

**New Durham Board of Selectmen
Minutes of Meeting ~ December 19, 2011
Fire Station Community Room**

Members Present: Theresa Jarvis, David Bickford, Jeffrey Kratovil

Also Present: Town Administrator (TA) Alison Webb, Tom Goss, Baysider reporter Brett Tiede, videographer Mary McHale

1. Call to Order – Chair Terry Jarvis called the meeting to order at 1:00 p.m. and led the Pledge of Allegiance.

2. Agenda Review – The Board added several items.

3. Appointments

The Board met with Tom Goss of the Powder Mill Snowmobile Club. Mr. Goss said while doing trail maintenance and Rt. 11 clean-up, club members have picked up items that are not accepted as simple trash. He said the club members were charged \$25 for tires members brought to the Transfer Station. He said the club would like an agreement that it not be charged for such items.

Selectman David Bickford said the Town has waived fees if people bring in items dumped illegally on their property. He said his feeling is to allow the club to bring in items without paying the fee. Chair Jarvis asked if Mr. Goss could let the Transfer Station staff know who would be bringing in the items. Mr. Goss said he and Mike Gelinas would be most apt to bring in things. Selectman Bickford said they could call the attendant that day. Chair Jarvis and Selectman Bickford noted that the club is cleaning up for the Town. Mr. Goss said the tires were fished from the Ela River.

Selectman Jeff Kratovil said a memo could be sent to the Transfer Station. He suggested including a timeframe. Chair Jarvis said perhaps from now until the end of the snowmobile season. Mr. Goss said most of the cleaning up occurs before the snows come. He said he would prefer the agreement be indefinite. Selectman Kratovil said he was sure the members are trustworthy and would not take advantage by bringing in personal items without being charged, but a cut-off date would prevent that. Selectman Bickford said the attendant could alert the Board if there was ever a problem along those lines, so he did not believe a cut-off date was necessary.

Motion by Selectman Bickford to reimburse the Powder Mill Snowmobile Club \$25 for its previous disposal of tires and to allow the club to bring in illegally dumped items at no charge; second by Chair Jarvis. Selectman Bickford disclosed he was a member of the club. **Jarvis – aye, Bickford – aye, Kratovil – nay. The motion carried.** Selectman Kratovil said he agreed with reimbursing the club but did not agree the agreement should be in perpetuity.

4. Old Business

Governor Wentworth School District Administration Fee – Chair Jarvis indicated the school used New Durham's fuel pumps, causing work for Finance Officer Vickie Blackden, so she said the Board has been contemplating charging the district.

Motion by Chair Jarvis to charge the Governor Wentworth School District five cents per gallon for the privilege of using our fuel pumps for the buses; second by Selectman Bickford. Selectman Bickford said the nickel charge is arbitrary. Town Administrator Alison Webb asked if a deal was ever made with the school. Chair Jarvis said she believed it was just a courtesy the Town extended. Selectman Bickford said he felt the Board should warn the school that it was contemplating an administration fee. He said the charge could also be a flat fee. Chair Jarvis said Ms. Blackden has to go through all of the sheets to bill the district. She said the exact number of gallons could also be determined. She said the district saves a lot of money by using the New Durham pumps. Selectman Bickford withdrew his second. TA Webb is to work with Ms. Blackden and Road Agent Mike Clarke.

Invoice for Shirley Forest Management Plan – Chair Jarvis said monies from the trust fund must be authorized at Town Meeting, so payment for this bill needed to come from other sources. TA Webb said the state did the appraisal. She told the Board \$2,000 appropriated last year for General Government Buildings is available and could be used, reflected in contracted services. She said it's good to use that money since the work was done in 2011. TA Webb noted the cutting project was to be completed this year, but the timber market was poor, so the Board and Forester Peter Farrell decided to wait. The management plan is on the website.

Motion by Selectman Bickford to pay the \$2,695 bill from the General Fund; second by Chair Jarvis. 3-0.

