

**NEW DURHAM BOARD OF SELECTMEN
New Durham Town Hall
April 6, 2017, 6:00 p.m.**

Present

Selectman David Swenson
Selectman Cecile Chase

Also Present (At 7:00 pm Public Session):

Scott Kinmond, Town Administrator
Art Hoover, resident
Rod Doherty, resident
Dorothy Veisel, resident
Clayton Randall, resident
Susan Randall, resident
Ellen Phillips, resident
Terry Jarvis, resident
Joan Swenson, resident

Call to Order

Chair Swenson called the meeting to order at 6:00 p.m.

Chair Swenson made a motion to enter into non-public session pursuant to RSA 91-A: 3 II (a) & (c) – the dismissal, promotion or compensation of any public employee or the disciplining of such employee and (c)- matter which, if discussed in public would likely affect adversely the reputation of any person. Selectman Chase seconded the motion. Motion passed, 2-0-0.

Roll Call: Selectman Chase – Aye; Chair Swenson – Aye.

The Board entered non-public session at 6:04 a.m.

The Board reentered Public Session at 7:00 p.m. Chair Swenson stated that during non-public session the Board developed a performance review for the TA.

Chair Swenson then commenced the business on the public session agenda by providing and overview of how the Board of Selectmen needed to fill a vacancy. He stated that at the March 23, 2017 Board of Selectmen meeting there was a resignation by Mr. Anthes, a former member of the Board of Selectmen causing the current vacancy. At that time the Select Board along with TA Kinmond initiated the process for filling that vacancy. Information was posted so that letters of interest could be received and reviewed by the Select Board with a public interview process after which the Select Board would make the choice to fill the vacancy.

Chair Swenson reviewed relevant NH statutes that direct the Town in filling the position. He referenced RSAs 652:12; 669:61 and 669:63. Chair Swenson noted letters of interest

were received from Rod Doherty, Jeff Kratovil, and Art Hoover and introductions were made. Chair Swenson noted that one candidate, Mr. Kratovil, was unable to attend the meeting due to work commitments. Town Administrator Kinmond read the letters that were submitted from the interested candidates. Selectman Chase stated she has worked with both the candidates present at the meeting (Hoover and Doherty) and the Select Board then asked those candidates in attendance some questions. After discussion amongst the Board of Selectmen and the candidates, Mr. Hoover stated he would like to withdraw his resignation out of respect for Mr. Doherty who is well qualified. There was further discussion between Chair Swenson and Mr. Doherty in regards to his views and goals for the Town.

Chair Swenson stated he would allow questions from those in attendance but under very strict Chair direction indicating that it was the Select Board responsibility to make the decision on filling the vacancy.

Dot Viesel, resident, thanked the gentlemen for their willingness to serve and applauded Mr. Doherty's reasoning's. She also thanked the current Select Board for "cleaning up" the minutes that had gone so long without approvals.

Clayton Randall, resident, stated he has seen a positive change already in the Town.

Selectman Chase made a motion to appoint Rodney Doherty as a Selectman for the Town of New Durham said appointment being in accordance with RSA 652:12 with a term to expire March 2018. Chair Swenson seconded the motion. Motion passed, 2-0-0.

Chair Swenson gave the oath of office to Mr. Doherty and Mr. Doherty joined the Board of Selectmen for the meeting.

Public Input

Ellen Phillips, resident, stated she read about a legislative vote in regards to the postponement of town elections. Chair Swenson explained the initiatives by the legislature and stated they would need to wait until it is fully passed before further action is determined.

Agenda Review

Chair Swenson added under New Business: Ethics Policy signatures.

Town Administrator Kinmond added under New Business: 1772 Meetinghouse RFP.

Town Administrator's Report

Town Administrator Kinmond stated the Finance Administrator Assistant II part time position interviews were conducted and through the process two candidates were invited back for a practical examination. A memo was provided to the Board of Selectmen relative to the outcome. He made the recommendation for a conditional offer of employment.

