

**TOWN OF NEW DURHAM**  
***Board of Selectmen Meeting***

**April 23, 2024, 5:30 PM**

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

*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.*

*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**

David Swenson, Select Board Chair – via Zoom  
Dorothy Veisel, Select Board Member  
Marc DeCoff, Select Board Member

**ALSO PRESENT**

Cecile Chase, Interim Town Administrator  
Ellen Phillips, 1772 Meetinghouse Committee  
Alicia Housel, Town Clerk  
Linda Callaway, Town Moderator  
Will Cardinal, Department of Public Works

**CALL TO ORDER**

Chair Swenson called the meeting to order at 5:43 PM. He stated this was a regular scheduled meeting but due to an emergency one Board member will have a late arrival; he stated he decided to proceed with this meeting at the scheduled time due to the emergency and many items require immediate actions. Chair Swenson stated he is unable to attend in person and confirmed all votes would be by roll call.

**Town Administrator's Report**

Interim Town Administrator Chase stated a recent storm event cause damage to several culverts and replacements will be needed; she stated she reviewed the damage with the Road Agent. She stated the 6-wheeler truck is out of commission; the Police Department boiler and sump pump failed during the April storm and has been replaced with a gas unit which will have a lower cost than the oil. An insurance adjustor has been sent to examine the damaged parts and found some damage to items in the basement and those costs have been added to the repair and replacement estimate presented.

Fire Chief Varney is working with the Prospect Mountain High School robotics team to develop a firefighting robot and there will be competition in 2024/2025.

The 2023 financial audit has been started; it was verified all Trustee of the Trust Fund transfers have been completed.

Interim Town Administrator Chase stated the development committee survey has been posted on the Town website and so far about 100 responses have been received.

Interim Town Administrator Chase stated she and the Town Clerk are working with Town Counsel to resolve some deed issues with Town-owned properties sold in 2023. They are also reviewing replacement options for website, printers, and software.

Interim Town Administrator Chase met with the Planning Board chair who would like to meet with the Board of Selectmen to discuss ways for better managing fees collected.

Interim Town Administrator Chase stated annual department reviews will begin this week.

### **Agenda Review**

Interim Town Administrator Chase added review of encumbered funds which were not found in minutes documentation.

### **NEW BUSINESS**

Alicia Housel, Town Clerk, stated the State is discontinuing maintenance of the current voting machines in 2026; she and the Town Moderator attended demonstrations for two new stated-approved machines and presented recommendations for the Board of Selectmen to review. Ms. Housel stated the recommended machine is from the same company is the current machine and believes the new machine will work best for election workers in the future. She explained the new processes which will ensure all ballots are counted and how the process is managed. Chair Swenson noted the cost of printing ballots is going to be about the same with the new machines but there will be additional programming costs. Ms. Housel stated if this is approved by the Board, she expects to have the new machine ready to use in September. Chair Swenson stated the initial cost will be \$7400. The Board agreed to hold off on a decision until Selectman DeCoff has a chance to review the information presented.

### ***1772 Meetinghouse***

Ms. Phillips presented an event form for the Spring Fling on May 19 for approval by the Board. She also presented a check for the clothing shed donations.

**MOTION: To receive and accept a check in the amount of \$116.07 from the 1772 Meetinghouse Committee clothing shed donations. Motion by Chair Swenson. Second by Selectman Veisel. Roll Call Vote: Selectman Veisel-aye; Chair Swenson-aye. Motion passed 2-0-0.**

**MOTION: To approve the Special Event License Application for the 1772 Meetinghouse Committee to hold an activity on May 19, 2024 from 11:00 to 2:00 PM. Motion by Selectman Veisel. Second by Chair Swenson. Roll Call Vote: Selectman Veisel-aye; Chair Swenson-aye. Motion passed 2-0-0.**

Interim Town Administrator Chase presented an event application on behalf of Celeste Chasse, Parks and Recreation Director.

**MOTION: To approve the Special Event License Application for a 5K road race and fun run on June 22, 2024 at 8:00AM. Motion by Chair Swenson. Second by Selectman Veisel. Roll Call Vote: Selectman Veisel-aye; Chair Swenson-aye. Motion passed 2-0-0.**

#### **Trustee of the Trust Funds Request**

Interim Town Administrator Chase presented documentation regarding encumbrances that need action by the Board. The Board reviewed and discussed the payments; review of minutes was also done to confirm prior actions.

**MOTION: To request the Trustee of the Trust Funds to transfer \$5,100 from from the Boodey Farmstead Charitable Trust to cover the invoice from Prime Warehouse and Shawn Perry and request the transfer from the Boodey Farmstead Charitable Trust to the Town General Fund. Motion by Chair Swenson. Second by Selectman Veisel. Roll Call Vote: Selectman Veisel-aye; Chair Swenson-aye. Motion passed 2-0-0.**

**MOTION: To request the Trustee of the Trust Funds to transfer \$1,260 to come from the Computer and Office ETF for invoice #IN22218 from Lakes Region Computer for a second Owl and replacement parts. Motion by Chair Swenson. Second by Selectman Veisel. Roll Call Vote: Selectman Veisel-aye; Chair Swenson-aye. Motion passed 2-0-0.**

**MOTION: To request the Trustee of the Trust Funds to transfer \$1,151.51 to come from the Public Works Facilities and Improvements CRF to cover the invoice from Rhein's Electric, #2024-250. Motion by Chair Swenson. Second by Selectman Veisel. Roll Call Vote: Selectman Veisel-aye; Chair Swenson-aye. Motion passed 2-0-0.**

Selectman DeCoff joined the meeting at 6:37 PM.

