing presented showing how the space needed was determined noting it seems many spaces were doubled without justification presented. Mr. Rosiello stated he is concerned because the ACIPC will be looking at the study soon but it may not be appropriate at this time. He noted the ACIPC discussed having an all-day session meeting and does not think that is appropriate for residents who may want to attend the entire meeting and would not allow for dialogue from residents.

Chair Swenson agreed with Mr. Rosiello on the ACIPC relative to time spent on space needs. Working that as the initial activity would not be productive given more immediate capital needs which are in the standard replacement schedule. Once those are done then the ACIPC may have time to spend on reviewing space needs. Chair Swenson suggested that Selectman Veisel and TA Zoltko may want to convey that to the ACIPC at their next meeting.

Department of Public Works – Gravel Exchange

Chair Swenson stated there is an opportunity to exchange large boulders which are unusable to the department for gravel which would be usable.

Don Vachon, Road Agent, stated there are boulders alongside the shooting range at the Town gravel area; Mr. Messenger is looking to buy some boulders to make crushed gravel and is willing to swap one load of rock for one load of gravel. He explained that would allow them to not need to spend gravel funds in the budget and this gravel could be used on the Town roads. He stated the boulders have been there 30 years and the Town is not going to need the amount that is there for the foreseeable future.

Chair Swenson made a motion to approve the exchange of boulder materials, which the Town will not use, for crushed gravel that will be used for roads with Radford Messenger, Inc. per the information provided on the June 15, 2021 memo by the Department of Public Works. Selectman Veisel seconded the motion. Motion passed 2-0-0.

Meaders Point Road / Birch Hill / DPW

Mr. Vachon stated they have to shoot some grade to know what is going to need to be done. He stated he is working to get better pricing as well. Town Administrator Zoltko stated they discussed the project in more depth with the Town Engineer last week.

Mr. Vachon stated the ditching from Birch Hill from the library to Ham Road and it should be complete by next week; purchase orders have been signed for all the culverts which need replacing. He stated there has been discussion about possibly shutting down the road for a day in order to get all the culverts installed.

He stated as far as South Shore goes the work will probably be after Labor Day due to traffic patterns during the summer months. Mr. Vachon stated he is aware of a couple large rotting pine trees located near 373 Merrymeeting Lake Road. However, it will require shutting the road down for three hours and he doesn't know when a tree company can get in there. He confirmed he has contacted a few tree companies but they are all unable to provide a satisfactory schedule at this time. Town Administrator Zoltko stated she has shown the Department's Administrative Assistant how to post any notices regarding roadwork and tree work to the Town website. Mr. Vachon noted there was a car accident on Davis Cross Road with a car ending up in the river; the driver had no insurance but Road Agent Vachon can get the parts needed to fix the posts and guardrail and get the work completed.

Chair Swenson made a motion to approve Purchase Order #2738 to Innovative Surface Solutions in the amount of \$9,200 for 10,000 gallons of calcium chloride dust control material. Selectman Veisel seconded the motion. Motion passed 2-0-0.

Mr. Vachon stated they are on the schedule for chip sealing for August 12 and 13; roads to be done include Berry Road, Valley Road, Quaker Road, and Tash Road.

Chair Swenson confirmed they should try to take care of the trees on Merrymeeting Lake Road as soon as possible.

There was discussion about the roadside mowing; Mr. Vachon stated the rental rate is \$3,800 per week and they need it for 3 weeks. Chair Swenson suggested they continue trying to find one for purchase noting a purchase was approved last year but it fell through. TA Zoltko was asked to review encumbered funds from last year to determine whether the mower purchase was a part of those funds.

Town Administrator Report

Town Administrator Zoltko distributed the Consent Signature Manifest for review by the Board for the dates through 06/13/2021.

