

**New Durham Board of Selectmen
Minutes of Meeting ~ October 1, 2012
Town Hall**

Members Present: David Bickford, Theresa Jarvis, Jeff Kratovil

Also Present: Town Administrator (TA) Alison Webb, Interim Town Administrator Jeremy Bourgeois, Police Chief Shawn Bernier, Road Agent Michael Clarke, Building Inspector/Code Enforcement Officer (BI/CEO) Arthur Capello, Cathy Orlowicz, videographer Jim Ladd, recorder Cathy Allyn

1. Call to Order – Chairperson David Bickford called the meeting to order at 6:00 p.m. and Selectman Jeffrey Kratovil led the Pledge of Allegiance.

2. Non-public Session I - Motion by Selectman Terry Jarvis at 6:01 p.m. to enter non-public session under RSA 91-A:3 II (b) - the hiring of any person as a public employee; second by Selectman Bickford. A roll call vote was taken: Bickford – aye, Jarvis - aye, Kratovil -aye.

3. Motion by Selectman Bickford at 6:57 p.m. to come out of non-public session; second by Selectman Kratovil.

4. Public Forum – Cathy Orlowicz of the New Durham Historical Society presented the Board with a special events license for the Civil War Encampment to be held on Ridge Road this weekend for the tenth year. Added events include a supper and movie shown in the barn on Saturday evening. She told the Board that proceeds from the supper, bake sale, and movie go to the Civil War scholarship, for which any student going on to an undergraduate degree can apply for. She said this year marks the 150th anniversary of the Civil War.

Motion by Chair Bickford to approve the special event license for the New Durham Historical Society's Civil War Encampment to be held October 6 and 7, 2012 at 16 Ridge Road, New Durham; second by Selectman Jarvis. 3-0.

The Board and Police Chief Shawn Bernier signed the permit.

5. Agenda Review – Some modifications were made.

Chair Bickford said he received a letter of resignation from the New Durham Fire Department from Senior Captain Leon Smith, effective at the end of the year. Selectman Kratovil asked if an exit interview would be possible, and TA Alison Webb said it would be, and the Board should conduct one.

6. Appointments/Announcements – Arthur Hoover of the Milfoil Committee was not in attendance.

7. Department Reports

Highway -

Culvert Purchase - Road Agent Mike Clarke provided the Board with a purchase order from Water Industries, Inc. He said the company was selling pipe at state-bid prices.

Motion by Selectman Jarvis to waive the purchasing policy, and to approve PO #0186 to Water Industries, Inc. of Alton for \$9,619.60 for the purchase of various sized culverts; second by

Chair Bickford.

RA Clarke said the PO was for 200 feet of 12 inch, 15 inch, and 18 inch culvert; and 40 feet of 36 inch and 48 inch. All the piping is triple-walled and ADS. He said he currently has no 12 inch culverts, 60 feet of 16 inch, and 80 feet of 18 inch.

3-0. The motion carried unanimously.

Town Hall Grading – RA Clarke reported the grading around Town Hall would commence tomorrow. He said he rented a sod cutter, so the sod on the parking lot side slope could be laid back down after the regrading. He said he planned on laying fabric by the building to stop weeds, and to re-seed that area.

RA Clarke told the Board he would not be installing blind pipe line, which was part of Wendy Anderson's plan, due to his belief of increased ice problems. Chair Bickford voiced concerns that the plan was not to be followed. RA Clarke said Ms. Anderson's plan was to dump water onto the parking lots. He said that would be a maintenance issue.

TA Webb said water flows to the parking lot now, and that the fabric would shoot water away from the foundation. RA Clarke said piping would involve a week's work. Selectman Kratovil suggested sonotubes, concrete tubular forms, filled with sand or gravel under gutters to remove water. RA Clarke said the lion's share of water comes off the police station and Depot Road sides. He told the Board it would take one and a half weeks to lay impervious fabric, stone, pipe, and stone on top of the pipe in the ditch on both of those sides.

Loader Repairs - RA Clarke reported the loader needs a \$6,000 repair for a hydraulic brake problem. He said Nortrax, the John Deere vendor, can't take it for three weeks, but another vendor can repair it this week and loan the Town a demonstration vehicle. He said the repair is too involved for Equipment Mechanic David Valladares to effect, and that the loader will be a trade-in on a new \$155,000 - \$180,000 loader.

Motion by Selectman Jarvis to authorize Road Agent Mike Clarke to go forward on plans to repair the loader, with an estimated price of \$6,000; second by Selectman Kratovil. 3-0.