**MOTION: To request the Trustee of the Trust Funds to transfer \$2710 for payment to Superior Insulation LLC, invoice #16318548166497 with those funds to come from the Public Works Facilities and Improvements CRF. Motion by Chair Swenson. Second by Selectman DeCoff. Roll Call Vote: Selectman Veisel-aye; Selectman DeCoff-aye; Chair Swenson-aye. Motion passed 3-0-0.**

**MOTION: To approve the previously encumbered amount from 2023 for Leverne Mechanical in the amount of \$1,219.20 for repairs at the Town Hall. Motion by Chair Swenson. Second by Selectman DeCoff. Roll Call Vote: Selectman Veisel-aye; Selectman DeCoff-aye; Chair Swenson-aye. Motion passed 3-0-0.**

**MOTION: To approve the previously encumbered amount from 2023 for Iron Will Contracting in the amount of \$28,000 for repairs at the culvert at 309 South Shore Road and to confirm approval of the encumbrance. Motion by Chair Swenson. Second by Selectman DeCoff. Roll Call Vote: Selectman Veisel-aye; Selectman DeCoff-aye; Chair Swenson-aye. Motion passed 3-0-0.**

Chair Swenson updated Selectman DeCoff on the voting machine presentation by the Town Clerk and Moderator. The Board discussed funding options.

**MOTION: To approve the purchase of voting machine from Voting Works, model BX Admin-locaEMS in the amount of \$1,000; a BX scanner and ballot box in the amount of \$6,000 and BX laser printer in the amount of \$500 for a total of \$7,500 with the source of funds as follows: \$4500 from ARPA; \$3,000 from Account 4140. Motion by Chair Swenson. Second by Selectman Veisel. Roll Call Vote: Selectman Veisel-aye; Selectman DeCoff-aye; Chair Swenson-aye. Motion passed 3-0-0.**

#### **Department of Public Works**

Mr. Cardinal presented a quote for a 2024 RAM 5500, cab and chassis in the amount of \$77,230, plus documentation fees and the plow package. The Board reviewed and discussed the information presented. Mr. Cardinal stated he is working on getting another quote from a company in New Hampshire. Selectman DeCoff noted he would like the undercoating done before the plow package is installed. The Board discussed the purchase of a 2022 Chevrolet; Mr. Cardinal noted that would need to be outfitted with the correct plow and a wing for doing roads. Chair Swenson will work on obtaining pricing for the outfitting of the 2022 truck for comparison to the 2024 truck.

**MOTION: To approve the 2024 RAM diesel 5500 cab and chassis from Hillsboro CDJR in the amount of \$77,230 plus \$472 doc fee, and the outfitting with Viking in the amount of \$72,127, and \$400 for undercoating before attaching the plow package, for a total of \$150,229 and funds to come from the Highway Truck CRF. Motion by Selectman DeCoff. Second by Selectman Veisel. Roll Call Vote: Selectman Veisel-aye; Selectman DeCoff-aye; Chair Swenson-aye. Motion passed 3-0-0.**

Mr. Cardinal obtained quotes and stated he will need an additional \$44,000 for paving over culverts on Ridge Road. The Board discussed funding options as well as other roads that need work this year. Selectman DeCoff suggested they consider a bond to get caught up on road repairs. It was agreed to discuss further at the next meeting on Thursday.

Mr. Cardinal presented a request to begin 10 hour days for the department, beginning May 1 until November.

**MOTION: To approve a 10 hour workday, four days a week for the Department of Public Works employees, from April 29, 2024 until the first snow date in 2024. Motion by Chair Swenson. Second by Selectman DeCoff. Roll Call Vote: Selectman Veisel-aye; Selectman DeCoff-aye; Chair Swenson-aye. Motion passed 3-0-0.**

#### **Primex Security Review**

Chair Swenson stated Primex advised they have a third party IT cyber security review and stated he wants to be sure they move forward on that as quick as possible. Interim Town Administrator Chase stated Lakes Region Computer does conduct a monthly scan as well.

**Financial Audit**

Interim Town Administrator Chase stated the process is moving forward for the 2023 audit.

Chair Swenson asked the status of the new copier. Interim Town Administrator Chase stated there is about 4 months remaining on the current contract so they will continue to do research. She stated notice was received indicating the current platform will no longer be supported so they are considering other options. Selectman DeCoff suggested reaching out to the Town of Alton to see if they can share services.

**Townhall Streams**

It was noted there are still problems with the functions of the streaming and recording but will hopefully be resolved soon.

**Road Speed Limits**

Interim Town Administrator Chase stated she confirmed with the Police Chief that all roads are posted; if there is no sign, the limit is 35 MPH. Due to the recent April storm, the speed check has not been installed yet.

