

**TOWN OF NEW DURHAM  
BOARD OF SELECTMEN  
June 16, 2021, 2:30 P.M.  
New Durham, NH 03855**

**PRESENT**

David Swenson, Chair, Board of Selectman  
Dorothy Veisel, Board of Selectman

**ALSO PRESENT**

Nicole Zoltko, Town Administrator

**CALL TO ORDER**

Chair Swenson called the meeting to order at 9:00 a.m. He stated this is the first in-person meeting they have had in over a year noting they are working in developing a hybrid option for public meetings which would include Zoom access as well as Live Streaming.

**AGENDA REVIEW**

No changes were made.

**PUBLIC INPUT**

No public present.

**Appointments/Announcements**

Chair Swenson stated the third member of the Board of Selectmen resigned a few weeks ago and they are looking for anyone who may be interested in filling this position. Letters of Interest may be submitted to the Town Administrator or via email at [ndadmin@newdurhamnh.us](mailto:ndadmin@newdurhamnh.us) and are due by close of business June 30, 2021.

**Town Administrator Report**

Town Administrator Zoltko distributed the Consent Signature Manifest for review by the Board.

1. Accounts Payable Check Register 5/26/2021 for \$17,376.90
2. Accounts Payable Manifest for 5/26/2021 for \$17,376.90
3. Payroll Check Register \$851.87
4. Abbreviated Payroll Register \$851.87
5. Accounts Payable Check Register June 2021 \$27,961.58
6. Accounts Payable Manifest June 2021 \$27,961.58
7. Abbreviated Payroll Register 6/13/2021
8. Payroll Check Register for 6/13/2021 \$2,435.25
9. Payroll Direct Deposit for 6/13/2021 \$33,534.01
10. Notice of Intent to Excavate Map 102-100
11. Gravel Tax Levy Map 102-100
12. Welcome to the team Kathleen Blaney, new Assistant Finance Manager and Assistant to Assessing.
13. Notice of Intent to Cut Map 244 Lots 3 & 4

## **NEW BUSINESS**

### **Special Event Application**

The Board reviewed the application from the Parks and Recreation Commission for a planned Bike Safety Day on June 27, 2021 from 10:00 a.m. -12:00 noon.

**Chair Swenson made a motion to approve the Special Event Application from the Parks and Recreation Commission for a planned Bike Safety Day on June 27, 2021 from 10:00 a.m.- 12:00 noon. Selectman Veisel seconded the motion. Motion passed 2-0-0.**

The Board reviewed the application from the Parks and Recreation Commission for New Durham Day with various activities planned including a craft fair, car show, fireworks and other events on August 7, 2021, starting at 7:00 a.m.

**Chair Swenson made a motion to approve the Special Event Application from the Parks and Recreation Commission for New Durham Day activities on June 27, 2021. Selectman Veisel seconded the motion. Motion passed 2-0-0.**

### **Quote for Landfill Monitoring**

The Board reviewed the quote for services from Town Engineer, Weston and Sampson, for conducting landfill monitoring. Chair Swenson stated the total quote is for \$22,392, with costs are a little higher than usual and explained the renewal of a permit in the amount of \$9,000 which expires in 2022 and will need to be taken care of this year. He suggested exploring whether CRF funds can be used for the permit renewal. Selectman Veisel asked if it is possible to defer payment until 2022 for the permit since it does not expire until then. Town Administrator Zoltko will request a quote for services separated. Chair Swenson noted the amount for 2021 services would be \$8,388.

### **Property Tax Warrant**

**Chair Swenson made a motion to approve the Tax Collector's Property Tax Warrant in the State of New Hampshire which states you are directed to collect the taxes on the list here and committed to you in the sum of \$5,017,598 with interest at 8% after July 1, 2021 on all sums not paid on or before that date. We further order that the Tax Collector shall remit all monies collected to Town Treasurer or Town Treasurer's designee as provided by RSA 41:29 VI, at least on a weekly basis or daily whenever tax receipts exceed \$1500 or more. In accordance with RSA 76:13 interest due on the list in a warrant committed to you that amount is less than \$5 may be waived if, in your good judgment, that cost would be less than that involved in collection. Selectman Veisel seconded the motion. Motion passed 2-0-0.**

### **Exemption Requests**

Chair Swenson confirmed these requests for exemptions have been reviewed and approved by the Contract Assessor.