Selectman Chase made a motion to authorize the Town Administrator to issue a Conditional Offer of Employment to Candidate # 2 for the part time 30 hour per week position of Administrative Assistant II for Finance Administration with a starting rate of \$17.50 per hour and upon acceptance to conduct pre-employment background check and reference inquires. Chair Swenson seconded the motion. Motion passed, 3-0-0.

Town Administrator Kinmond recommended a change for the schedule of the presentations planned April 13 to do two audit and two legal at about 45 minutes each. Chair Swenson noted the auditing firms scheduled for presentation are Roberts and Green, PLLC and Vachon Clukay & Company, PC. Those for legal firms are Sager and Haskell, PLLC; Wadleigh, Starr and Peters, PLLC and the Mitchell Municipal Group, P.A.

It was agreed to schedule the audit presentations on April 13 and the legal presentations on April 17.

Town Administrator Kinmond stated he will be next week going out with Don Vachon to take a look at some road work.

Town Administrator Kinmond stated the Merrymeeting River Quality Stakeholder Meeting is scheduled for April 13, 2017 at the New Durham School, noting a presentation cyanobacteria report was put together by Fred Quimby with further testing scheduled for this summer by New Hampshire Department of Environmental Services.

Board of Selectmen Goals

Chair Swenson stated he is prepared to postpone this discussion to allow Selectman Doherty time to bring his suggestions for discussion. Chair Swenson gave an outline of the suggested goals by Town Administrator Kinmond: Merrymeeting River water quality, RSMS for roadways, evaluation / study of Department of Public Works versus outsourcing of work, and revenue sources for Town government. Chair Swenson also gave an outline of his suggestions: highway outsourcing analysis, cyanobacteria mitigation, multi-year road maintenance plan, personnel policy update and revisions and significant progress of Boodey House and / or Meetinghouse. Selectman Chase gave a summary of her suggestions: Merrymeeting River water quality, review the business development plan for New Durham, update of document and record keeping practices, and development of Department of Public Works business plan. Selectman Doherty suggested there may be a need to review possible expansion of the library with a long term strategy. The Board of Selectmen discussed the suggestions and compiled a list of agreed upon goals. The final listing for goals (not yet prioritized) is: 1) Merrymeeting River watershed cyanobacteria mitigation, 2) Public Works strategic approach (includes outsourcing analysis, multiyear road work plan, etc.), 3) Personnel policy revisions, and 4) Significant progress on Boodey House and / or Meetinghouse.

Strafford Regional Planning Commission

Chair Swenson stated the Commission met with Town entities including Public Safety, Public Works, to discuss projects submitted at some point in the past. After discussion, it was determined that three of the projects were determined to be a priority. These include Route 11 and Depot Road intersection safety improvements; Tash Road and Route 11 intersection realignment and Town Hall on Main Street to school, library and ball field sidewalks. Chair Swenson stated the Planning Board and Public Safety each had priority recommendations.

Terry Jarvis, resident, stated the Town has looked at having sidewalks put in from the school to the ball fields, to the point of receiving bids. The project was rejected due to the cost of winter maintenance of the sidewalks. There was further discussion of the project priorities and Chair Swenson asked Town Administrator Kinmond to communicate the Board's recommendations to the Commission.

Appointments

Chair Swenson made a motion to nominate Ann Brady as Deputy Treasurer for the Town of New Durham with a term to expire March 21, 2018. Selectman Chase seconded the motion. Motion passed, 3-0-0.

Chair Swenson made a motion to nominate Ron Gehl as a member of the Conservation Commission with a term to expire March 31, 2020. Selectman Chase seconded the motion. Motion passed, 3-0-0.

Chair Swenson made a motion to nominate Curtis Richard as a member of the Conservation Commission with a term to expire March 31, 2020. Selectman Chase seconded the motion. Motion passed, 3-0-0.

Chair Swenson noted there is a two-week period for public comment and then the Board will vote to make the appointments.

New Business

Highway Safety Committee

Town Administrator Kinmond explained that the State requires the towns to have a Highway Safety Committee as part of the process to evaluate safety concerns and participate in the grant process. It agreed that even though the members of the committee may be Town employees it would be proper to go through the nomination process.

