

**TOWN OF NEW DURHAM  
BOARD OF SELECTMEN  
February 2, 2023, 6:00PM  
New Durham Community Room, 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  
David Bickford, resident  
Greg Anthes, resident  
Janis Anthes, resident  
Cathy Orlowicz, Boodey Farmstead  
Scott Lacroix, Building Inspector/Code Enforcement Officer  
Fred Quimby, Water Quality Committee

**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 stated the Board of Selectmen has decided to not pursue any changes with the position of the Town Administrator and there won't be any changes for the foreseeable future.

***Town Administrator Report***

*Deliberative Session and Election*

Town Administrator Zoltko stated the Deliberative Session is scheduled for February 4, 2023 at 3:00PM at the New Durham School, 7 Olde Bay Road. She stated a Candidate's Night is planned for Wednesday, February 22, 2023 from 6:30PM to 8:30PM at the New Durham Community Room.

Town Administrator Zoltko stated the Elections are scheduled for March 14, 2023 from 8:00AM to 7:00PM at the New Durham School.

*Update on the Tax Anticipation Note*

Town Administrator Zoltko stated the TAN taken out in 2022 was paid off on December 27, 2022; the total of the TAN was \$5,079.45. She explained there are many factors which play into needing a TAN; Town started working on the forms with Copple Crown Village District in June with due dates of September 1; however, that deadline was not met, necessitating the TAN for a short time.

*NH Restaurants Grant Opportunity*

Town Administrator Zoltko stated there is a grant opportunity for local restaurants for COVID related funds. She stated they are trying to get these opportunities to local businesses as part of the economic development goals.

**NEW BUSINESS**

*A. Introduction of Zechariah Boodey Farmstead Collaborative Organization*

Cathy Orlowicz, Chair of the Zechariah Boodey Farmstead Committee, stated the Collaborative Organization has been established and explained the new non—profit organization. She stated the organization is registered with the New Hampshire Secretary of State office, New Hampshire Attorney General, the Town of New Durham and an official letter of designation has been received from the United States Internal Revenue Service as a 501C3. Ms. Orlowicz stated the organization can now accept tax-deductible donations; she stated the Board is comprised of herself, Scott Drummey, Kristina Evans, Sherry Cullimore, Fran Frye and Cat Music. She stated the law requires a minimum of five members but if any one is interested in serving, they can have up to eleven members. She presented the organization's official paperwork for review by the Board. Ms. Orlowicz stated they are developing policies and procedures as well as a set of bylaws. She clarified this organization is not affiliated with the Committee but will be working closing and explained this is a way for them to pursue additional funding opportunities.

*B. Acceptance of Charitable Donations for the Meetinghouse*

Town Administrator Zoltko stated the funds have not been received by the Town Clerk so she can't verify the amounts. Acceptance was tabled by the Board.

*C. Septic Management Project update*

Scott Lacroix, Building Inspector/Health Officer/Code Enforcement Officer, presented a proposal for an ordinance and process approval of septic systems by the Town, in conjunction with approval by the State of New Hampshire. He stated the proposal has been reviewed by New Hampshire Municipal Association and is a process which has been implemented by other municipalities. Mr. Lacroix stated this will also work well alongside the Best Management and

Storm Water Management inspections the Town has to do. He explained this will help them in identifying failing or nonfunctioning systems and provide a process for getting a new system in place that will provide better protections for the lake.

Fred Quimby, Water Quality Committee, part of the Watershed Management Plan requires looking at septic systems within the Merrymeeting River watershed so this is a recommendation from the Committee. He provided historical background on the cyanobacteria problems and how they can be addressed. He stated the State Legislature is working on putting together a loan program that will help municipalities with studying the problems and providing recommendations. Mr. Quimby stated in 2018 two major contributors to cyanobacteria pollutants including the fish hatchery and septic systems. He explained the testing done in recent years as well as the results, noting many systems around the lake are in excess of 35 years old.

**Chair DeCoff motioned to send the proposed regulation pertaining to certain subsurface wastewater disposal systems and Merrymeeting Lake and areas surrounding waterbodies in New Durham to Town Counsel for review. Selectman Uyeno seconded the motion. Roll Call Vote: Selectman Veisel -aye; Selectman Uyeno -aye; Chair DeCoff-aye. Motion passed, 3-0-0.**

*D. Tax Map Maintenance Agreement*

Town Administrator Zoltko stated each year the Town contracts with a company to provide the tax map maintenance; she stated there have been problems over the last few years with accurate information being posted on the Town website and it was determined the appropriate mapping wasn't being forwarded from Town Hall to the contractor for updating. She stated the maps have now been reviewed and updated back to 2017, but there may be a few older ones still needing updates. Town Administrator Zoltko recommended continuing the contract with CAI.

**Chair DeCoff motioned to approve the contract with CAI for 4/1/2023 to 3/31/2024. Selectman Uyeno seconded the motion. Roll Call Vote: Selectman Veisel -aye; Selectman Uyeno -aye; Chair DeCoff-aye. Motion passed, 3-0-0.**

*E. Sale of Town Police Cruiser*

Town Administrator Zoltko stated they researched what other municipalities do with surplus vehicles and presented a copy of the Town's surplus vehicles for review by the Board. She stated after discussing the vehicle with various departments, it was agreed it may be best to sell it and explained options for pursuing the sale process. The Board agreed with posting it for sale through an online auction site.

**Chair DeCoff motioned to sell the 2014 Ford Interceptor Sedan, as is, using the internet sale process. 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 requests for abatements. Town Administrator Zoltko confirmed these were reviewed by the contract assessor.

**Chair DeCoff motioned to approve the request for an abatement for Map 209, Lot 091, in the amount of \$2,266.70 to go towards the 2022 final bill. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel -aye; Selectman Uyeno -aye; Chair DeCoff-aye. Motion passed, 3-0-0.**

The Board reviewed the requests for a Veterans Tax Credit.

**Chair DeCoff motioned to approve the abatement for the Veteran's Tax Credit for Map 250, Lot 019, in the amount of \$750. Selectman Uyeno 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 the Veteran's Tax Credit for Map 250, Lot 019, in the amount of \$750. Selectman Uyeno seconded the motion. Roll Call Vote: Selectman Veisel -aye; Selectman Uyeno -aye; Chair DeCoff-aye. Motion passed, 3-0-0.**

*Other*

Town Administrator Zoltko stated they have implemented a new online Right-To-Know request system which has helped filter out some requests which are from corporations and not from local residents, which is the intent of the RSA. She stated the system has been working well but official approval of the change in the process, is needed from the Board to continue.

**Chair DeCoff motioned to approve the Access to Public Records Policy as presented on February 2, 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 stated the Town Hall will be open from 3:00PM to 5:00PM if anyone wants to file for running for open positions on the Town Ballot.

**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 7:15PM.

Respectfully Submitted,

*Jennifer Riel*

Jennifer Riel, Recording Secretary