

Board of Selectmen Public Meeting  
April 18, 2011

BOARD OF SELECTMEN  
Public Meeting  
April 18, 2011

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The meeting was called to order by Chair Terry Jarvis at 1:05PM

**Motion to enter nonpublic session under RSA 91-A: 3 II (c) reputation, and (e) pending matters of litigation made by Chair Jarvis, seconded by Selectmen Bickford. Roll call vote was taken: Jarvis- aye, Bickford- aye, Kratovil- aye. The Board entered non-public session at 1:06PM.**

**Motion to come out of non-public session at 2:55PM made by Chari Jarvis, seconded by Selectmen Bickford. 3-0**

**Motion to recess the meeting until 7PM, made by Chair Jarvis, seconded by Selectmen Kratovil. 3-0**

**Meeting recessed at 2:56PM.**

Chairman Jarvis called the meeting to back order at 7:00 PM and led the Pledge of Allegiance.

**Present:**

Chairman Terry Jarvis  
David Bickford, Selectman  
Jeffrey Kratovil, Selectman

**Also Present:**

Alison Rendinaro, Town Administrator  
Michael Clarke, Road Agent  
Carole Ingham, Town Clerk and Tax Collector  
Peter Varney, Chief FD  
Kevin Jenckes, LT. FD  
Mary McHale, Videographer

Volunteer to the Strafford Regional Planning Commission Technical Advisory Committee

- Planning Board approves appointment of Don Vachon

**Motion David Bickford, Second Terry Jarvis to appoint Don Vachon to the Strafford Regional Planning Commission Technical Advisory Committee. Vote was unanimous.**

**Department Reports:**

**Highway Department:**

- Chair Jarvis extended a thank you to the Highway Department from the Parks and Recreation Commission for their help with the guard atop the chain link fence at the ball field.
- Rakes working okay on dirt roads
- Projects for hot top out to bid
- Ragged Mtn. 11 culverts replacement out to bid
- Cleaning up/taking off plows
- Letter from resident- hot top washed up on lawn-Dept. will remove
- Selectman Bickford asked if it would be possible to do the other end of Brackett Road – perhaps go as far as Penny Lane and then do the other end. RA Clarke said he would look into it
- Road postings – tar road weight limits will be removed by Friday April 22, 2011. 2 to 3 dirt roads on South Shore Road will remain posted.
- Roads swept- sweeping will start on Monday April 25, 2011

**Fire Department:**

- Two resignations – Mike Davenport has been transferred to Arizona and Clayton Randall is resigning due to work schedule
- Reviewed report submitted by Lt. Roy, Training Officer, updating the BOS of the training that has taken place and is taking place.
- Lt Jenckes explained reason for request to waive 21 day bidding of purchase policy. Only one company makes a defibulator that meets the necessary requirements. BOS briefly discussed those requirements.

**Motion David Bickford, second Jeffrey Kratovil to allow the Fire department to waive Section 7D of the purchasing policy. Vote was unanimous.**

**Motion Terry Jarvis, second David Bickford to authorize the Fire Department to purchase a Zole E series cardiac monitor. Vote unanimous**

Note: Money for this purchase will be coming out of the Ambulance Revolving Fund.

- Mule track is on and windshield being installed, should be in service in a day or two

Chair Jarvis read a letter written by the Town Clerk, Carole Ingham concerning voter's registration checklist and asked for the Board's approval. The Board approved the letter.

Letter received from Peter Thompson stating grant titled "New Durham Tire Deflation Device" has been approved effective April 6, 2011. The purchase will be made from Town funds and the receipt submitted for 50% reimbursement.

Purchase Order signed for a 2011 Ford Explorer police cruiser in the amount of \$24,825.

Town Clerk, Carole Ingham met with the Board to discuss electronic payments. She addressed concerns of the Board members.

**Motion Terry Jarvis, second David Bickford to accept electronic payments for the Treasurer, Town Clerk, & Tax Collector office to accept payments of local taxes, charges generated by utility services and other charges. Vote was unanimous.**

TC Ingham updated Selectmen on what she has done and is in the process of doing:

- Letter to State Motor Vehicle to inform them of New Durham going to one check Town, Municipal Agent contract has to be amended and State money needs to be transferred each day.
- Letter to State Motor Vehicle asking them to release motor vehicle data monthly to the software program for the purpose of downloading to the internet so it can be placed on the website for residence to access to renew their registration or pay taxes.
- Several contracts received that need BOS signature. TC Ingham recommends these contracts be reviewed by Town Counsel. The BOS agreed to send these contracts to Town Counsel for review before signing.

TC Ingham explained in greater detail how the transferring of funds would work.

**Dog Ordinance Review:**

After some discussion, the BOS will make edits and corrections and review the Ordinance at their next meeting. TA Rendinaro will contact LGC for a sample Dog Ordinance.