Chair Swenson made a motion to nominate Shawn Bernier to the Highway Safety Committee with a term to expire March 31, 2018. Selectman Chase seconded the motion. Motion passed 3-0-0

Chair Swenson made a motion to nominate Don Vachon to the Highway Safety Committee with a term to expire March 31, 2018. Selectman Chase seconded the motion. Motion passed 3-0-0

Chair Swenson made a motion to nominate Scott Kinmond to the Highway Safety Committee with a term to expire March 31, 2018. Selectman Chase seconded the motion. Motion passed 3-0-0

Abatement Review

Applications for abatements were reviewed and discussed.

Selectman Chase made a motion to approve the abatement as recommended by the Town contracted Assessor for Map 112, Lot 049 in the amount of \$825.04. Chair Swenson seconded the motion. Motion passed, 3-0-0.

Selectman Chase made a motion to approve the recommendation by the Town contracted Assessor for denial of the abatement for Map 122, Lot 027. Chair Swenson seconded the motion. Motion passed, 3-0-0.

Selectman Chase made a motion to approve the abatement as recommended by the Town contracted Assessor for Map 217, Lot 016, in the amount of \$530.07. Chair Swenson seconded the motion. Motion passed, 3-0-0.

Tax Credit Exemption

Selectman Chase made a motion to approve the exemption as recommended by the Town contracted Assessor in the amount of \$15,000 for Map 267, Lot 021. Chair Swenson seconded the motion. Motion passed, 3-0-0.

Veterans Credit Exemption

Selectman Chase made a motion to approve the Veteran Exemption as recommended by the Town contracted Assessor for Map 244, Lot 031. Chair Swenson seconded the motion. Motion passed, 3-0-0.

Purchase Order – Highway Salt/Deicer

Town Administrator Kinmond explained this product doesn't go bad and the Department was budgeted for 100 tons of salt and they are looking to replace that with liquid deicer. He also explained the usage amounts and inventory.

Chair Swenson made a motion to authorize Purchase Order 2393 in the amount of \$6,024 to Morton Salt of Chicago, IL for the purchase of 100 tons of SafeT Salt with said source being under the State bidder's list with said expenditure coming from the DPW account 001-4312-10-0616. Selectman Chase seconded the motion. Motion passed, 3-0-0.

Employee Training Session

Chair Swenson explained Town Administrator Kinmond had set up a training session where all employees were given copies of the Ethics Policy and acknowledged receipt with signature. He suggested the members of the Board of Selectmen do the same. Chair Swenson submitted his signed acknowledgement. Selectman Chase asked that Town

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Administrator Kinmond also distribute to all Town Boards and Committees. Town Administrator Kinmond replied he is in the process of doing so.

1772 Meetinghouse RFP

The draft RFP was reviewed and discussed. Town Administrator Kinmond stated the committee submitted a list of potential vendors and will be sending out this RFP tomorrow and explained the process for reviewing the bids submitted by the committee and L-CHIP.

Old Business

Policy Review Committee charter draft review was postponed.

Other

Town Administrator Kinmond stated they put out a posting to gather applications from individuals interested in serving on Town Boards and Committees. He stated they have received some new as well as updated applications for various committees. These will be reviewed and acted on at the next Select Board meeting.

Future Meetings

April 11, 2017, 9:00 a.m. (Non-public session)

April 13, 2017, 2:00 p.m., Audit Presentations

April 17, 2017, 1:00 p.m., Legal Presentations

April 20, 2017, 5:00 p.m.NP & 7:00 p.m. Public, Board of Selectmen Meeting

Approval of Minutes

Meeting of March 23, 2017 –Minutes were reviewed. **Selectman Chase made a motion to approve the minutes as amended. Chair Swenson seconded the motion. Motion passed, 2-0-1. Selectman Doherty abstained as he was not a Select Board member at that time.**

Adjourn

Selectman Chase made a motion to adjourn. Selectman Doherty seconded the motion. Motion passed, 3-0-0.

The meeting was adjourned at 9:17 p.m.

Respectfully Submitted,

Jennifer Riel, Recording Secretary

Final Approved 04-20-17