

NEW DURHAM BOARD OF SELECTMEN MEETING
New Durham Town Hall
March 14, 2016, 7:00p.m.

Present

Chair David Bickford
Selectman David Swenson
Selectman Gregory Anthes

Also Present:

Town Administrator Scott Kinmond
Dot Veisel, resident
Michael Brisson, resident
Don Vachon, resident
Joan Swenson, resident
Michele Kendrick, resident

Call to Order

Chair Bickford called the meeting to order at 7:00p.m.

Appointments/Announcements

The election results of Town Meeting were reviewed.

Public Input

None.

Agenda Review

Chair Bickford added under New Business: County Budget; Meetinghouse.

Selectman Swenson added under Approval of Minutes: minutes tracking system.

Town Administrator Kinmond added under New Business: Recommit warrant on property taxes, which is part of the audit from the Tax Collector/Deputy Tax Collector.

Department Reports/Issues

Don Vachon, Highway Department, gave an update on work being done at the Highway Department and preparations for the new office clerk. He noted the Town roads are being posted for weight limitations as is normally done during spring thaw. Mr. Vachon gave an overview of upcoming work and road repairs.

Town Administrator's Report

Town Administrator Kinmond asked the Board of Selectmen to prepare and review their suggestions for goals / objectives in preparation for the meeting on March 21, 2016.

Town Administrator Kinmond stated the Board of Selectmen needs to discuss meeting

frequency and recommended to going to three meetings per month with some afternoon meeting times. Chair Bickford stated he isn't sure about going to daytime meetings. Selectman Swenson stated he would prefer to keep the meetings to two per month and be able to go to one meeting per month in the future. Selectman Anthes stated he would agree to go to three meetings per month. Chair Bickford noted one reason for having daytime meetings was so department heads could attend without overtime issues but the Board of Selectmen decided to change to all night meeting times in 2015 so the public could attend.

Town Administrator Kinmond stated the audit of the Highway Department safety inspection station was completed last week by the State. It all looked good except lacking one manual regarding vehicle specifications. He stated they are still an inspection station and David Horne is still a certified inspector. Town Administrator Kinmond clarified they are only doing the Town Highway Department equipment at this point but the Board of Selectmen needs to decide what to do about the inspection station. There is not adequate staff to do all the Town vehicles. Inspections at other stations were discussed. It was agreed to discuss this when the new Public Works Director is hired and has had a chance to review the issue.

New Business

Department of Public Works Officer Clerk Appointment

Selectman Swenson noted this is the finalization of the hiring process that was taken at the Board of Selectmen meeting two weeks ago, if the Board of Selectmen complete the hiring process tonight with a formal motion the individual will be able to start tomorrow (March 15, 2016).

Selectman Swenson made a motion to hire the Department of Public Works Office Clerk, Karen Kehoe in accordance with the Town's Hiring policy and the vetting policy having been completed with no negative comments. Karen Kehoe be hired to the position of Department of Public Works Office Clerk effective March 15, 2016 at the rate of pay defined in a prior motion. Chair Bickford seconded the motion. Motion passed, 3-0-0.

Hiring Process of Tax Collector/Deputy Town Clerk

Town Administrator Kinmond stated there are several applications with six being New Durham residents. He presented a summary of the applications for the first round of interviews. There was discussion of Board of Selectmen sitting on the interview boards for various positions including this position and police officer positions. By consensus it was agreed that Selectman Bickford would be the Board of Selectmen representative during the interview process for the Tax Collector / Deputy Town Clerk position.

Solid Waste Facility Attendant

Chair Bickford stated Town Administrator Kinmond suggested changing the position to per diem part time rather than seasonal part time. Town Administrator Kinmond presented information relative to this position for the Solid Waste Facility. He explained

there was a certified individual filling in last summer and asked for reclassification for that individual to change from seasonal to part time per diem employee.

Chair Bickford made a motion to reclassify the position from seasonal solid waste attendant to part time per diem solid waste attendant with Ron Adjutant filling that position, effective March 21, 2016. Selectman Anthes seconded the motion. Motion passed, 3-0-0.

County Budget

Chair Bickford stated the County budget had an increase of 1.47% above last year and stated he plans to vote for the increase and explained the increase reflects wage adjustments. Selectman Swenson asked for further explanation of the increases and asked about the tax rate impact on the Town and his concern for a larger county tax rate because of this budget increase. The revenue sources for the County were also discussed.

1772 Meetinghouse

Chair Bickford stated the warrant article passed and asked if the Board of Selectmen wants to pull together an RFP. Selectman Swenson stated it should be done in conjunction with the 1772 Meetinghouse Committee. Selectman Anthes suggested opening it up to a public hearing/workshop.

Other

Town Administrator Kinmond stated the Board of Selectmen need to approve the reassignment of debt to the Deputy Tax Collector, Stephanie MacKenzie. It was clarified this is for unpaid taxes and is a requirement due to the transition due to the retirement of former Tax Collector Ingham.

Chair Bickford made a motion to approve the recomittal warrant for property taxes for the Town of New Durham on March 14, 2016 from Carole Ingham to Stephanie MacKenzie. Selectman Anthes seconded the motion. Motion passed, 3-0-0.

Approval of Minutes

Postponed.

Adjourn

Selectman Swenson made a motion to adjourn. Selectman Anthes seconded the motion. Motion passed, 3-0-0.

The meeting was adjourned at 8:00p.m.

Respectfully Submitted,
Jennifer Riel, Recording Secretary

Final Approved 03-21-16 sdk