**Chair Swenson made a motion to approve the Solar Exemption for Map 260, Lot 023 in the amount of \$21,800. Selectman Veisel seconded the motion. Motion passed 2-0-0.**

**Chair Swenson made a motion to approve the Solar Exemption for Map 240, Lot 050 in the amount of \$18,000. Selectman Veisel seconded the motion. Motion passed 2-0-0.**

### **Abatement Requests**

Chair Swenson confirmed these requests for abatements have been reviewed and approved by the Contract Assessor.

Chair Swenson noted the first request was for lots that were merged and two tax bills were sent out.

**Chair Swenson made a motion to approve the abatement request per the recommendation of the Contract Assessor for Map 265, Lot 027 and former Lot 025 in the amount of \$8. Selectman Veisel seconded the motion. Motion passed 2-0-0.**

Chair Swenson stated the following request was for an error in Current Use assessment.

**Chair Swenson made a motion to approve the abatement request per the recommendation of the Contract Assessor for Map 237, Lot 002 in the amount of \$63. Selectman Veisel seconded the motion. Motion passed 2-0-0.**

Chair Swenson noted the next request is for lots that were merged and two tax bills were sent out.

**Chair Swenson made a motion to approve the abatement request per the recommendation of the Contract Assessor for Map 209, Lot 078 in the amount of \$73. Selectman Veisel seconded the motion. Motion passed 2-0-0.**

### **Road Work on Meaders Point**

Chair Swenson stated he has had discussions with the Town Engineer, Road Agent, and the Water Quality Committee Chair over the last couple weeks regarding a Meaders Point Road water drainage issue; he stated the road to Meaders Point is maintained by the Town. The Town Engineer offered a couple solutions and Chair Swenson explained the Town is obligated to fix a portion of the road. One option was proposed that the Town pay a portion of the costs while the property owner pays the remaining costs as that option provided advantages to the property owner. He stated the owner did not choose this option; the Board reviewed Design Concept #1 which shows what the Town is obligated to do up to \$28,029.63. Design Concept #2 shows the project including property owner advantages which would be \$98,215.56. The Board reviewed the varying proposals and Chair Swenson recommended going with the first design given the property owner chose not to do the option for his advantages. The rationale for the Town to choose Design Concept #1 is that taxpayers should not be obligated for costs which only benefit one individual. Town Administrator Zoltko stated she discussed this with the Road Agent and there may be an option to get the costs lowered; she will update the Board as needed.

**Chair Swenson made a motion to approve Concept Design #1 from Weston and Sampson for the area around 15 Meaders Point Road in the amount up to \$28,029.63 with a purchase order to follow. Selectman Veisel seconded the motion. Motion passed 2-0-0.**

**Other**

Chair Swenson suggested there are advantages to continuing to have public meetings with hybrid access. He stated they are required to have a quorum present in-person but would be allowed to have members and individuals participate electronically and he would like to find a way to do this. He stated ANS Networking is working with the Town Administrator to figure out how to make this happen. Selectman Veisel stated she agrees with figuring out how to make it work explaining it really opens up the opportunities for people to participate and it increases transparency with the public. She stated it also provides opportunity for younger people and families to become involved and thinks they may see an increase in volunteers to boards and committees. It was clarified the Chair of any given committee does not necessarily have to be present at the meeting in-person but there does have to be quorum physically present at the meeting. Chair Swenson stated it is his understanding that each board or committee has to make the decision whether this hybrid option will be made available. Town Administrator Zoltko stated many boards have reached out to her about being able to utilize Zoom in conjunction with in-person meetings but they just need to figure out which technology will work for each board.