5. New Business

Accountants' Proposal – The Board briefly discussed Plodzik & Sanderson's proposal for auditing the Town books for fiscal year 2011.

Motion by Chair Jarvis to authorize the chairperson to sign the auditor's document regarding auditing services for fiscal year 2011 to begin February 27, 2012; second by Selectman Bickford. Selectman Bickford said the charge was a reasonable price. TA Webb pointed out that switching auditors would have a big upfront cost. She added that these auditors are familiar with the Town and answer questions without billing. **3-0.**

6. Department Reports

TA Webb said Fire Department personnel were unable to attend the meeting, but reported that all the equipment necessary for the conversion to Strafford County Dispatch Services has been ordered. She said Middleton and New Durham are moving to the Farmington channel, run cards are ready to go, and everything is set to make the conversion on December 31, 2011. She said she believed the department has identified which association it will join. She told the Board other communities have asked why New Durham is leaving Lakes Region Dispatch. TA Webb said you can't beat the savings the Town will realize.

7. Return to New Business

Welfare Finance Charge Waiver – The Board discussed Welfare Officer Laura Zuzgo's proposal to send out letters to those with a lien on their property for past assistance, as a reminder of their debt to the Town. She requested waiving all accrued finance charges

if the debt were paid within 30 days of the notice, in the hope of getting the debts paid off. TA Webb said Ms. Zuzgo has created a spreadsheet to track Welfare clients, and has determined the liens are from 1990-2011 with a range of \$78 to \$6,000. With finance charges included, they come to a total of \$111,584.55, and without finance charges, \$73,520.13. She said Welfare liens are to be paid back, but the Town cannot send out invoices.

Chair Jarvis said people who don't own property and receive assistance sign repayment agreements. Selectman Bickford said the interest rate is 6 per cent, with the first year interest free. TA Webb said a town has six years to take an action, such as a lien. Selectman Bickford said the Board needed to determine if we're taking appropriate action to protect our position. He said he was not one for amnesty. He said once interest accrues, it becomes part of the debt. He said amnesty encourages people not to pay, because they could wait until amnesty is offered again. Chair Jarvis said she did not mind a 30-day waiver, as the Town is trying to clear up old cases, but did not want to offer it every year.

Selectman Kratovil said he was against forgiveness, as he thought a Town should be run like a business. He said he considered the Town lenient, and cited Comstar/ambulance practices as an example. He said occasional amnesty sends a mixed message. TA Webb said the idea of the grace period came from other communities, which had luck getting paid with reminder letters. Chair Jarvis advised waiting until the Board had a clear definition of "action," as used in RSA 165:25, and knew the number of lien cases involved.

Metrocast Franchise – TA Webb asked that public input on the Metrocast franchise, set to close on December 31, 2011, be kept open indefinitely. She said she received public comment from only one person, and any negotiating power in the future needs documentation of input. She suggested keeping it open until the franchise agreement is signed and instituted.

Motion by Chair Jarvis to continue to receive public input relative to the Town's TV franchise renewal with Metrocast for as long as possible; second by Selectman Kratovil. 3-0.

Town Report Annual Report – Selectman Bickford made several suggestions to shorten Chair Jarvis' second draft of the Board's Annual Report. She requested input.

2011 Town Report Quotes – The Board discussed the three received bids.

Motion by Selectman Kratovil to award the contract for printing the 2011 Town Report to Kase Printing, Inc. of Hudson, in the amount of \$2,943 for 750 copies; second by Chair Jarvis. 3-0.

Budget Discussion – Lengthy discussion ensued on amounts to recommend for the Capital Reserve Funds and Expendable Trust Funds. The Board agreed to create three additional funds: Gravel CRF with a contribution of \$25,000, Fuel Depot with \$5,000, and ETF Emergency Management, with \$10,000, to be offset by revenues. See attached for amounts recommended in the other 26 funds.