Dirt Roads – RA Clarke said all dirt roads have been ditched and gravel is out on half of them. Regarding crushed gravel, he said 8,000 ton has been crushed and there could be up to 16,000 ton to crush. He said he would come before the Budget Committee concerning that matter. He told the Board he had enough salt to make it until January.

1772 Meetinghouse Parking Lot – Chair Bickford said the new Meetinghouse parcel, to be used as a parking lot, needed to be cleared. Cathy Allyn, speaking as chairperson of the Meetinghouse Restoration Committee, indicated that volunteers completing that project would not be the best idea due to liability concerns. RA Clarke clarified that the brush needed to be removed. He said he could locate the exact area off of the plot plan.

Discussion ensued regarding yearly maintenance. Selectman Jarvis asked if the cost would come from the Town's or Meetinghouse's budget. RA Clarke said maintenance would not have to be done next year.

Highway Shed – RA Clarke said he had three quotes for the metal roof, three for the concrete, and one so far to do the framing. He said he would have the figures laid out for the Board and the Budget committee. He said he was confident that the metal roof could be redone, the concrete poured, and the 16 foot by 40 foot addition framed for less than the \$95,000 he had in his budget. He said hopefully those monies would cover the cost of a furnace, also. RA Clarke said the addition would house equipment, the furnace, compressor and lathe, and provide bay capability for the equipment mechanic. He said he was getting bids on pellet and wood stoves and a price on an oil fired furnace.

8. Old Business

Lightning Rods – RA Clarke said he, Selectman Kratovil, and Transfer Station (TS) Foreman Joe Bloskey met with the original owner of American Lightning Protection, Inc. and contractor Tom Tremblay.

Mr. Tremblay provided quotes of \$7,500 for installing rods on the transfer station office and compactor, recycling garage and cardboard compactor, and two side compactors; \$2,500 for installing rods on the highway shed; and \$2,000 for installing single phase surge protection for the highway shed, recycling garage, and transfer station office, and three phase surge protection for two side compactors and the compactor at the transfer station office.

RA Clarke said the surge protectors were all that were needed, in his opinion. TA Webb said TS Foreman Bloskey agreed. Selectman Kratovil said the purpose of speaking to the vendor was to see if there would be value in having the work done. Selectman Jarvis said she saw no urgency to move on the project now. She said research into warranties was necessary.

RA Clarke said local electricians could provide surge protection, and Selectman Jarvis suggested getting information from them. Selectman Kratovil summarized the proposed jobs, and said he agreed with RA Clarke about the need for rods. Chair Bickford asked RA Clarke to continue the research on surge protection, due to his electrical background.

9. Return to Department Reports

Police – Chief Bernier provided the Board with four thank-you cards his department has lately received.

He said he received both radios from the grant, and gave three of his old portables to the fire department. He reported two tasers went down, and are out of warranty, so he purchased one at \$1,450 and will get another. He said it is not recommended to use them after five years, due to possible malfunctions.

Chief Bernier said the pistols in his department are 14-years old, and that he traded in one broken Glock pistol. He said he is replacing firearms slowly. He said he is also working with the county on the UPN network.

He announced that Halloween trick-or-treating hours will be 5:00 – 7:00 p.m. on Wednesday, October 31, 2012.

10. Return to Old Business

Town Hall Repairs – TA Webb reported that LCHIP Historic Resource Specialist Amy Dixon indicated the use of Hardy board or similar substitute material for Town Hall's spruce clapboard would make the building ineligible for an LCHIP grant, as it does not meet the Secretary of the Interior's Standards for Rehabilitation. Ms. Orlowicz said it could also jeopardize the building's status on the National Register of Historic Buildings.

The Board discussed quotes on the work. Building Inspector/Code Enforcement Officer (BI/CEO) Arthur Capello said repairs should be made as soon as possible. He said he would get the bids, but he needed one set of specifications for the siding and repairs. Ms. Orlowicz said the trim needed to be replicated. She said trim work was done in the past by craftsmen who did not understand, and that led to these current problems. BI/CEO Capello said he could contact an historical restoration company.

Selectman Kratovil said the Board discussed scheduled maintenance. RA Clarke said the previous BI/CEO warned that if the Town didn't take care of things now, it would pay more later in repairs. BI/CEO Capello said the Board needed to make a decision. RA Clarke said local people can make their own molding, and the Board reviewed the quote for siding repair from TimberHawk Carpentry.

