

**New Durham Board of Selectmen
Minutes of Meeting ~ July 12, 2010
Town Hall**

Members Present: Theresa Jarvis, David Bickford, Frederic March

Others Present: Administrative Consultant Alison Rendinaro, Road Agent Mark Fuller, Police Chief Shawn Bernier, Building Inspector/Code Enforcement Officer (BI/CEO) Arthur Capello, Financial Assistant Vickie Blackden, Cathy Orlowicz, Paul Raslavicus, Dave Shagoury, Mary McHale, Billy Perkins

1. Call to Order – Chair Terry Jarvis called the meeting to order at 7:01 p.m. and led the Pledge of Allegiance.

2. Agenda Review – Chair Jarvis advised the removal of the March's Pond Dam item under Old Business, as the auditors accepted the language used by the Board at the previous meeting.

3. Citizens' Forum – Cathy Allyn expressed her appreciation of the Town's fire and police departments, citing the fire department battling a forest fire on Mount Major during incredibly hot days, and the police department's ready cooperation with the library. She noted that officers can do presentations for children one minute, and the next, be off on a call. She said the school is always supportive of the library, also. She announced a magic show, open to the public, on July 21 at 1:00 p.m. at the library. Chair Jarvis said the highway department worked through the terrible heat, while many people were in air-conditioned offices.

4. Appointments or Public Hearings

Chair Jarvis said the public hearing originally scheduled for this meeting has been postponed.

Milfoil Committee – Chair Jarvis said Milfoil Committee Chairperson Art Hoover sent on the committee's recommendation to appoint Tom Rogenski. She said that committee has no maximum number of members. She said she did not know the individual. Ms. Allyn said she was familiar with the family. Chair Jarvis said general practice was to wait two weeks, if the nominee was unknown to the Board, to get more information.

Parks and Recreation Commission – Chair Jarvis said there has been an opening since April and the Commission voted unanimously to recommend Dorothy Martin Veisel. She said she felt comfortable with the Board voting on the appointment tonight, although she could recuse herself because she served on the Food Pantry with Ms. Veisel. Selectman David Bickford said he would prefer to follow the two-week policy, and that he saw no conflict of interest for Chair Jarvis. Chair Jarvis indicted the Commission may not have a quorum at its next meeting if Ms. Veisel were not appointed tonight.

Motion by Selectman Bickford to waive the two-week vetting policy regarding the appointment to the Parks and Recreation Commission; second by Selectman Fred March. 3-0.

Motion by Selectman Bickford to appoint Dorothy Martin Veisel to the Parks and Recreation Commission, term ending March of 2012; second by Selectman March. 3-0.

The Board signed the appointment form.

5. Board, Commission and Department Reports

Department Goals – Chair Jarvis said the Board requested departments, boards, commissions and committees submit their respective goals for the year. The Board reviewed the submissions. Police Chief Shawn Bernier outlined several, including a daily call in by elderly residents so the police department will be aware of any problems. Chair Jarvis asked that the goals be posted on the website.

Selectman Bickford noted that the ZBA's goal was to get more volunteers to serve on it. He said it was good for people to know that volunteers are needed. The Board asked Administrative Consultant Alison Rendinaro to gather a list of available volunteer positions.

Road Agent Mark Fuller summarized his department's status, including that he is waiting for more rain before fixing potholes in gravel roads, to avoid dust storms. Regarding the Transfer Station, he said the plastics compactor should be installed this week, and he is seeing improvement in recycling.

Paul Raslavicus went over his submission to the Board for the Planning Board, saying that body is hoping for soil testing to consider light industry. He said the Planning Board is also considering conserving good land for recreation within approved subdivisions. Chair Jarvis said both the Planning Board and Conservation Commission want a Natural Resources Inventory done. Mr. Raslavicus said he believed Bob Craycraft's application to the Piscataqua Region Estuaries Partnership for funding for a Natural Resources Inventory had been approved.

Ms. Allyn swiftly went through the latest draft of the Conservation Commission's goals, developed by Land Use Administrator David Allen. Most notable was the Commission's recent site walk through the Shirley Forest, bike rallies eroding trails, and proposed Prime Wetlands designation for some areas.

Building Inspector/Code Enforcement Officer (BI/CEO) Arthur Capello said one of his goals was to work out an agreement with neighboring towns to cover New Durham inspections when he is unavailable. Chair Jarvis asked if it was time to consider creating an assistant Building Inspector position, but BI/CEO Capello said there was still time to think about that.

Financial Assistant Vickie Blackden indicated her biggest issue was making direct deposit available for employees. Her submission listed the cost of that software as approximately \$1,200. Chief Bernier said everyone in his department wants it. Chair Jarvis said there would be fewer checks to sign. She suggested the cost could be a budget line. She said the results of the MRI financial review are highly favorable.

