

**New Durham Board of Selectmen
Minutes of Meeting ~ November 15, 2010
Town Hall**

Members Present: David Bickford, Frederic March (Theresa Jarvis out of town)

Others Present: Administrative Consultant Alison Rendinaro, Police Chief Shawn Bernier, Road Agent Mark Fuller, Building Inspector/Code Enforcement Officer Arthur Capello, Fred Booth, Rob Booth, Mike Clarke, Cathy Orlowicz, David Shagoury, Mary McHale, Stuart Rinschler

1. Call to Order – Acting Chairperson Fred March called the meeting to order at 7:01 p.m. and led the Pledge of Allegiance.

2. Citizens' Forum – Cathy Allyn announced the New Durham Public Library is hosting a presentation on New England foods by Yankee magazine columnist Edie Clark this Thursday evening at 7:00 p.m., and that the library will be holding its annual Edible Book Fair at 1:00 p.m. on Saturday. She said the public is invited to submit entries, or to just attend to help judge and eat the entries.

3. Raffle Drawing – Selectman David Bickford drew the Food Pantry's ticket as the winner in the New Durham Police Association's fundraiser. Tickets in the name of the Food Pantry were donated anonymously, and Police Chief Shawn Bernier said the directors will advise the NDPA of a family in need of the prize (a cord of wood donated by David Keslar). Carleton Woods will deliver the wood.

4. Public Hearings

Application for Driveway Permit on Class VI Road – Chair March opened the public hearing. Fred Booth explained he was transferring a 30 acre parcel owned by himself and the late Ron and Betsy Booth to Rob Booth, and had come before the Board requesting a driveway permit. He said to comply with Town guidelines, the distance from a Class V road must be within 600 feet and the grade must be less than 12 per cent. He said the driveway would be at 600 feet, so it would comply. He indicated he would bring the road up to higher standards and could relocate the gate and bar.

Chief Bernier said people who drive four wheelers on Chesley Road park in that area, and he wondered if that could block access to the property. Mr. Booth said he could clear an area on the property for them to park. Chair March noted there should be a turnaround. During public input, David Shagoury said the people could park on the Alton side. He said he'd rather not see four wheelers on that road. Chair March closed public input.

Road Agent (RA) Mark Fuller said he had no problems with the application.

Motion by Selectman Bickford to grant a driveway permit on property known as map 109, lot 2 off of Chesley Corner Road, which is in the process of being transferred to Robert Booth from Fred Booth and the late Ron Booth and the late Betsy Booth; second by Chair March. 2-0.

Acceptance of Unanticipated Funds - Administrative Consultant (AC) Alison Rendinaro said the Town has received three of 18 payments due it, for a total of \$3,000. Selectman Bickford said the payments are court ordered, from case 219-2009-EQ-00019, New Durham v. Peter Dudley. He said the court awarded the Town \$18,000 in attorney's fees, to be paid \$1,000 per month. Chair March opened the public hearing at 7:20 p.m. There was no public input.

Motion by Chair March to accept the payments in unanticipated funds from a court ordered payment; second by Selectman Bickford. 2-0.

Transient Sales Ordinance Amendments – There was no public input.

Motion by Chair March to accept the Transient Salespersons Ordinance, as amended; second by Selectman Bickford. 2-0.

Chief Bernier said enforcement of the ordinance takes effect once the Board signs it. AC Rendinaro said she would have amended copies for the Board to sign tomorrow.

5. Appointments

Barry Cox of the Local Government Center - The Board met with Mr. Cox to discuss the Pay and Classification Study. Mr. Cox indicated a study was done in 2008, and this time LGC charged only half as much, as it just plunked in the positions not included in the study previously. He said 33 positions are included in this latest study – 15 from 2008 and 18 that are new or revised. He gave a general overview and explanation of the study, saying that the reason to do a study is to bring internal and external equity to a town's system. He said internal equity is attained by evaluation of job descriptions and assigning positions to grades relative to each other. External equity is reached by comparing a town's salaries to comparable communities. He indicated that all of the job descriptions are based on the same 10 factors.

In response to Selectman Bickford's question regarding the steps within grades, Mr. Cox said the Town could modify the steps. He explained that the study merely evaluates positions, not the people filling them, and identifies the labor grade. He said the wage schedule is the same as in 2008. He said there is a three per cent different between steps and 20 steps between grades. He said the Board had latitude on how to apply the system.

Mr. Cox explained the analysis of pay data section indicates that, within New Durham, four positions are highly competitive (by being equal to or exceeding the average maximum pay of comparable communities), six are competitive (by exceeding the midpoint in pay of comparable communities), 13 are less competitive (equal to or exceeding the average minimum pay of comparable communities), and 12 are below the average minimum pay of comparable communities, possibly creating an issue in retaining these employees or recruiting for those positions.