**Future Meetings**

April 25, 2024, 5:30 PM, New Durham Town Hall

**Assessing Applications**

The Board reviewed and discussed the applications presented. There was discussion about whether land in current use can be posted for no trespassing. Selectman DeCoff suggested they reach out to New Hampshire Municipal Association. Chair Swenson asked if the Board of Selectmen has the authority to approve land in current use or whether that is a function of the Planning Board. After discussion, it was confirmed it is a function of the Board of Selectmen. It was confirmed the applications were reviewed by the contract assessor.

**MOTION: For Map 109, Lot 020 to approve the move of 0.47 acres to current use assessment, to be contiguous with Map 109, 003. Motion by Selectman DeCoff. Second by Selectman Veisel. Roll Call Vote: Selectman Veisel-aye; Selectman DeCoff-aye; Chair Swenson-aye. Motion passed 3-0-0.**

**MOTION: To deny the request for an abatement for Map 114, Lot 069 as the filing date of March 1 was not met. Motion by Chair Swenson. Second by Selectman Veisel. Roll Call Vote: Selectman Veisel-aye; Selectman DeCoff-aye; Chair Swenson-aye. Motion passed 3-0-0.**

**MOTION: To deny the request for an elderly exemption for Map 225, Lot 033 as the criteria is not met. Motion by Chair Swenson. Second by Selectman Veisel. Roll Call Vote: Selectman Veisel-aye; Selectman DeCoff-aye; Chair Swenson-aye. Motion passed 3-0-0.**

**MOTION: To approve the request for an elderly exemption for Map 252, Lot 079 in the amount of \$90,000 from the assessed value. Motion by Chair Swenson. Second by**

**Selectman DeCoff. Roll Call Vote: Selectman Veisel-aye; Selectman DeCoff-aye; Chair Swenson-aye. Motion passed 3-0-0.**

**MOTION: To deny the request for an elderly exemption for Map 270, Lot 018 as the criteria is not met. Motion by Chair Swenson. Second by Selectman Veisel. Roll Call Vote: Selectman Veisel-aye; Selectman DeCoff-aye; Chair Swenson-aye. Motion passed 3-0-0.**

**MOTION: To approve the request for an elderly exemption for Map 249, Lot 027 in the amount of \$49,000 from the assessed value. Motion by Chair Swenson. Second by Selectman DeCoff. Roll Call Vote: Selectman Veisel-aye; Selectman DeCoff-aye; Chair Swenson-aye. Motion passed 3-0-0.**

**MOTION: To approve the request for a charitable exemption for Map 250, Lot 027, the form BTL-A-9 was completed as required by RSA 23 for the charitable entity. Motion by Selectman DeCoff. Second by Selectman Veisel. Roll Call Vote: Selectman Veisel-aye; Selectman DeCoff-aye; Chair Swenson-abstain. Motion passed 2-0-1.**

**MOTION: To approve the request for an elderly exemption for Map 241, Lot 006 in the amount of \$45,000. Motion by Chair Swenson. Second by Selectman Veisel. Roll Call Vote: Selectman Veisel-aye; Selectman DeCoff-aye; Chair Swenson-aye. Motion passed 3-0-0.**

**MOTION: To approve the request for an elderly exemption for Map 258, Lot 001 in the amount of \$45,000. Motion by Chair Swenson. Second by Selectman Veisel. Roll Call Vote: Selectman Veisel-aye; Selectman DeCoff-aye; Chair Swenson-aye. Motion passed 3-0-0.**

**MOTION: To deny the request for Map 250, Lot 028 for a veteran's credit as the contract assessor determined all the qualification criteria were not met. Motion by Chair Swenson. Second by Selectman Veisel. Roll Call Vote: Selectman Veisel-aye; Selectman DeCoff-aye; Chair Swenson-aye. Motion passed 3-0-0.**

## **APPROVAL OF MINUTES**

Postponed.

## **Job Description Update**

Interim Town Administrator Chase stated they are starting the review process this week and will be meeting with Department Heads who write reviews. She stated she will also have all employees complete a self-assessment form. She explained reviews for some employees need to be written by commissions such as the Parks and Recreation; she will be working to ensure all employees, including part time, will have a record of work and accomplishments. Interim Town Administrator Chase stated she is working on update all job descriptions for various departments.

## **Tax Deeded Properties**

Interim Town Administrator Chase stated she expects to have corrected documentation from the title company for the town-owned tax deeded properties, for review and signature at the next meeting.

276 Chari Swenson asked for an updated list of tax-deeded properties be prepared for review at the  
277 next meeting.  
278

279 **MOTION: To adjourn the meeting. Motion by Chair Swenson. Second by Selectman**  
280 **DeCoff. Roll Call Vote: Selectman Veisel – aye; Selectman DeCoff – aye; Chair Swenson –**  
281 **aye. Motion passed 3-0-0.**  
282

283 The meeting was adjourned at 8:19 PM.

284 Respectfully Submitted,

285 *Jennifer Riel*

286 Jennifer Riel, Recording Secretary