6. Department Reports

Police – Chief Bernier said he followed through with the Board's request to get references from the air conditioning company HVAC Services that had a bid of \$8,600, but has not yet received a response. He said the third bid was misplaced, and when Admiral Climate Control resubmitted, it was the low bid at \$8,250, and included references. He also

provided the Board with references for the builder. BI/CEO Capello said his experience as a building inspector with Admiral Climate Control was positive.

Motion by Selectman Bickford to accept the bid of Admiral Climate Control of \$8,250 to install central air conditioning for the police station; second by Selectman March. 3-0.

Chair Jarvis said Chief Bernier could start the project, as all awards are done.

Chief Bernier said part-time officer Toby Perry will be resigning, as he is an officer in Barrington and cannot devote the time.

He provided the Board with a breakdown of cruiser mileage, through June 30, 2010. He said the figures, at total miles for the five vehicles 45,788 and total gallons consumed 2,963, were on track budget-wise. Selectman Bickford asked for mileage and gasoline consumption reports for prior years.

Equipment Mechanic – Chair Jarvis said Equipment Mechanic David Valladares sent in his report. She said he needs to buy tires at \$1,350 each, and would like to put the old tires out to bid, asking a minimum of \$250 each. Discussion ensued regarding companies that would take the old tires. RA Fuller indicated it costs good money to go out to bid. Chair Jarvis said anything with a value of more than \$100 must go out to bid, but that the purchasing policy could be waived. Selectman Bickford asked for more information from Mr. Valladares. Chair Jarvis asked him to gather the information. She suggested that Selectman March might have some questions. He replied he did not, but by not acting now on the question of going out to bid, Selectman Bickford would have time to make some phone calls.

Highway – RA Fuller said this was the time of employee vacations.

7. Status Report

The Board ran down a list of 20 items. Chair Jarvis said some items were resolved, some needed more information, and some were to be discussed later in the meeting. The Board asked BI/CEO to get the cost of removing the moldy sheetrock from the Town Hall basement and replacing it with non-molding material. Chair Jarvis said Fire Chief Peter Varney had turned in the job descriptions of the fire department personnel involved in the Pay Study Update to Barry Cox the day following Mr. Cox's meeting with the Board. RA Fuller said he was watching his budget before purchasing a scale for the Transfer Station.

Selectman March said he visited the property with drainage issues on South Shore Road and said he felt the Town has no responsibility in the situation. He said there is nothing wrong with the road. He said a berm on the resident's property was damaged and the owner could rebuild it. Selectman Bickford asked AC Rendinaro to get back to the resident regarding the Board's opinion. The Board discussed that the cost of the Board of Ethics' use of Town Counsel came to \$1,908, without the June bill. Chair Jarvis reported that the Town has received \$38,000 in federal grant money related to the fire department grants, and will receive a total of \$64,000. She said the lighting system has been installed on the vehicle.

8. Old Business

Forester Bids – Chair Jarvis said, following the Conservation Commission's site walk through the Shirley Forest, that that body wanted to see a forest stewardship plan in place. Selectman Bickford asked if the cost of the plan would come from the Commission's budget. Chair Jarvis said the cost could come from monies made by sale of timber. Selectman Bickford said a plan was unnecessary after a cut. He said the forest should remain undisturbed for 15 years following a cut, or until tree diameters are four inches. He said then nurturing and pruning could be done. He said a plan would sit on the shelf. Selectman March said he was probably correct. He said he was not sure management would be necessary following a harvest. David Shagoury said it was a long-term project, and weeding and thinning was the only thing to do after 10 years. He said a Town Forest should probably have a stewardship plan covering the next 40 or 50 years, because it's long range. He said actions taken now would affect what occurs in 40 years, so a plan is necessary. He said you need to have something to look ahead.

Selectman Bickford said UNH Extension Forester Deborah Goard said in an email that it is not imperative to have a management plan. Ms. Allyn, as Conservation Commission chair, pointed out that the remaining paragraph of Ms. Goard's email indicated that a plan would give a great view of what to do over the next 10 to 20 years, which would be beneficial, could be a document made available to residents, and address non-timber related matters that may be important goals for the town. After Chair Jarvis read the will aloud, Mr. Shagoury said it was clear that the forest was meant for timber growth.

AC Rendinaro said putting something in writing protects the intent of the will in the future. She said the Board could establish something to ensure the forest goes on as the will intended.

Chair Jarvis said Cathy Orlowicz gave her previous Town Historian Eloise Bickford's personal papers that included information on the Shirley Forest from 1960. Ms. Orlowicz said a stewardship document would serve the future, as people would know exactly where to look for information. She said currently, no one knows where to look. Mr. Shagoury suggested treating the forest like a tree farm, as that would provide a timetable to look at various sections of the forest. Chair Jarvis said she did not see a plan sitting on the shelf. Mr. Shagoury said the forest needed to be protected to be a continuously standing forest.