He said there was insufficient data to draw comparative pay data for the Deputy Fire Chief, a firefighter, or the Highway Department Office Manager as other towns don't have those positions or it is too difficult to determine an hourly rate. He went on to say that the benefits package offered to New Durham's full-time employees is attractive in comparison to the other surveyed communities by offering more sick leave, maximum sick leave accumulation, and by covering a higher percentage of health and dental insurance than 50 per cent of the other communities.

Mr. Cox recommended making the study available to all employees. He said he would meet with anyone concerned about how his or her labor grade was determined or how the position has been classified. Selectman Bickford noted that the Police Chief's determination was changed. Chief Bernier said his labor grade should be 15, following the job description, rather than the 13 that it was, and it is now adjusted. Mr. Cox said the Town Clerk/Tax Collector level was changed, also, and he believed it is more accurate now.

6. Department Reports

Equipment Mechanic /Highway – RA Fuller said he would have more information on the grader next week. AC Rendinaro asked that he present the information at the work session on November 29, 2010. He reported six bids on the 2001 pick-up truck, and recommended going with the highest bidder. He read off the bids.

Motion by Selectman Bickford to award the bid for the 2001 GMC 6L pick-up truck to David Thurston for \$3,200; second by Chair March. 2-0.

Fire – AC Rendinaro said Fire Chief Peter Varney was at ladder training, but that he provided a handout on calls for service by request type per month for this year so far and a yearly comparison of total call volume, average calls per month and average calls per day from 1996 through 2010. She said the numbers come from Lakes Region Dispatch.

7. Status Reports

AC Rendinaro said the tax bills have gone out.

8. Old Business

Survey Perambulation of Wolfeboro/New Durham Town Line – AC Rendinaro reported that Wolfeboro Planner Robert Houseman has recommended a survey perambulation by White Mountain Survey Company of the Wolfeboro/New Durham Town line, with every single monument and rock point in the Perambulation Reports geo positioned, as Cartographics did not do, to arrive at the exact boundary line. Selectman March noted New Durham would be responsible for half of the \$3,500 cost. He said the town line issue had to be resolved.

Selectman Bickford questioned the use of “sketch” as the finished product, indicated in Mr. Houseman’s email, saying the Town needs to know if a survey or a sketch was what it would be paying for. AC Rendinaro is to determine if the cost is for a survey. RA Fuller said the stones and pipe are there, so there should be no problem with the GPS marking. Selectman Bickford said the boundary to be marked is three miles, and added that it would improve accuracy. He said he assumed this would be done next year, so the Board could budget for it.

Motion by Selectman Bickford to agree to fund half the cost of \$3,500 for a survey of the Wolfeboro/New Durham Town line; second by Chair March. 2-0.

AC Rendinaro pointed out that a similar request will probably be forthcoming regarding the Brookfield/New Durham Town line.

9. New Business

Tax Rate – AC Rendinaro said the tax rate is \$21.19.

Abatement Refunds – **Motion by Selectman Bickford to abate the amount of \$16 on the 2010 Tax Lien for properties known as map 252, lot 10; map 243, lot 9-19; map 113, lot 66 – 32; map 229, lot 3; and map 234, lot 1-73; second by Chair March. 2-0.**

The Board signed the abatement refunds.

10. Schedule Next Meetings

November 22, 2010 – budget review of health insurance and personnel administration. AC Rendinaro told the Board that DRA has requested a non-public session at 7:00 p.m. at that meeting.

November 29, 2010 – budget review at 7:00 p.m. at Town Hall.

December 6, 2010 – business meeting at 7:00 p.m. at Town Hall.

11. Approval of Minutes

Motion by Selectman Bickford to approve the minutes of the work session of October 20, 2010, as written; second by Chair March. 2-0.

Motion by Selectman Bickford to approve the minutes of the business meeting of November 1, 2010, as written; second by Chair March. 2-0.

Motion by Selectman Bickford to approve the minutes of the work session of November 3, 2010, as written; second by Chair March. 2-0.

Motion by Selectman Bickford to approve the minutes of the non-public session of the work session of November 3, 2010, as written; second by Chair March. 2-0.

12. Any Other Business

Selectman Bickford asked about the tax deed the Board worked on and AC Rendinaro said the individual involved expected to receive money in December, which could be used for payment. Selectman Bickford said he wanted residents to know the higher tax rate is due to the change in evaluation of the Town and the additional money used to take care of the roads.

13. Adjournment

Motion by Selectman Bickford at 8:28 p.m. to adjourn; second by Chair March. 2-0.

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.