**Chair Swenson made a motion to allow remote attendance for any future in-person meetings for any member of the Board of Selectmen provided there is a physical quorum present at the meeting per NH RSA requirements. Selectman Veisel seconded the motion. Motion passed 2-0-0.**

Chair Swenson stated all communities in New Hampshire will be receiving funds stated as part of the GOFERR Act and the recovery program the American Rescue Plan Act (ARPA). Chair Swenson stated based on current information received dispersal to communities is spread over two years (2021 and 2022) and it is based on the anticipated revenue impacts of COVID with New Durham projected to receive over the two years a total of approximately \$283,290. Chair Swenson stated this year New Durham could receive up to \$141,645 as unanticipated funds; he stated there are restrictions for what the funds may be used. These were reviewed by the Board. Town Administrator Zoltko is working to put together a list of suggestions for using the funds. Chair Swenson stated it cannot be put towards the cynobacteria mitigation as state funds via a federal source are already being used for that project but there are infrastructure projects that may be able to use these funds if the town meets the ARPA requirements. Town Administrator Zoltko stated that the town of New Durham will have until December 31, 2024 to obligate the funds and until December 31, 2026 to expend funds received according to the current ARPA guidelines.

**Chair Swenson made a motion to approve the Town of New Durham to receive The American Rescue Plan Act funding made available to the Town of New Durham. Selectman Veisel seconded the motion. Motion passed 2-0-0.**

**Chair Swenson made a motion to designate Town Administrator Zoltko as the signing authority for submissions for reimbursements and any other documentation required for The American Rescue Plan Act. Selectman Veisel seconded the motion. Motion passed 2-0-0.**

**Chair Swenson made a motion for the Town of New Durham to accept and expend up to \$283,290 over a two year span with \$146,645.90 each of the years, as The American Rescue Plan Act, including amounts of \$10,000 or greater without a public hearing or public notice being published in the newspaper seven days in advance by acting under the provisions of RSA 28-P:43 and subject to the terms of The American Rescue Plan Act agreement. Selectman Veisel seconded the motion.**

**Chair Swenson made a motion that any expenditure will be by majority vote of the Board of Selectmen. Selectman Veisel seconded the amendment. Amendment passed 2-0-0.**

**Amended motion passed 2-0-0.**

### **Town Hall Re-Opening**

Town Administrator Zoltko stated overall the staff at Town Hall are comfortable with re-opening Town Hall, there was a suggestion of posting a sign indicating masks are recommended for unvaccinated individuals following CDC guidelines. Town Administrator Zoltko stated doors would be shut to certain areas of the building but overall the Town Clerk and Tax Collector would be accessible and other offices open by appointment. It is also the preference of the staff that the walk-up window be closed so they can return to their normal office locations in Town Hall. Town Administrator Zoltko recommended the re-opening be the week of July 6, 2021. She will draft a notice regarding the re-opening for review at the next Board meeting on June 28, 2021.

### **Next Meeting**

June 28, 2021, 9:00 a.m. – New Durham Community Room

### **APPROVAL OF MINUTES**

Meeting of May 24, 2021 - Edits were made. **Selectman Veisel made a motion to approve the minutes as amended. Chair Swenson seconded the motion. Motion passed 2-0-0.**

Meeting of June 11, 2021 - Edits were made. **Selectman Veisel made a motion to approve the minutes as amended. Chair Swenson seconded the motion. Motion passed 2-0-0.**

**Chair Swenson made a motion to enter nonpublic session pursuant to RSA 91:A-3 II (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; (d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community; (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 10:06 a.m.

The Board reentered public session at 10:24 a.m.

**Chair Swenson made a motion to seal the minutes of the nonpublic session of the June 16, 2021 meeting for reasons that it may affect adversely the reputation of one other than the Select 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. Motion passed 2-0-0.**

The meeting was adjourned at 10:25 a.m.

Respectfully Submitted,

*Jennifer L. Riel*

Jennifer Riel, Recording Secretary