Selectman Bickford said a plan did not have to go hand-in-hand with the harvest. Ms. Allyn said the will stipulates an outside agency lend expertise and oversight to the Board in its management of the forest; she said a stewardship plan would fit that bill. Discussion ensued regarding tree farms. The Board discussed the foresters who bid, and the fact that a contract could be awarded, the details of having a stewardship plan or not to be worked out later with the forester. Selectman Bickford said he has done business with Peter Farrell.

Motion by Chair Jarvis to award the bid for harvesting the Shirley Forest to New England Forestry Consultants, Inc., specific details subject to development of a working plan with the forester. Mr. Shagoury told the Board it needed to let the forester know its goals. **Second by Selectman March. 3-0.**

Raffle Policy – Chair Jarvis read aloud the policy (granting authority to the police chief or designee to approve raffle permits) and list of non-profit organizations affected. Ms. Orlowicz added the Historical Society. Selectman Bickford had a question about the authority to delegate. No action was taken, as the Board is to research the statutes.

Meeting Regarding Single Stream – Chair Jarvis said the director of Concord's single stream recycling facility, James Presher, would like to meet with the Board. RA Fuller said he, former Town Administrator April Whittaker, and Ms. Orlowicz met with him previously. The Board placed him on the agenda for the meeting of August 16, 2010.

Town Hall Bulletin Board – Chair Jarvis said she priced bulletin boards that would be large and placed close to the Town Hall parking lot to replace the small damaged one on the porch, and she presented those prices she found on-line. The Board discussed if it would be for Town business solely, or if non-profit groups could post information also. The Board decided it needed more information, but would look for something lockable, probably with two sections.

Beach Ordinance Change – The Board set a public hearing for August 2, 2010 regarding insertion of language in the Beach Ordinance. It would indicate that use of the beach facilities be limited to: 1. Residents 2. Taxpayer 3. Renters and 4. Guests accompanied by a resident or taxpayer. The Town Clerk's office will write Beach Parking on a Transfer Station guest card.

Motion by Chair Jarvis to hold public hearings on August 2, 2010 for: changes to the Beach Ordinance, acceptance of New Hampshire the Beautiful grant money for the skid steer, and naming the road off Merrymeeting Road, currently called 156 A, B, C, and D Merrymeeting Road; second by Selectman Bickford. 3-0.

9. New Business

Lake Drawdown – **Motion by Chair Jarvis to hold a public hearing on New Hampshire Fish and Game's planned drawdown of Merrymeeting Lake on August 2, 2010; second by Selectman Bickford. 3-0.**

AC Rendinaro will contact the Merrymeeting Lake Association to put the announcement on their website.

Strafford County Regionalization Meeting – Chair Jarvis said AC Rendinaro would attend this meeting.

Building Permits – BI/CEO Capello provided the Board with a list of building permits from 2005-2010.

LCHIP Grant Application – Chair Jarvis said, to meet LCHIP requirements, the Town must adopt principles of the Land Trust Standards and Practices applicable to what it is applying for. Historic Preservation projects substitute the word "organization" for "land trust" so the text encompasses preservation organizations. When the Board had questions, it charged AC Rendinaro to get full copies of the document for review before signing anything.

10. Schedule Next Meeting

The Board scheduled its next meeting on August 2, 2010 at 7:00 p.m. at Town Hall.

11. Approval of Minutes

The following amendments were made to the minutes of June 28, 2010: pg. 3, under Highway, seventh sentence, add “on the environment” after “negative effect.” Follow that with the sentence, “He asked for a comparison of maintenance costs between dirt and paved roads.” Page 3, last paragraph, second sentence, replace “woodworking” with “firewood processing”; last sentence, add “authority” after “enforcement.” Page 5, under Status of Items, first sentence, within parenthesis, replace “is” with “if”. Page 6, under LCHIP Grant, first sentence, add “(HSR)” after “Historic Structure Report”.

Motion by Chair Jarvis to accept the minutes of the business meeting of June 28, 2010, as amended; second by Selectman March. 3-0.

Motion by Chair Jarvis to accept the minutes of the non-public session of June 28, 2010; second by Selectman March. 3-0.

12. Adjournment

Motion by Chair Jarvis at 10:09 to adjourn; second by Selectman March. 3-0.

Respectfully submitted,
Cathy L. Allyn

A video recording of this meeting is on file with the Office of Town Clerk, is available for public viewing during normal business hours, and will be retained in accordance with the New Hampshire Municipal Records Board rules established under RSA 33-A:4, or for a minimum of 24 months.