ACIPC Schedule – For FY22 Budget

Selectman Veisel stated the committee has met once; it was agreed by the committee to have all department presentations scheduled for a single date on July 14, 2021 starting at 8:00 a.m. until about 1:00 p.m. Town Administrator Zoltko stated the time slots have been scheduled with Department Heads and committees and will be held at the Community Center. She asked if the Board wanted her to go ahead with her presentations on buildings in light of the Space Needs Study. Chair Swenson stated the study was completed, followed by community public review; he stated that group met at least once but their work is not done due to transitions with the Town Administrators, COVID issues, etc. He suggesting contacting the individuals involved in that space needs review committee and get that restarted with work to be completed before the ACIPC committee spends time on that.

Cable TV Consortium

Town Administrator Zoltko stated they had their first meeting about a week ago; she stated an additional community (Northwoods) has asked to join so the legal fees will be slightly reduced for New Durham. She distributed draft materials for acceptance of an additional community for review by the Board.

Chair Swenson made a motion to approve the addition of the Town of Northfield to the Lakes Region Cable Consortium effective immediately. Selectman Veisel seconded the motion. Motion passed 2-0-0.

Building Inspector – Administrative Assistance Needs

Chair Swenson stated he discussed the needs with the Building Inspector and the Deputy Building Inspector with further discussion to be done in non-public.

OLD BUSINESS

Update on Select Board Vacancy

Chair Swenson stated the next meeting is July 8, 2021, 7:00 p.m. with the primary objective to fill the Board of Selectmen vacancy. He stated all those who express interest prior to June 30, 2021 will be contacted to be present.

Chair Swenson stated at the last Board meeting action was taken under RSA 28 in regards to accepting ARPA funds. However, now New Hampshire Municipal Association is saying RSA 28 does not apply and the funds need to be accepted under RSA 35 which requires a public hearing. Due to the number of required posting days for a public hearing Chair Swenson suggested the Public Hearing be scheduled for July 15, 2021, 7:00 p.m. with a Select Board meeting held that date also. The Board concurred.

Reopening of Town Hall

Town Administrator Zoltko presented an outline of how the reopening of Town Hall would take place. Hours of operation at Town Hall will continue to be 9:00 a.m. to 4:00 p.m.; departments will continue to be reachable by phone or email to schedule additional hours by appointment; the public will be able to access the main floor hallway adjacent to the Town Clerk and Tax Collector office; all other employee spaces will be open by appointment only. Any individuals of the public who are uncomfortable with entering the Town Hall building are encouraged to use online applications and registration, the drop-box, or mail or to make an appointment with a New Durham employee with the respective department. The walk-up window will be closed as of July 6, 2021 and no longer operational unless a future circumstance requires Town Hall to be closed again. Following CDC guidance masks are encouraged for those individuals most vulnerable and the unvaccinated but masks are not required to enter the building. Masks will be available at the entrance of Town Hall for anyone who wishes to use one.

Chair Swenson made a motion to approve the Town Hall Opening under the guidelines prepared on the June 28, 2021 memorandum to the Board of Selectmen from Town Administrator Zoltko. Selectman Viesel seconded the motion. Motion passed 2-0-0.

Board and Committee Meetings – Options in Hybrid

Town Administrator Zoltko stated she will be meeting with the IT team tomorrow to try and work out how they can incorporate an interactive Zoom process into the meetings. She stated they will check at both the Town Hall and the Community Room and she would like to be able to start this option for the next meeting (July 08, 2021). She stated it seems most boards want to be able to utilize the hybrid option; she will ensure they are aware a formal vote is needed in order to utilize the hybrid option with Zoom.

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; (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; Chair Swenson – aye. Motion passed 2-0-0.

The Board entered nonpublic session at 10:05 a.m.

The Board reentered public session at 11:09 a.m.

Chair Swenson made a motion to seal the minutes of the nonpublic session of the June 28, 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; Chair Swenson – aye. Motion passed 2-0-0.

ADJOURN

Chair Swenson made a motion to adjourn. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel – aye; Chair Swenson – aye. Motion passed 2-0-0.

The meeting was adjourned at 11:12 a.m.

Respectfully Submitted,

Jennifer L. Riel

Jennifer Riel, Recording Secretary