Selectman Jarvis said BI/CEO Capello should put together the specs, with Ms. Orlowicz acting as consultant, and get the bids in. Chair Bickford said he would like to have BI/CEO Capello just do it. BI/CEO Capello cautioned that the total price is unknown because the degree of repairs is unknown until the siding is removed. He suggested bidding it as time and material, rather than RFP. Chair Bickford said BI/CEO could use his judgment.

Basement Windows – BI/CEO Capello said Ms. Orlowicz got prices on windows from Home Depot and he got a price from Masonry Unlimited. Home Depot's price for six installed, double paned, with muntins (mutton bars) and pressure treated sill windows was \$3,030 for higher quality and \$2,352 for lower quality. Masonry Unlimited quoted \$2,050 for six installed windows with PVC sills. BI/CEO suggested four windows would be ample with two on the parking lot side, one for the furnace area, and one on the Depot Road side. He recommended blocking the other windows with granite.

Selectman Jarvis said four windows would cost less than \$3,000 so the town administrator could sign off on it. Selectman Kratovil said the Board did not have information on the quality of the windows. Discussion ensued. Chair Bickford agreed that four windows would be adequate.

Motion by Selectman Kratovil that Interim Town Administrator Jeremy Bourgeois effect purchase of Home Depot's higher quality buck-style windows with pressure treated sills; second by Selectman Jarvis. 3-0.

BI/CEO Capello noted that the Board went with the higher price. Selectman Jarvis said the other windows would be blocked when the grading is complete and the windows, installed. BI/CEO Capello said Masonry Unlimited quoted \$1,800 to block up the extra windows. He said he would not continue to have that company bid if one of the selectmen doesn't like them and won't give them a chance. He said he found it odd that the Board went with the higher price.

The Board agreed that BI/CEO Capello and Ms. Orlowicz would get together with Interim TA Bourgeois, who would then approve the purchase. BI/CEO Capello is to oversee the installation.

Promotions and Transfers – The Board reviewed the latest draft of the Employee Promotional and Transfer Process, and made minor changes.

11. New Business

Town Administrator Duties – The Board agreed that Interim TA Bourgeois should assume all supervisory responsibilities of Town staff in accordance with the Town's defined job descriptions, and be authorized to sign per the purchase policy, write off outstanding ComStar bills from 2010, enter into negotiations for the cable franchise, and have oversight of who can contact Town Counsel.

The Board decided against allowing him to sign a fuel contract. Chair Bickford said he could authorize the fuel contract.

Motion by Selectman Jarvis to authorize the chairperson to make the decision on the fuel bulk purchase contract for this year; second by Chair Bickford. 3-0.

Motion by Chair Bickford to grant Interim Town Administrator Jeremy Bourgeois powers, as assigned; second by Selectman Jarvis. 3-0.

12. Approval of Minutes

Motion by Selectman Jarvis to approve the minutes of September 17, 2012, as amended; second by Selectman Kratovil. 3-0.

Motion by Selectman Kratovil to approve the public minutes of September 19, 2012, as amended; second by Chair Bickford. 3-0.

Motion by Selectman Jarvis to approve the nonpublic minutes of September 19, 2012, as amended; second by Chair Bickford. 3-0.

Approved BOS minutes 10/01/12

Motion by Selectman Jarvis to approve the minutes of September 24, 2012, as amended; second by Selectman Kratovil. 3-0.

13. Future Meetings

The Board scheduled its next meeting for October 15, 2012 at 1:00 p.m. at the fire station community room.

The Board scheduled its first budget meeting for October 22, 2012 at 7:00 p.m. at Town Hall.

The Board discussed the presentation of departments' budget information. Chair Bickford suggested each department do it as the library does. Selectman Jarvis said Financial Assistant Vickie Blackden would need lead time to change. TA Webb suggested Chair Bickford speak with Ms. Blackden.

14. Any Other Business

Selectman Kratovil read a farewell appreciation letter to TA Webb.

15. Non-public Session II

Motion by Selectman Jarvis at 9:51 p.m. to enter into non-public session pursuant to 91-A:3 II (C)-reputation of a person other than a board member;; second by Selectman Kratovil. A roll call vote was taken: Bickford – aye, Jarvis - aye, Kratovil -aye.

The Board entered into non-public session at 9:57 p.m.

Motion by Selectman Jarvis at 11:09 p.m. to come out of non-public session; second by Chair Bickford. 3-0.

16. Adjournment

Motion by Selectman Kratovil at 11:09 p.m. to adjourn; second by Selectman Jarvis. 3-0.

Respectfully submitted,

Cathy L. Allyn

An electronic record of the meeting is on file with the Office of Town Clerk, and some meetings can be viewed on the Town's web site on demand.