**Grader Lease/Purchase Agreement:**

- Revised contract has been reviewed by Town Counsel and TD Equipment is in agreement with revisions
- RA Clarke, TA Rendinaro, and TM Valladares will be inspecting the Grader to make sure all Town requirements are met.

**Motion David Bickford, second Terry Jarvis to authorize the Town Administrator to sign on behalf of the BOS any documents relating to the Lease/Purchase agreement with TD Equipment. Vote was unanimous.**

BOS signed purchase order for the 2011 Volvo Grader.

Workers Compensation Addendum – extends Worker’s Compensation coverage with LGC for the next three years.

**Motion Terry Jarvis, second David Bickford that the BOS sign an extension with LGC Worker’s Compensation Trust for the period covering January 1<sup>st</sup>, 2011 thru December 31<sup>st</sup>, 2013. Vote was unanimous.**

**Motion David Bickford, second Jeffrey Kratovil, to authorize the Chairman of the Board to sign on behalf of the BOS, the extension with LGC Worker's Compensation Trust. Vote was unanimous.**

**Solid Waste Ordinance:**

- The BOS will review the ordinance and give their feedback to TA Rendinaro by April 28<sup>th</sup>.

**Metrocast Contract Renewal:**

- BOS has several concerns –
  1. How much will legal fees be?
  2. How will it be prorated?
- Mora Campbell, Metrocast representative, has recommended an extension as the renewal process is lengthy and the Town does not have enough time.
- Suggestion of the Town conducting a survey to determine how Metrocast users feel about the services they receive and what changes would they suggest.
- How long is an extension for?
- Establish committee

The BOS reviewed the Request for Proposals for a Historical Building Assessment for the 1907 New Durham Town Hall. Chair Jarvis suggested getting the proposal out as quickly as possible.

**Motion Terry Jarvis, Second David Bickford for the Town Administrator to move forward with requests for proposals for historic building assessment of the 1907 Town Hall. Vote was unanimous.**

**Selectmen Meetings:**

- Chair Jarvis proposed a change in venue for the BOS meetings. She suggested one meeting be at night while the other meeting be during the afternoon. This would make it possible for more people to attend BOS meetings
- First meeting of the month be at 7:00 PM at the Town Hall
- Second meeting be at 1:00 PM at the Fire Station meeting room

BOS agreed to try this schedule on a trial basis.

**Authority of BOS:**

**Motion Terry Jarvis, second David Bickford to allow any member of the Board of Selectmen access to any and all Town records including personnel. Vote was unanimous**

**On-Call Answer:**

- Question was asked "Why does a small Town like this need so many police officers?"
- Answer is FBI recommends 1 police officer for every 500 people.

**Motion David Bickford, second Jeffrey Kratovil to have TA Rendinaro get a copy of the FBI document from Chief Bernier. Vote was unanimous**

**New Employee Policy:**

- Step by step policy of new hire employees
- Chair Jarvis presented the other Board members with a draft of the policy for their review.
- After a brief discussion, the Board agreed to review the policy and discuss any possible changes at the next meeting.
- TA Rendinaro will contact Department Heads for their input
- Selectman Bickford would also like to contact MRI to see what their recommendations might be
- LGC to be contacted for proper language and to determine what statutes might be involved

**Approval of Minutes:**

**Motion Terry Jarvis, second David Bickford to accept the minutes of April 4, 2011 as written. Vote was unanimous.**

Selectman Kratovil asked if it was allowed for members of the Board to collaborate amongst themselves. Chair Jarvis explained that when two of them were together to discuss an issue, it would have to be done in a posted meeting. She explained that there are times when one member will create a document for the other members to review and make corrections or suggestions for the next meeting.

**Non-Public Minutes of April 4, 2011:**

- Session 1:
  1. TA Rendinaro to ask attorney about attorney/client privilege
- Session 2

**Motion Terry Jarvis second Jeffrey Kratovil to accept the minutes of the April 4, 2011 Non-Public meeting as written. Vote was unanimous.**

Chair Jarvis stated the Board has received two letters,

- One letter is from Farmington PD regarding Sgt Lamontagne who while off duty came upon an individual committing a crime and held visual on the individual until the Farmington PD could arrive.

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- Second letter is from the DRA updating the Board on the status of assessments.

**Next Meeting:**

The next meeting of the Board of Selectmen will be held on May 2<sup>nd</sup>, 2011 at 7:00PM at the Town Hall. The Board will be:

- Finalizing the Dog Ordinance
- Signing off on the Transfer Station Ordinance
- Set fees for the Transfer Station
- Set Public Hearing for Dog Ordinance, Transfer Station Ordinance, Fees for the Transfer Station and the Shirley Forest.

**Motion Terry Jarvis, second Jeffrey Kratovil to adjourn. Vote was unanimous.**

The meeting was adjourned at 10:03 PM.

*Respectfully Submitted,  
Laura Zuzgo/Alison Rendinaro*

A video recording of this meeting is on file with the Office of the 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 33-4:4, or for a minimum of 24 months.