Motion by Chair Jarvis to fund CRF account 4915 and ETF account 4916 for a total amount of \$557,550; second by Selectman Bickford. Jarvis – aye, Bickford – aye, Kratovil – nay. The motion carried.

Review of 2012 Warrant Articles – Chair Jarvis said the Board could review the core of the articles, before sending them on to the Department of Revenue Administration. During the course of the discussion, the Board decided that a written narrative, as provided at times in the past, would be helpful. Depending on monies available at the end of the year in certain budgets, some amounts in certain articles could be reduced.

8. Approval of Minutes

Motion by Selectman Bickford to approve the minutes of the work session of December 21, 2011, as amended; second by Selectman Kratovil. 3-0.

Motion by Chair Jarvis to approve the minutes of the public business meeting of December 5, 2011, as amended; second by Selectman Kratovil. 3-0.

The Board discussed and amended the sealed minutes of the non-public session of December 5, 2011. **Motion by Chair Jarvis to approve the minutes of the non-public session of December 5, 2011, as discussed; second by Selectman Bickford 3-0.**

Motion by Chair Jarvis to approve the minutes of the December 12, 2011 budget meeting, as amended; second by Selectman Kratovil. 3-0.

Motion by Selectman Bickford to approve the minutes of the December 14, 2011 budget meeting, as amended; second by Selectman Kratovil. 3-0.

9. Recess

Motion by Chair Jarvis to recess until 7:00 p.m. at Town Hall; second by Selectman Bickford. 3-0.

10. Recall to Order – Chair Jarvis recalled the meeting to order at 7:01 p.m.

11. Public Hearing for Withdrawals from Capital Reserve Funds – Chair Jarvis opened the public hearing at 7:02 p.m. There was no public input and Chair Jarvis closed the public hearing at 7:02 p.m.

Motion to withdraw \$32,240 from the Police Cruiser CRF made by Selectman Bickford, second by Selectman Kratovil. 3-0.

Motion to withdraw \$7,200 from the Milfoil CRF made by Selectman Bickford, second by Selectman Jarvis. 3-0.

Motion to withdraw \$100,000 from the Highway Truck CRF made by Selectman Bickford, second by Selectman Kratovil. 3-0.

Motion to withdraw \$21,562.86 from the Public Safety Facilities CRF made by Selectman Bickford, second by Selectman Kratovil. 3-0.

Motion to withdraw \$154,385.63 from the Road Reconstruction CRF made by Selectman Bickford, second by Selectman Kratovil. 3-0.

Motion to withdraw \$600 from the Smith Ball Field and Equipment CRF made by Selectman Bickford, second by Selectman Kratovil. 3-0.

12. Public Hearing for Withdrawals from Expendable Trust Funds – Chair Jarvis opened the hearing at 7:07 p.m. and closed it immediately due to no public input.

Motion to withdraw \$3,895.55 from the Computer Systems and Office Equipment ETF made by Selectman Bickford, second by Selectman Kratovil 3-0

Motion to withdraw \$15,368.06 from the Town Building ETF made by Selectman Bickford, second by Selectman Jarvis 3-0

13. Public Hearing for the Acceptance of Unanticipated Funds from FEMA – Chair Jarvis opened the hearing at 7:09 p.m. and closed it at 7:09 p.m.

Motion to receive \$26,508.81 from FEMA made by Selectman Bickford, second by Chair Jarvis 3-0

14. Any Other Business

Mary McHale made a brief statement.

Motion by Chair Jarvis to accept the resignation of Mary McHale from the 1772 Meetinghouse Restoration Committee and the Trustees of the Trust Funds, with regret; second by Selectman Bickford. Jarvis – aye, Bickford – aye, Kratovil – nay. The motion carried.

15. Adjournment

Motion by Chair Jarvis at 7:23 p.m. to adjourn; second by Selectman Bickford. Jarvis – aye, Bickford – aye, Kratovil – nay. The motion carried.

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.